

**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><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> <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 05.03.20:</b> work is ongoing via the ACP and update to be provided in May 2020.</p> <p>Work underway to scope and</p>	<b>Open</b>

MINUTE	ITEM	ACTION TO TAKE	LEAD	CONFIRMATION OF ACTION TAKEN/STILL TO TAKE	OPEN / RECOMMENDED FOR CLOSURE
				produce a consolidated report. Expected quarter 1, 2020/21.	
<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>Update 22.10.20:</b> Discussions ongoing in relation to appropriateness of YAS 111 bookings into primary care.</p>	<b>Recommend for Closure</b>

MINUTE	ITEM	ACTION TO TAKE	LEAD	CONFIRMATION OF ACTION TAKEN/STILL TO TAKE	OPEN / RECOMMENDED FOR CLOSURE
				The Information Team are working with CCG colleagues, primary care colleagues and the North England data warehousing support services to formulate a plan to improve the availability and use-ability of primary care data plus the associated support to primary care. This will be presented to GB via the Draft Digital Strategy that is due to be presented at a future GB Development session.	
<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 Buchan / Ms Ettridge</b>  <b>Mr Hughes / Ms Buchan</b>	<b>Update 07.05.20 and 18.06.20:</b> This work has been paused in light of the current situation.  <b>Update 24.07.20:</b> This work is still paused. The CIs are now being updated following the first phase of Covid and public friendly communications will be produced once signed off  <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	<b>Open</b>

MINUTE	ITEM	ACTION TO TAKE	LEAD	CONFIRMATION OF ACTION TAKEN/STILL TO TAKE	OPEN / RECOMMENDED FOR CLOSURE
				<p>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> <p><b>Update 03.09.20:</b> Recommended to close this action if Governing Body approves the plans on 05.11.20</p>	

**ACTION/MATTERS ARISING FROM THE MEETING OF 18 JUNE 2020**

78/20(jj)	<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><b>Update 06.08.20:</b> Papers on equalities to Governing Body to be shared with Chair of Healthwatch at an earlier stage than with submission of formal meeting papers</p> <p><b>Update 18.09.20::</b> Professor Gamsu met with Ms Robinson and subsequently spoke with the Deputy Director of Communications who has written to Ms Robinson to provide an update on the work the group is doing and how they are taking it forward</p>	<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>	<p>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</p> <p><b>Update 06.08.20:</b> Discussions are ongoing with a recommendation to bring back to September for further clarity</p> <p><b>Update 24.08.20:</b> The SG team have researched the issues and it appears to be some isolated cases</p>	<b>Recommended for closure</b>

				<p>particularly primary care satellite practices. SG team is discussing with both primary care and Maternity commissioners for ongoing monitoring.</p> <p><b>Update 16.09.20:</b> After investigation only closed satellite sites were affected due to closure and practices are now being utilised appropriately or alternative accommodations has been sourced</p>	
<b>ACTION/MATTERS ARISING FROM THE MEETING OF 6 AUGUST 2020</b>					
<b>97/20</b>	<b>Standards of Business Conduct and Conflicts of Interest Policy and Procedure</b>	Email to all voting members the statement that asked them to confirm they understood and were committed to the legal and regulatory framework, asking them to sign and return the statement as soon as practically possible	<b>Ms Mills</b>	<b>Update 22.10.20:</b> The email request was sent to voting members on 15.10.20. As at 22.10,20 66% signed statements had been returned.	<b>Recommended for closure</b>
<b>99/20 (links to new action 116/20)</b>	<b>Sponsorship Proposal Over £5k</b>	Discussion about commercial sponsorship to be taken offline	<b>Dr McMurray (Mr Barnfield)</b>	<b>Update 03.09.20:</b> Agreed that this action will remain open until an ethical framework for future sponsorship proposals has been agreed	<b>To remain Open until action 116/20 is closed)</b>
<b>100/20</b>	<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	<b>Ms Ettridge</b>	<p><b>Update 25.08.20:</b> Response still awaited to request for information</p> <p><b>Update 18.09.20:</b> A further request has been sent to the</p>	<b>Open</b>

		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>	provider Update to be given to September meeting <b>Update 18.09.20:</b> Complete	<b>Recommended for closure</b>
<b>103/20</b>	<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 03.09.20 and 14.08.20:</b> To be arranged once more information on the revised financial arrangements is available	<b>Open</b>
<b>110/20</b>	<b>Reflections from the Last Meeting</b>	The thoughts and lots of comments from the August Governing Body meeting to be taken into a Governing Body development session at a later stage	<b>Dr Hudson</b>	Update to November meeting	<b>Open</b>
<b>ACTION/MATTERS ARISING FROM THE MEETING OF 3 SEPTEMBER 2020</b>					
<b>116/20 (links to action 99/20)</b>	<b>Approval of Unadopted Minutes of the Previous Meeting</b>	Consider discussing at a future Governing Body Development session, the ethical framework in which we might look at future sponsorship proposals	<b>Dr Hudson</b>	<b>Update 14.09.20:</b> Meeting with Charlotte McMurray to discuss the NHSE guidance on working with pharma. Will then ask for Governing Body members to be involved in working something up	<b>Open</b>
<b>118/20</b>	<b>Patient Story</b>	Send Governing Body's thanks to Mrs J and everyone involved in the story	<b>Mr Windle</b>	Completed	<b>Recommended for closure</b>
<b>119/20</b>	<b>Phase 3 Planning for 2020/21</b>	Discuss outside of the meeting how the CCG's Commissioning Intentions aligned with the health inequalities requirements from the Phase 3 letter	<b>Ms Buchan / Professor Gamsu</b>	Completed	<b>Recommended for closure</b>

