

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
ACTION/MATTERS ARISING FROM THE MEETING OF 7 NOVEMBER 2019					
122/19	Public Question – 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.	Mr Hughes	Work underway to scope and produce a consolidated report. Expected quarter 1, 2020/21. Update 05.03.20: work is ongoing via the ACP and update to be provided in May 2020. Update 07.05.20 and 18.06.20: 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.	Open
ACTION/MATTERS ARISING FROM THE MEETING OF 9 JANUARY 2020					
13/20	Performance, Quality and Outcomes Report: Position Statement Month 8	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.	Mr Hughes	Work underway to design feedback from practices into service developments with YAS and report to be submitted to Governing Body in May 2020.	Open

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		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.	Mr Hughes (Ms Howcroft/ Ms Clewes)	Update 07.05.20: This work has been paused in light of the current situation. Update 10.06.20 and 18.06.20 Both these actions are still paused in light of the current situation	Open
ACTION/MATTERS ARISING FROM THE MEETING OF 5 MARCH 2020					
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”	Ms Mills	Update 07.05.20: 2020/21 Governing Body Assurance Framework refresh to be presented to Governing Body in July Update 08.07.20: the July meeting of Governing has been rescheduled to take place on 06.08.20	Open
36/20	Operational Plan including Commissioning Intentions (CIs)	Work to be undertaken to ensure that the public facing documents are easier for the public to digest.	Ms Doherty (Ms Ettridge)	Update 07.05.20 and 18.06.20: This work has been paused in light of the current situation. Update 24.07.20: 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	Open

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ACTION/MATTERS ARISING FROM THE MEETING OF 7 MAY 2020					
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	Dr Hudson	Will be completed by June Governing Body meeting Update 18.6.20: send a formal written response following his meeting with the Chair of Healthwatch discuss in more detail what we would be doing as a local system on those matters Update 20.07.20: Discussion with Healthwatch Chair and CEO taken place. Written response not requested.	Recommended for closure
ACTION/MATTERS ARISING FROM THE MEETING OF 18 JUNE 2020					
75/20	Questions from Members of the Public	Arrange for the draft response to be prepared and for further information to be included in a written paper for Governing Body that would also feed into the response	Ms Henderson	Completed	Recommended for closure
78/20(jj)	Feedback from Lay Members	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	Professor Gamsu	Oral update to be given at August Governing Body meeting	Open

79/20	Adoption of NHS Sheffield CCG Audited Financial Accounts for 2019/20	Formally write to the Director of Finance and her team to reiterate his thanks to them for all the hard they had undertaken to ensure the accounts were completed on time in these unprecedented times	Dr Hudson	Completed	Recommended for closure
		Write to the Medicines Management Team and practices on behalf of Governing Body to thank them for their significant contribution to the management of efficient prescribing in 2019/20	Dr McMurray	Completed	Recommended for closure
82/20	Performance, Quality and Outcomes Report: Position Statement: A&E maximum four hour wait performance of 90% in March	Seek clarity on staffing levels within STHFT's A&E department in March	Mr Hughes	Update 20.07.20: Staffing levels were constantly monitored and evaluated during this period, with some staff redeployed across services based on activity demand	Recommended for closure
		Update the next meeting of the City-wide Locality Group (CLG) on the positive conversations taking place with our provider trusts and the new initiatives they were keen to take forward at pace and the opportunity for the Accountable Care Partnership (ACP) to get some proposed joint working in place	Dr McMurray	Update 24.07.20: CLG are updated on ACP work on an ongoing basis	Recommended for closure
83/20	Patient Safety, Quality and Experience Report	Seek clarity on the routes for dentistry support in care homes	Mr Windle	Update to be given to Governing Body in September	Open

		Send formal congratulations to Dr Sarah Mitchell on behalf of Governing Body for her receipt of the Yvonne Carter Award for Outstanding Early Career Researcher and also thank her for her significant contribution in getting the ECHO Group up and running	Dr Hudson	Completed	Recommended for closure
84/20	Safeguarding Assurance Report	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	Mr Windle	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	Open
		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	Mr Windle	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	Open