

**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	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.	<b>Mr Hughes</b>	<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 and 18.06.20:</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><b>Update 27.08.20:</b> The information in relation to the workforce group of the ACP is now starting to reconvene so the issues around agency spend and vacancy will be picked up through that work and will be reported at a future Governing Body</p>	<b>Open</b>

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<b>ACTION/MATTERS ARISING FROM THE MEETING OF 9 JANUARY 2020</b>					
13/20	<b>Performance, Quality and Outcomes Report: Position Statement Month 8</b>	<p>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.</p> <p>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&amp;E activity.</p>	<p><b>Mr Hughes</b></p> <p><b>Mr Hughes (Ms Howcroft/ Ms Clewes)</b></p>	<p>Work underway to design feedback from practices into service developments with YAS and report to be submitted to Governing Body in May 2020.</p> <p><b>Update 07.05.20:</b> This work has been paused in light of the current situation.</p> <p><b>Update 10.06.20 and 18.06.20</b> Both these actions are still paused in light of the current situation</p> <p><b>Update 27.08.20:</b> Work is still underway, in light of the other requests within primary care, that data has not been taken forward, but this will now be explored</p>	<p><b>Open</b></p> <p><b>Open</b></p>
<b>ACTION/MATTERS ARISING FROM THE MEETING OF 5 MARCH 2020</b>					
36/20	<b>Operational Plan including Commissioning Intentions (CIs)</b>	Work to be undertaken to ensure that the public facing documents are easier for the public to digest.	<b>Ms Doherty (Ms Ettridge)</b>	<p><b>Update 07.05.20 and 18.06.20:</b> This work has been paused in light of the current situation.</p> <p><b>Update 24.07.20:</b> This work is still paused. The CIs are now</p>	<b>Open</b>

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			<b>Mr Hughes / Ms Buchan</b>	<p>being updated following the first phase of Covid and public friendly communications will be produced once signed off</p> <p><b>Update 06.08.20:</b> Work is still ongoing and we have a version of the revised set of commissioning intentions and priorities which will be discussed in private Governing Body and produced once signed off</p> <p><b>Update 25.08.20:</b> public friendly versions will be prepared once the Commissioning Intentions are approved</p> <p>Commissioning Intentions is on the September agenda as part of the Phase 3 planning</p>	
<b>ACTION/MATTERS ARISING FROM THE MEETING OF 18 JUNE 2020</b>					
<b>78/20(j)</b>	<b>Feedback from Lay Members</b>	Contact the Chair of Healthwatch Sheffield to discuss attendance at the Task and Finish Group that had been set up to look at what had happened on equality and engagement during the crisis and the next phase of the work	<b>Professor Gamsu</b>	<p>Oral update to be given at August Governing Body meeting</p> <p><b>Update 06.08.20:</b> Papers on equalities to Governing Body to be shared with Chair of Healthwatch at an earlier</p>	<b>Recommended for closure</b>

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				stage than with submission of formal meeting papers	
83/20	<b>Patient Safety, Quality and Experience Report</b>	Seek clarity on the routes for dentistry support in care homes	<b>Mr Windle</b>	<b>Update 24.08.20:</b> The CCG links with dentistry via the ROCS team in Sheffield. (Residential Oral Care Sheffield) - each care home with a named dentist who attends their home to provide oral care for residents. There is also a training programme attached for staff in homes to attend. Majority of homes are signed up to ROCS and where they aren't they have a different service and is monitored through our care home quality team	<b>Recommended for closure</b>
84/20	<b>Safeguarding (SG) Assurance Report</b>	Raise the concern raised by the GPs that the refusal from practices to allow midwives to access their premises could have an impact on pregnant women as it was recommended that pregnant women from 16 weeks to 32 weeks of pregnancy should receive a whooping cough vaccine	<b>Mr Windle</b>	Discussions continue with Midwifery and each GP practice is being risk assessed for service delivery. This is being led in discussions with Sapphire Johnson under Children's Commissioning  <b>Update 06.08.20:</b> Discussions are ongoing with a recommendation to bring back to September for further clarity  <b>Update 24.08.20:</b> The SG	<b>Open</b>

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		<p>Look at how to include an oversight of the Safeguarding Board performance report into our quality reporting through QAC, especially with a view to seeking clarity as to whether there would be sufficient capacity to meet demand if there was an increase in safeguarding referrals and cases of domestic abuse once lockdown restrictions were lifted</p>	<p><b>Mr Windle</b></p>	<p>team have researched the issues and it appears to be some isolated cases particularly primary care satellite practices. SG team is discussing with both primary care and Maternity commissioners for ongoing monitoring.</p> <p>This is being discussed at the Safeguarding Board – The current Safeguarding Dashboard for Children and Adults is going to be adapted so that this can be shared at Governing Body. Deadline September 2020</p> <p><b>Update 06.08.20:</b> This will be discussed at the next QAC and report to Governing Body in September as a substantive agenda item</p> <p><b>Update 24.08.20:</b> The Safeguarding performance report will be included in the next Governing Body report</p>	<p><b>Recommended for closure</b></p>
<p><b>96/20</b></p>	<p><b>Patient Story</b></p>	<p>Deputy Director of Communications to pass on thanks from Governing Body to FaithStar</p>	<p><b>Ms Ettridge</b></p>	<p><b>Update 25.08.20:</b> Completed</p>	<p><b>Recommended for closure</b></p>

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98/20	<b>NHS Sheffield CCG Governing Body Assurance Framework (GBAF) Refresh</b>	Director of Finance to check if other CCGs have also escalated the financial framework risk to critical and feedback at the next Governing Body and also feedback in terms of medium term investments	<b>Ms Mills</b>	<b>Update 27.08.20:</b> Feedback from other SYB CCGs is that they have either rated their relevant similar risks to critical or intend to do so in light of recent announcements	<b>Recommended for closure.</b>
99/20	<b>Sponsorship Proposal Over £5k</b>	Discussion about commercial sponsorship to be taken offline	<b>Mr Windle (Mr Barnfield)</b>	Post meeting note: Governing Body could not reach a consensus and therefore cannot approve the proposal of the sponsorship from Astra Zeneca	<b>Open</b>
100/20	<b>CCG Response to the COVID-19 Pandemic</b>	Deputy Director of Communications to obtain information on the swab test being made available to voluntary sector staff and share with Governing Body members  Deputy Director of Communications to pick up the points raised in the discussion with Governing Body members outside of the meeting	<b>Ms Ettridge</b>  <b>Ms Ettridge</b>	<b>Update 25.08.20:</b> Response still awaited to request for information  Update to be given to September meeting	<b>Open</b>  <b>Open</b>
101/20	<b>Equality Impacts of COVID-19 and Mitigations</b>	Deputy Director of Communications to email Chair of Healthwatch Sheffield individually regarding her points raised	<b>Ms Ettridge</b>	<b>Update 25.08.20:</b> Completed	<b>Recommended for closure</b>
103/20	<b>Month 3 Finance Report</b>	Director of Finance to arrange a masterclass for Governing Body to look at how we work creatively and innovatively	<b>Ms Mills</b>	<b>Update 14.08.20:</b> To be arranged once more information on the revised financial arrangements is available	<b>Open</b>