NHS Sheffield Clinical Commissioning Group

Item No. **6.B**

ACTION/MATTERS ARISING FROM THE PUBLIC MEETING OF THE GOVERNING BODY

MINUTE	ITEM	ACTION TO TAKE	LEAD	CONFIRMATION OF ACTION TAKEN/STILL TO TAKE
ACTION/MATTERS ARISING FROM THE MEETING OF 5 SEPTEMBER 2019				
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**	March 2020
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. 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.	**Mr Hughes** **Ms Mills**	Work underway to scope and produce a consolidated report. Expected Q1 2020/21 To follow once action above is completed.
126/19	**Improvement Plan Update report**	Ms Forrest volunteered to be part of the review of the Whistleblowing and Speak Up Guardian Policy and the Accountable Officer will ensure Ms Forrest is invited to be part of the review.	**Accountable Officer**	Corporate Services Risk and Governance Manager to ensure Ms Forrest is invited to be part of the review of the policy review.
		The Accountable Officer suggested that a half hour informal session is held for staff to meet Governing Body Members prior to each meeting.	**Accountable Officer**	January 2020.

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130/19	**Performance, Quality and Outcomes Report: Position Statement, including a deep dive into mental health indicators**	Public Health report to be submitted annually, ie; January of each year to align with the sign off of strategy, business intentions and the business plan. Mr Fell to submit to the January Governing Board.	**Mr Fell**	Paper included at Item **15.K** on the agenda.
132/19	**Integrated Urgent & Emergency Care (IUEC) Yorkshire and the Humber Collaborative Commissioning arrangements**	Mr Hughes to update Governing Body on the memorandum of understanding (MoU) which is being developed for the South Yorkshire CCGs, for agreement, within the next 2 months. This will clarify responsibilities and streamline the arrangements for negotiations with YAS.	**Mr Hughes**	Updated following conversation and being presented to the JCCG in January 2020.
		Concerns regarding the introduction of direct booking by 111 into GP practice appointments were raised by a number of GP's, in light of pressures on availability of appointments and triage systems. The Chair enquired how many of the proportion of patients directly booked are triaged by a clinician or by a call handler's computer algorithm and are calls triaged by clinicians increasing? Mr Hughes to investigate and report back.	**Mr Hughes**	March 2020
		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.	**Mr Hughes**	Work underway to design feedback from practices into service developments with YAS.
		Dr McMurray outlined that in his previous experience of call review much of the 111 triage was excellent. At that time there was a mechanism for users or partner organisations to raise concerns, specific calls could be listened to, and any concerns would lead to pathway review if appropriate. Dr	**Dr McMurray**	Meeting arranged for 7 January 2020 with Governing Body GP's and Medical Director of 111 to discuss further.

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		McMurray offered to investigate whether this system is still in place and how any concerns could be raised.		
		There is no Clinical or Managerial Lead assigned within schedule 2 of the MoU. Mr Hughes to incorporate.	**Mr Hughes**	November 2020