

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 0-5.03.20, 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 and 24.02.21: 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 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) Now 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: Future sponsorship proposals	Consider discussing at a future Governing Body Development session, the ethical framework in which we might look at future sponsorship proposals	Dr Hudson	<p>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</p> <p>Update 05.11.20: NHSE guidance around working with the pharmaceutical industry is 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</p> <p>Update 14.01.21 To be reviewed again in March 2021</p> <p>Update 22.02.21: STHFT have picked up the</p>	Recommended for closure

MINUTE	ITEM	ACTION TO TAKE	LEAD	CONFIRMATION OF ACTION TAKEN/STILL TO TAKE	OPEN / RECOMMENDED FOR CLOSURE
				sponsorship from the pharma company. Suggestion that this is picked up by the ICS as the future commissioner. Dr Hudson to write to Lisa Kell (ICS Director of Commissioning) and ask that they look at the possibility of a common protocol for future commissioning	
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 Tilney	Update deferred to 6 May Governing Body meeting	Open
ACTION/MATTERS ARISING FROM THE MEETING OF 14 JANUARY 2021					
05/21	Future Agendas for Governing Body Meetings being held in Public	Make an amendment to the email address included on Governing Body agendas that were published on the CCG's website	Ms Henderson	Complete	Recommended for closure

MINUTE	ITEM	ACTION TO TAKE	LEAD	CONFIRMATION OF ACTION TAKEN/STILL TO TAKE	OPEN / RECOMMENDED FOR CLOSURE
07/21	Patient Story	Pass on thanks on behalf of Governing Body to those people that had participated in the interviews and to assure them that the information Governing Body had heard would be considered as the CCG moved forward	Ms Ettridge / Ms Hydes	Update 25.02.21: Patient experience lead emailed and asked to pass on the thanks to the team and those that contributed	Recommended for closure
10/21	Governing Body Assurance Framework Quarter 2 Update	<p>Recirculate the email with the link to the Internal Audit Governing Body survey to members for completion by close of play 15 January 2021</p> <p>Set out in the body of future GBAF reports an index against the risks for Governing Body to be able to link them back to the organisation's strategic objectives</p> <p>Discuss how to include in future GBAF reports to Governing Body that Command and Control risks have been included on the corporate risk register and have been linked to the GBAF</p>	<p>Ms Tilney / Governing Body members</p> <p>Ms Tilney</p> <p>Ms Tilney / Ms Morris</p>	<p>Complete</p> <p>This will be provided when the next GBAF report is presented to Governing Body.</p> <p>Discussion taken place and changes agreed to be incorporated into the next GBAF report.</p>	<p>Recommended for closure</p> <p>Open</p> <p>Recommended for closure</p>
13/21	Month 8 Performance and Delivery Report	Discuss our meaning of Disability in the report and the measures we are looking for	Dr Hudson / Ms Tilney	Update 24.02.21: Complete - Acute Hospital Providers are not required to record disability in the national data set. The inpatient data set has detailed recording of diagnosis which, although it does not meet the definition of disability, could be a potential proxy.	Recommended for closure

MINUTE	ITEM	ACTION TO TAKE	LEAD	CONFIRMATION OF ACTION TAKEN/STILL TO TAKE	OPEN / RECOMMENDED FOR CLOSURE
		<p>Discuss how best to link the February development session presentation on the CCG's Digital Strategy with patient stories.</p> <p>Ensure the health checks links included on page 16 of the report are made publicly accessible on this and any future reports</p>	<p>Ms Tilney / Ms Ettridge</p> <p>Ms Tilney</p>	<p>Complete</p> <p>The links in the report are on the CCG's internal staff intranet and therefore cannot be accessed by the public. We will not include intranet links in future reports.</p>	<p>Recommended for closure</p> <p>Recommended for closure</p>
15/21	The Impact on Health and Wellbeing in Sheffield of the Covid-19 Pandemic and Subsequent Societal Response to it	Respond to the Chair of Healthwatch via the CCG about dental health and clear information they could pass on to people	Ms Rutter to respond to Ms Robinson via the CCG	Oral update to March meeting	Open
17/21	Accountable Officer's Report / Integrated Care System (ICS) / Accountable Care Partnership (ACP) Update	Pick up offline as to whether there was anything else we could do really quickly in relation to the Working Win pilot which was open to referrals to end the end of January	Ms Smith / Mr Hughes	Update 24.02.21: Accessibility promoted through usual communication channels	Recommend for closure