

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

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MINUTE	ITEM	ACTION TO TAKE	LEAD	CONFIRMATION OF ACTION TAKEN/STILL TO TAKE
<b>ACTION/MATTERS ARISING FROM THE MEETING OF 5 SEPTEMBER 2019</b>				
103/19	Final Report to Governing Bodies on the Hospital Services Programme	The Accountable Officer suggested that regular updates from the ICS on the implementation of hyper-acute stroke services be brought back to Governing Body.	Mr Hughes	Update 05.03.20: ICS report to be circulated following the meeting. <b>Action Complete</b>
<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.	Mr Hughes	Work underway to scope and produce a consolidated report. Expected quarter 1, 2020/21.  <b>Update 05.03.20:</b> work is ongoing via the ACP and update to be provided in May 2020.
		The Director of Finance will report back to the Governing Body and provide a further update to the member of the public who submitted the question.	Ms Mills	To follow up once action above is completed.
132/19	<b>Integrated Urgent and Emergency Care (IUEC) Yorkshire and the Humber Collaborative Commissioning arrangements</b>	Dr Afzal requested that the outstanding action is combined with 13/20.	Mr Hughes	<b>Action complete</b>

<b>ACTION/MATTERS ARISING FROM THE MEETING OF 9 JANUARY 2020</b>				
<b>07/20</b>	<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>Ms Shearstone/ Ms Tooke</b>	Strategy to be amended and update to be provided to the July 2020 Governing Body meeting.
<b>13/20</b>	<b>Performance, Quality and Outcomes Report: Position Statement Month 8</b>	<ul style="list-style-type: none"> <li>• Dr Afzal requested 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 agreed to explore how this might be facilitated.</li> <li>• Thought to be given as to how 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.</li> </ul>	<b>Mr Hughes</b>  <b>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>ACTION/MATTERS ARISING FROM THE MEETING OF 5 MARCH 2020</b>				
<b>31/20</b>	<b>Questions from Member of the Public</b>	A question was e-mailed which related to TMS (Transcranial Magnetic Stimulation) which is a non-drug based treatment which treats people with Anxiety and Depression.	<b>JM</b>	The Mental Health Team are to draft a written response, which is due to be provided to the member of public by 16 March 2020, and an update will be provided to the next Governing Body meeting
<b>34/20</b>	<b>Inclusion Strategy including SEND</b>	Ms Johnson to prepare a draft letter for the Chair to forward to the family who shared their story and experience of having a child with a special educational need and disability (SEND) to thank them for sharing their story and the learning taken by services to improve things for families in their situation	<b>Ms Johnson</b>	April 2020

<b>35/20</b>	<b>Governing Body Assurance Framework (GBAF)</b>	Governing Body to receive a summary of the risks and assurance of progress against the strategic objectives, following review at Audit & Integrated Governance Committee	<b>Ms Mills</b>	May 2020
		Performance reports can be modified to ensure it is visually quicker to recognise what is happening and can discuss that with Ms Mills outside of the meeting.	<b>The Chair/ Ms Mills</b>	May 2020
		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>	May 2020
		Updated GBAF to be submitted to the May 2020 Governing Body.	<b>Ms Mills</b>	May 2020
<b>36/20</b>	<b>Operational Plan including Commissioning Intentions</b>	Work to be undertaken to ensure that the public facing documents are easier for the public to digest.	<b>Ms Ettridge</b>	To be confirmed
<b>42/20</b>	<b>Improvement Plan Update</b>	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>Ms Buchan</b>	To be confirmed
<b>43/20</b>	<b>Papers for Noting</b>	Due to large amount of information feedback from Committees to include summary report only	<b>Ms Garrett</b>	Ms Garrett fed back to Corporate Secretariat. <b>Action complete</b>