

ACTIONS / MATTERS ARISING FROM THE MEETINGS OF THE GOVERNING BODY HELD IN PUBLIC UP TO 20 MAY 2021

| 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 | <p>Update 27.08.20: 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>Update 05.03.20, 07.05.20, 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.</p> <p>Update 05.11.20,14.01.21, 24.02.21 and 04.03.21: Issues around agency spend and vacancies to be picked up through the ACP Working Group, which is still paused and will be for the near future, but will be reported to a future Governing Body</p> | Open |

| MINUTE | ITEM | ACTION TO TAKE | LEAD | CONFIRMATION OF ACTION TAKEN/STILL TO TAKE | OPEN / RECOMMENDED FOR CLOSURE |
|--|-----------------------------------|--|------------------|--|--------------------------------|
| ACTION/MATTERS ARISING FROM THE MEETING OF 2 APRIL 2020 | | | | | |
| (former C36/20) | Renaming the 722 Boardroom | Action to rename the 722 Boardroom to 'The Simon Kirby Boardroom' to be taken forward by the Chair | Dr Hudson | <p>Update 1.10.20: Confirmation received that the 722 landlords have agreed to rename the 722 Boardroom. Discussions taking place with Governing Body GPs about the potential to make the renaming more ceremonial. Action to remain open until the detail of this has been confirmed.</p> <p>Update 18.06.20: As the renaming of the Boardroom is proving to be more complicated than first thought it is being taken forward by the facilities team with the landlords</p> <p>Update 05.11.20, 14.01.21: The renaming of the 722 Boardroom will be delayed until such time that it is safe for staff to enter the 722 building</p> <p>Update 06.05.21 This action will remain on the private matters arising</p> | Open |

| MINUTE | ITEM | ACTION TO TAKE | LEAD | CONFIRMATION OF ACTION TAKEN/STILL TO TAKE | OPEN / RECOMMENDED FOR CLOSURE |
|---|--|--|-----------------------------------|---|--------------------------------|
| ACTION/MATTERS ARISING FROM THE MEETING OF 5 NOVEMBER 2020 | | | | | |
| 137/20 | NHS Sheffield CCG Revised Operational Plan, including Commissioning Intentions (CIs) | New action 14.01.21: Discuss with colleagues in the service about providing an update as part of a patient story at a future Governing Body meeting and to find a good exemplar as to where practice had changed and the positive impact it had had on the patient and then speak to the Associate Director of Corporate Services about when it would be appropriate to do this | Mr MacIlwraith / Ms Buchan | Update 21.06.21: Ms Etteridge is working with colleagues at Sheffield City Council identifying a patient experience story around one of the jointly funded services. This will be presented to Governing Body in the future. | Recommended for closure |
| ACTION/MATTERS ARISING FROM THE MEETING OF 4 MARCH 2021 | | | | | |
| 36/21 | Month 10 Performance and Delivery Report | Meet with the Chief Nurse to discuss disability and additional needs in more detail as this doesn't appear to be happening in outpatients and accident and emergency | Ms Thorley / Mr Windle | Update 06.05.21: Not yet completed | Open |
| ACTION/MATTERS ARISING FROM THE MEETING OF 6 MAY 2021 | | | | | |
| 49/21 | Patient Story | Pass on Governing Body's thanks to those involved in the video and the feedback from the discussion | Mr Windle | Completed | Recommended for closure |
| 50/21 | Adoption of NHS Sheffield CCG Unaudited Financial Accounts for 2020/21 and Finance Report at Month 12 | Schedule an item on a future development session for considerations about the Better Care Fund going forward | Ms Mills | Scheduled on the forward planner for October or December at the latest | Open |

| MINUTE | ITEM | ACTION TO TAKE | LEAD | CONFIRMATION OF ACTION TAKEN/STILL TO TAKE | OPEN / RECOMMENDED FOR CLOSURE |
|--------|--|--|-----------------------------|---|--------------------------------|
| 51/21 | NHS Sheffield CCG Draft Annual Report for 2020/21 | Any comments on the draft report by email to the Associate Director of Corporate Services within the next few days | All | Completed | Recommended for closure |
| 52/21 | NHS Sheffield CCG Activity and Financial Plan Submission April to September 2021 (H1) | Ensure comments from members are fed back into the respective discussions and keep Governing Body updated on progress. | Ms Buchan / Ms Mills | Update 21.06.21: Comments received and incorporated into final submission Updates will be provided via regular finance and performance and delivery reports to Governing Body | Recommended for closure |
| 53/21 | Month 12 Performance and Delivery Report | At 1 July Governing Body schedule a deep dive relating to a number of problems when patients with mental health issues turn up at A&E, and ask the Mental Health team and other colleagues across the wider organisation to come along to discuss what the challenges and complications are and what we were doing together as a Sheffield Place in order to ensure the wellbeing of these individuals | Ms Buchan | Update 21.06.21: The Mental Health portfolio will be presenting 1 July Governing Body with a deep dive on the crisis pathway | Recommended for closure |

| MINUTE | ITEM | ACTION TO TAKE | LEAD | CONFIRMATION OF ACTION TAKEN/STILL TO TAKE | OPEN / RECOMMENDED FOR CLOSURE |
|---|---|--|------------------|--|--------------------------------|
| ACTION/MATTERS ARISING FROM THE MEETING OF 20 MAY 2021 | | | | | |
| 64/21 | Questions from members of the Public | Contact the member of the public that had asked a question relating to cardiac rehabilitation services to start an open dialogue in order to be able to answer this question | Ms Tilney | Update 21.06.21: Once information about the services has been received from STHFT we will share that with the member of the public and then with Governing Body at a future meeting in public | Open |