		<p>Discuss outside of the meeting how the different equalities / health inequalities groups align</p> <p>Discuss outside of the meeting the inclusion of transition of children to adults in the CCG's Commissioning Intentions</p> <p>Discuss outside of the meeting Dr Sorsbie's suggestion that childhood events and trauma, which could lead to health inequalities, needed to be woven into each of our CIs</p>	<p><b>Ms Ettridge / Professor Gamsu</b></p> <p><b>Ms Buchan / Dr Bates</b></p> <p><b>Ms Buchan / Dr Sorsbie</b></p>	<p><b>Update 18.09.20:</b> Complete</p> <p><b>Update 27.10.20 -</b> Complete</p> <p><b>Update 27.10.20</b> Complete</p>	<p><b>Recommended for closure</b></p> <p><b>Recommended for closure</b></p> <p><b>Recommended for closure</b></p>
		<p>Present the Commissioning Intentions and Operational Plan to Governing Body for approval in October</p>	<p><b>Ms Buchan</b></p>	<p><b>Update 16.09.20:</b> To be presented to Governing for approval in public in October</p> <p><b>Update 23.09.20:</b> Next meeting in public deferred to 05.11.20</p>	<p><b>Recommended for closure if approved in November</b></p>
<b>120/20</b>	<b>Month 4 Finance Report</b>	<p>Clarify the current situation on IFR spend</p> <p>Clarify what the large variance on primary care other services relates to</p>	<p><b>Ms Mills</b></p> <p><b>Ms Mills</b></p>	<p>The Director of Finance confirms that the answer given at the meeting was correct: that all the spend was included in NHS provider blocks for the period up to the end of July</p> <p>The Director of Finance confirms that the overspend on this line is due to the deduction to the budget as a result of the national adjustment to the primary care allocation</p>	<p><b>Recommended for closure</b></p> <p><b>Recommended for closure</b></p>
<b>121/20</b>	<b>Performance and Delivery Report</b>	<p>Include information in future reports on how we compared to other areas in</p>	<p><b>Ms Tilney</b></p>	<p><b>Update 25.09.20:</b> Work in this respect is ongoing within the</p>	<p><b>Recommended for closure</b></p>

		<p>terms of the number of long waits</p> <p>Discuss outside of the meeting in terms of how the detail of long waits can be broken down</p> <p>Send the direct link to the temperature check survey to Governing Body members to get their opinions in</p>	<p><b>Ms Tilney / Dr Afzal</b></p> <p><b>Ms Ettridge</b></p>	<p>information team</p> <p><b>Update 22.10.20:</b> Benchmarking information included in the November GB Report</p> <p><b>Update 26.09.20:</b> Emailed Dr Afzal 25.09.20 with the latest performance report which now contains more detailed information about the long waits and Dr Afzal confirmed that this was a helpful addition.</p> <p>Completed 14.09.20</p>	<p><b>Recommended for closure</b></p> <p><b>Recommended for closure</b></p>
		<p>Governing Body members to email the Chair if they would like to volunteer to feed back to the Community of Practice their individual stories of challenges they had faced during COVID</p> <p>Communications team to send out dates of the CCG's culture change programme to Governing Body members with a view to those members attending the programme as and when available</p> <p>Invite the Director of Public Health to the October development session to give an update on the COVID Outbreak Plan</p> <p>Give an update to Governing Body in October on how the CCG as an</p>	<p><b>Governing Body Members</b></p> <p><b>Ms Ettridge / Governing Body members</b></p> <p><b>Dr Hudsen</b></p> <p><b>Mr Hughes / Dr McMurray</b></p>	<p><b>Update 16.09.20:</b> Reminder email sent to Governing Body members</p> <p>Completed - Email sent out 16.09.20</p> <p>Director of Public Health invited to attend the session</p> <p><b>Update 18.09.20:</b> Email update sent to Governing</p>	<p><b>Recommended for closure</b></p> <p><b>Recommended for closure</b></p> <p><b>Recommended for closure</b></p> <p><b>Recommended for closure</b></p>

		organisation would be managing public expectations in terms of the flu programme		Body members	
		Individual Governing Body members to contact the Chair if they interested in taking part in the Chair's drop in surgery for staff on an ad-hoc rotational basis	<b>Governing Body members</b>	<b>Update 16.09.20:</b> Reminder email sent to Governing Body members	<b>Recommended for closure</b>
<b>122/20</b>	<b>Patient Safety, Quality and Experience Report: Patient Safety</b>	Provide an update to Governing Body in October on the appointment of the CCG's new patient safety expert	<b>Mr Windle</b>	<b>Update: 16.09.20:</b> Person identified and currently working with HR regarding revision of job description. Oral update to Governing Body if progress is further on by that time	<b>Open</b>