

ACTIONS / MATTERS ARISING FROM THE MEETINGS OF THE GOVERNING BODY HELD IN PUBLIC UP TO 2 SEPTEMBER 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

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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 Update 2.9.21: Not yet completed Updated 4.10.21: – Quality Team undertaking assurance through assurance through STHFT Quality Review Group and monitored against the LB independent review recommendations and CQC action plans regarding MCA on related issues.	Recommended for closure
ACTION/MATTERS ARISING FROM THE MEETING OF 6 MAY 2021					
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 Update 2.9.21: The Director of Finance advised that it was likely that the update would be brought to the December meeting given some of the on-going work and refreshing the S75 Agreement for the Better Care Fund.	Open

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ACTION/MATTERS ARISING FROM THE MEETING OF 1 JULY 2021					
82/21		Dr Amir Afzal, Locality Elected GP, noted it is important to remember GPs deal with individuals rather than populations. He added the IFR panel does not copy patients into communications, which can lead to difficult conversation for the GP. Ms Dani Hydes noted this is a national policy, however agreed to feed it back and pick up at the next Governing Body.	DH	Dani Hydes to feed back and update at the next Governing Body meeting. Update 2.9.21: With regard to the input into IFR panels and how this is communicated back to patients, the Deputy Director of Quality advised that patients are copied into all communications, however, as a result of Covid and home working, there had been a gap in this process. There is now a recovery plan in place and a member of staff is now working at 722 who is able to send out paper communication. Any further issues can be escalated back to the IFR team. The item was recommended for closure.	RECOMMENDED FOR CLOSURE
86/21	Month 2 Performance & Delivery Report	SEND update. Governing Body agreed it would be useful to see qualitative data including patient stories and quantitative data including the autism waiting list figures.	SJ	Sapphire Johnson to circulate the requested data. SEND programme to be discussed at QAC- Ms Sapphire Johnson to	RECOMMENDED FOR CLOSURE

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				<p>discuss with Ms Judi Thorley</p> <p>Dr Leigh Sorsbie commented it would also be useful to learn how the issues are being dealt with and what the time frames look like.</p> <p>Action: Sapphire Johnson to pick up with Ms Lesley Smith and Dr Leigh Sorsbie.</p> <p>Update 2.9.21 – The action had not been completed. Leave open.</p> <p>Update 25.10.21 – Data included in Noting papers and meeting held with LS/SJ/LSo 14.10.21. Recommended for closure.</p>	
97/21	Patient Story	Letter to be sent to The Deputy to TR to thank her for sharing her story.	DH	Update 24.9.21 – Letter sent and an acknowledgment received from TR.	RECOMMENDED FOR CLOSURE
98/21	EPRR	The Director of Finance to confirm standards of compliance for partner organisations and feedback to Governing Body.	JM	Update 27.10.21 – Update to be provided at 4/11/21 GB	OPEN

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98/21	EPRR	The Chair reflected that the EPRR arrangements were part of the partnership arrangement in Sheffield but also form part of a regional cell and it maybe that we get information from that to come back to Governing Body in due course.	TH	2.9.21 Action: The Chair agreed to discuss with ICS colleagues, NHSE/I and with the Director of Public Health, Greg Fell and would provide an update at the next meeting.	OPEN
99/21	Joint Committee of CCGs – Proposal to put in place additional arrangements for the transition to Integrated Care Boards	The Accountable Officer to share details of the ICS Citizens Panel with Governing Body	LS	Update 4.10.21: Email sent to Judy Robinson and to Governing Body with details of the ICS Citizens Panel	RECOMMENDED FOR CLOSURE
99/21	Joint Committee of CCGs – Proposal to put in place additional arrangements for the transition to Integrated Care Boards	The Governing Body approved the amendment to the Manual Agreement and to the Terms of Reference to allow the CCG to undertake the technical exercise relating to the transfer of CCG functions and prepare for the statutory ICBs, pending legislation when they are established. Action: The Chair, as Chair of the JCCCG, and the Director of Finance would feedback to Lisa Kell, ICS, who was co-ordinating this work.	TH/JM	Letter sent confirming approval to the Manual Agreement and to the Terms of Reference.	RECOMMENDED FOR CLOSURE
100/21	Procurement Strategy and Plan	Dr Nikki Bates, GP Elected City-wide Representative, enquired if Sheffield	JM	Update 20.10.21: Colleagues have now	RECOMMENDED FOR CLOSURE

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		Children's (NHS) Foundation Trust (SCHFT) was part of the progressive procurement collaboration as they were not specifically mentioned on Page 4. The Director of Finance would clarify. If they were not, Dr Bates would raise with directly with SCHFT at the Governors meeting.		advised that procurement for the Children's Hospital is no longer a separate function since the Head of Procurement retired a few years ago. This function has been subsumed into the STH Procurement department. So although SCHFT are not specifically mentioned they are included as one of STHFT team attends the meetings.	
101/21	Finance Report	The Chair to pick up discussion with the wider system around pressures in the system.	TH	The Chair to provide update at GB.	OPEN
102/21	Month 4 Performance and Delivery Report	To ascertain if the Director of Public Health would be attending the November Governing Body meeting and ask him to provide an update on care homes and mitigations.	KMS	Update 14.10.21: the Director of Public Health would be attending the next GB and would provide an update to Governing Body.	OPEN
103/21	Patient Safety, Quality and Experience Report	The Deputy Director of Quality advised that a joint quality assurance framework was being developed in conjunction with the Local Authority. The Local Authority would be	DH	2.9.21 Action: The Deputy Director of Quality to include update in the next Patient, Safety and Quality	RECOMMENDED FOR CLOSURE

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		<p>undertaking the routine visits to the care homes but the CCG would work with them with care homes that are potentially at risk. The Deputy Director of Quality advised she was also involved in working group around the risk in terms of the vaccination to the staff and the impact to the delivery of care. The Care Home Quality Team is also feeding into that work. She would be happy to bring an update in the next Patient, Safety and Quality report.</p>		report.	
104/21	<p>Communications and Engagement Quarterly Update</p>	<p>Feedback from the meeting to be passed to comms.</p>	<p>KMS</p>	<p>Unadopted minute sent to Lucy Ettridge.</p>	<p>RECOMMENDED FOR CLOSURE</p>