

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	<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 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.</p> <p>Update 05.03.20: work is ongoing via the ACP and update to be provided in May 2020.</p> <p>Work underway to scope and produce a consolidated report. Expected quarter 1, 2020/21.</p>	Open

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				<p>Update 05.11.20: Issues around agency spend and vacancies would be picked up through the ACP Working Group, which wasn't active at the moment, but would be reported to a future Governing Body</p> <p>Update 14.01.21: The workforce group has still not reconvened</p>	
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.	Ms Buchan	<p>Update 05.11.20: Action remains open as discussions are still ongoing in relation to the appropriateness of YAS 111 bookings into primary care. Action to also be reassigned to the Director of Commissioning Development to provide an oral update to Governing Body in January</p> <p>Update 06.01.21: Locality Managers advised that this was no longer an issue in Primary Care, but the team will monitor this in case it becomes a concern in the future.</p>	Recommended for closure

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ACTION/MATTERS ARISING FROM THE MEETING OF 6 AUGUST 2020					
99/20 (links to new action 116/20)	Sponsorship Proposal Over £5k	Discussion about commercial sponsorship to be taken offline	Dr McMurray (Mr Barnfield)	Update 03.09.20: Agreed that this action will remain open until an ethical framework for future sponsorship proposals has been agreed	To remain Open until action 116/20 is closed)
100/20	CCG Response to the COVID-19 Pandemic	Deputy Director of Communications to obtain information on the swab test being made available to voluntary sector staff and share with Governing Body members	Ms Ettridge	Update 25.08.20: Response still awaited to request for information Update 18.09.20: A further request has been sent to the provider Update 15.12.20: Staff from 32 voluntary and community sector groups have access to the local testing service	Recommended for closure
ACTION/MATTERS ARISING FROM THE MEETING OF 3 SEPTEMBER 2020					
116/20 (links to action 99/20)	Approval of Unadopted Minutes of the Previous Meeting	Consider discussing at a future Governing Body Development session, the ethical framework in which we might look at future sponsorship proposals	Dr Hudsen	Update 14.09.20: 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 Update 05.11.20: NHSE guidance around working with the pharmaceutical industry is	Open

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				being translated and deciphered as what that might mean for us as a CCG and would be brought back to a future Governing Body development session Update 15.12.20: To be reviewed again in March	
ACTION/MATTERS ARISING FROM THE MEETING OF 5 NOVEMBER 2020					
135/20	Patient Story	Share the recording of the Governing Body meeting with the Young Carers' Forum and on behalf of Governing Body thank the young carer who had agreed to share her story with them	Mr Windle	Thanks from Governing Body have been shared	Recommended for closure
136/20	Proposed Schedule of Governing Body Meetings 2021/22	Dates be posted to diaries and dates for the meetings in public to be published on the CCG's website in due course to enable members of the public to plan to be able to join meetings	Ms Henderson	Completed	Recommended for closure
137/20	NHS Sheffield CCG Revised Operational Plan, including Commissioning Intentions (CIs)	Clarify with the team to if the seven bite size films for health Professionals could be aligned and connected with the carers and if not what we can do in relation to work we are doing with them already	Ms Buchan	We are doing specific work with Flourish on LD which will include some video materials. We have also commissioned Age Uk to do some outreach work to carers	Recommended for closure
		Discuss how we were working together with SCC to provide services to patients as a whole package in light of the story	Mr Hughes, Dr Afzal, Mr MacIlwraith	Update 31.12.20: Conversations underway based on examples shared	Open

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		about the lady who is currently looking after her elderly mother who had been cared for by carers coming in four times a day but, as the carers were having issues with workforce due to the Pandemic, the lady decided to move her mother in with herself so she could look after her for a short time and who had been told that if she did that then the whole care package would be cancelled and she would have to rearrange things again			
		Feed back Governing Body's thanks to all those involved in producing the report as they recognised this was a substantial piece of work that our staff had managed to progress, working in partnership with other organisations and during the challenges of the Pandemic	Ms Buchan	Completed	Recommended for closure
140/20(d)	Patient Safety, Quality and Experience Report: Care Homes	Work with his team, SCC and Ms Jennie Milner to provide a bespoke overview to the next Governing Body in terms of the work that was being undertaken in relation to support to care homes	Mr Windle	Update to Governing Body in January	Recommended for closure once the update has been given
140/20(e)	Patient Safety, Quality and Experience Report: Continuing Healthcare (CHC)	The situation in the upcoming lockdown period to be monitored and reported back to Governing Body	Mr Windle	Will be highlighted as a key point in the monthly Patient Safety , Quality and Experience Report	Recommended for closure

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140/20(g)	Learning Disabilities Mortality Review (LeDeR) Process	Discuss the questionnaire for people with severe mental illness and learning disabilities	Ms Buchan, Dr Sorsbie, Dr Edney	Completed	Recommended for closure
		Pass on thanks from Governing Body to Sue Mace who is retiring in November and to the Quality Team for stepping up their reporting to the QAC on a monthly basis	Mr Windle	Thanks passed on from Governing Body	Recommended for closure
141/20	Performance and Delivery Report: Learning from the Impact of COVID on Staff and how we had Embedded the Learning	Clarify the detail of the final graph which it said was based on registered deaths and Sheffield was recording an average of no deaths per day based on the previous seven days Thank the members of staff that had contributed to the report, particularly in response to the request from Governing Body at the last meeting	Ms Tilney Ms Tilney	Completed. Clarification sent to Professor Gamsu who had queried the low number of deaths in the graph. This was due to the graph being based on the period before the increase Completed. Thanks passed on.	Recommended for closure Recommended for closure
142/20	Progress on Inequality	Circulate our race equality submission to Governing Body Circulate his presentation and ensure it was sent to Healthwatch and to Dr Edney	Mr Hughes Mr Hughes	Completed Completed	Recommended for closure Recommended for closure
144/20(e)	Reports Circulated in Advance for Noting: Report from the AIGC - Limited Assurance	Discuss the Limited Assurance report with Dr Sorsbie outside of the meeting with a view to it being reviewed at the Inequalities Working Group that	Ms Morris	Update 15.12.20: Discussion took place on 12.11.20. Dr Sorsbie's offer of help is with the CCG Chair and	Open

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	Report	Dr Sorsbie is a member of		Accountable Officer and she is also taking this forward with Professor Gamsu	