

**ACTIONS / MATTERS ARISING FROM THE MEETING OF THE GOVERNING BODY HELD IN PUBLIC**

MINUTE	ITEM	ACTION TO TAKE	LEAD	CONFIRMATION OF ACTION TAKEN/STILL TO TAKE	OPEN / RECOMMENDED FOR CLOSURE
<b>ACTION/MATTERS ARISING FROM THE MEETING OF 7 NOVEMBER 2019</b>					
122/19	<b>Public Question</b> – to be answered more fully with regard to current levels of vacancies and agency staffing within provider services	<p>The Accountable Officer suggested that it would be useful for the partnership to work collectively together and for the Workforce Leads to try and get to the heart of the question so that can produce a Sheffield wide report to provide a flavour of vacancy rates across all of the sectors. Agency staffing is more complex and includes capped figures on what can be spent which can mask workforce gaps. Mr Hughes to raise at the Accountable Care Partnership (ACP) Workforce Group.</p> <p>Ms Mills will report back to the Governing Body and provide a further update to the member of the public who submitted the question.</p> <p><b>Update 07.05.20:</b> Advise the member of the public who had raised the question that this work would be paused until further notice</p>	<p><b>Mr Hughes</b></p> <p><b>Ms Mills</b></p>	<p>Work underway to scope and produce a consolidated report. Expected quarter 1, 2020/21.</p> <p><b>Update 05.03.20:</b> work is ongoing via the ACP and update to be provided in May 2020.</p> <p><b>Update 07.05.20:</b> the work to produce a consolidated report of vacancy rates across all of the sectors in the Accountable Care Partnership (ACP) has been paused in light of the current situation.</p> <p>To follow up once action above is completed.</p> <p>Complete</p>	<p><b>Open</b></p> <p><b>Open</b></p> <p><b>Recommended for closure</b></p>

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<b>ACTION/MATTERS ARISING FROM THE MEETING OF 9 JANUARY 2020</b>					
07/20	<b>Dementia Strategy</b>	The third commitment to be strengthened to reflect that Sheffield is above the national average with regard to diagnosing dementia. Due to caution required around screening a definitive statement was suggested to be included within the strategy.	<b>Mr Hughes (Ms Shearstone /Ms Tooke)</b>	<b>Update 07.05.20:</b> Strategy to be amended to reflect comments made at Governing Body in January and an update to be provided to the July 2020 Governing Body meeting.	<b>Open</b>
13/20	<b>Performance, Quality and Outcomes Report: Position Statement Month 8</b>	Explore how to facilitate the request that intelligence from practices on the appropriateness of bookings be collected in order that systematic experience could be fed back to YAS to inform the development of the service.  Thought to be given as to how to record demand in primary care which is important for resilience. Previously data was collected from “spotter” practices to look at the demand and the potential indicator for A&E activity.	<b>Mr Hughes  Mr Hughes (Ms Howcroft/ Ms Clewes)</b>	Work underway to design feedback from practices into service developments with YAS and report to be submitted to Governing Body in May 2020.  <b>Update 07.05.20:</b> This work has been paused in light of the current situation.  <b>Update 10.6.20:</b> Both these actions are still paused in light of the current situation	<b>Open  Open</b>
<b>ACTION/MATTERS ARISING FROM THE MEETING OF 5 MARCH 2020</b>					
35/20	Governing Body Assurance Framework (GBAF)	Wording within objective 5 is to be changed from “Be an excellent employer ...” to “Be a compassionate and inclusive employer that maximises the potential of our people”	<b>Ms Mills</b>	<b>Update 07.05.20:</b> 2020/21 Governing Body Assurance Framework refresh to be presented to Governing Body in in July	<b>Open</b>

36/20	Operational Plan including Commissioning Intentions	Work to be undertaken to ensure that the public facing documents are easier for the public to digest.	<b>Ms Doherty (Ms Ettridge)</b>	<b>Update 07.05.20:</b> This work has been paused in light of the current situation.	<b>Open</b>
42/20	Improvement Plan Update	Ms Buchan to draft a report which links the culture survey with the Cultural Change Programme, hosted by the Pacific Institute, feedback and submit to a future Governing Body Development Session.  <b>Update 07.05.20:</b> Mr Hughes to confirm with Ms Buchan when she expects the report can be presented to a future Governing Body development session	<b>Mr Hughes (Ms Buchan)</b>	<b>Update 09.06.20:</b> Improvement Plan Implementation update will be given to Governing Body in June. An update on the cultural change programme forms part of that paper.	<b>Recommended for closure</b>
<b>ACTION/MATTERS ARISING FROM THE MEETING OF 7 MAY 2020</b>					
64/20	Adoption of NHS Sheffield CCG Unaudited Financial Accounts for 2019/20 and Finance Report at Month 12	Keep Governing Body updated on how exceptional expenditure on prescribing would be treated in annual accounts	<b>Ms Mills</b>	Included as part of Financial Accounts update	<b>Recommended for closure</b>
65/20	NHS Sheffield CCG Draft Annual Report for 2019/20	Comments on the draft report to be sent to Ms Mills by 31 May 2020 latest  Review the description of the CCG and make up of Governing Body with a view to recognising the different backgrounds that people come from and that they weren't necessarily clinicians and to how we work as a CCG, and share the proposed revised description with members for comment.	<b>All to note</b>  <b>Ms Mills</b>	Complete  Complete	<b>Recommended for closure</b>  <b>Recommended for closure</b>

68/20	Performance, Quality and Outcomes Report: Position Statement	Keep Governing Body informed of progress with development and implementation of SHSCFT's action plan	<b>Mr Windle</b>	Will be captured and picked up in the patient safety, quality and experience report presented to Governing Body in June	<b>Recommended for closure</b>
70/20(b)	Any Other Business: Safeguarding	Present an update on safeguarding to Governing Body meeting in June	<b>Mr Windle</b>	Presented to Governing Body in June	<b>Recommended for closure</b>
70/20(c)	Any Other Business: Email from Healthwatch Sheffield	Respond to Healthwatch formally in writing following the meeting saying what we would be doing as a local system on those matters	<b>Dr Hudson</b>	Will be completed by June Governing Body meeting	<b>Recommended for closure</b>