

BNSSG CCG Governing Body: Action Log (Open Session)

Sep-18

Meeting Date & Item No.	Ref.	Action Point	Owner	Timescale	Action Comments	Status
1-May-18 item 04	02	Actions from previous meetings Perinatal Mental Health Review to be presented to the Governing Body	Deborah El-Sayed	Sep-18	The CCG has commissioned an external review of the Perinatal Mental Health Pathway which commenced in June 2018. The review team have collected evidence through a series of interviews and document reviews and are in the process of writing up their report and recommendations. This should be complete by the end of September. A report of the recommendations and actions will be brought back to the Governing Body. request that the timescale for action to be completed revised to Nov 2018	open
3-July-18 item 7.2	01	Development of locality commissioning groups and locality provider groups further information on appropriate and proportionate engagement and involvement of patients and public in the development of the locality model to be provided in future reports	All Area Directors	Oct-18	Action on track	open
3-July-18 item 7.3	01	STP Urgent Care Strategy Quality metrics for urgent care relating to primary care to be discussed and reviewed at the Primary Care Commissioning Committee	Martin Jones	Oct-18	Action on track	open
3-July-18 item 7.3	02.1	STP Urgent Care Strategy language regarding frailty and multi-morbidity to be reviewed	Deborah El-Sayed	Aug-18	comments taken forward in strategy action closed	closed
3-July-18 item 7.3	02.2	STP Urgent Care Strategy reference to patients on outlying wards to be included in reference to harm	Deborah El-Sayed	Aug-18	comments taken forward in strategy action closed	closed
3-July-18 item 7.3	02.2	STP Urgent Care Strategy plans to ensure that IT systems between organisations enable information sharing	Deborah El-Sayed	Sep-18	Please provide and update	Open
3-July-18 item 8.1	01	Development plan for the Quality Strategy measure for primary care to be added to the strategy	Anne Morris	Aug-18	comments taken forward in strategy recommend action closed	closed
3-July-18 item 8.1	02	Development plan for the Quality Strategy CQUINs to be added to the strategy	Anne Morris	Aug-18	comments taken forward in strategy recommend action closed	closed

3-July-18 item 8.1	03	<u>Development plan for the Quality Strategy</u> reference to the three strands of quality to be added to the strategy	Anne Morris	Aug-18	comments taken forward in strategy recommend action closed	closed
3-July-18 item 8.1	04	<u>Development plan for the Quality Strategy</u> appropriate benchmarking to be added to the strategy	Anne Morris	Aug-18	comments taken forward in strategy recommend action closed	closed
3-July-18 item 8.2	01	<u>Briefing on SCR and implications for the CCG</u> the CCG through the Director for Quality and Nursing to set out with the Safeguarding Board and Serious Case Review Subgroup the sign off process for Serious Case Review action plans in relation to actions for health services and other associated actions	Anne Morris	Oct-18	SCR action plans will be reviewed at Quality Committee before formal approval given to Safeguarding Boards. Designated Nurses will provide timeline.	open
3-July-18 item 8.2	02	<u>Briefing on SCR and implications for the CCG</u> A paper regarding the approach to managing SCR action plans to be presented to the Governing Body	Anne Morris	Oct-18	For discussion and review at Quality Committee as now included within Safeguarding reports.	open
3-July-18 item 8.2	03	<u>Briefing on SCR and implications for the CCG</u> future paper to clarify where actions fall to CCG and what actions taken to address these	Anne Morris	Oct-18	SCR action plans to be reviewed at Quality Committee to ensure actions are appropriately assigned before formal approval given to Safeguarding Boards. Designated Nurses to provide timelines and ongoing monitoring at Safeguarding Governance meetings and Quality Committee.	open
3-July-18 item 10.1	02	<u>Performance and Quality Report</u> Early referral of young adults from CAMHS to Adult Mental Health services to be addressed and recovery plan to be implemented	Lisa Manson	Sep-18	Action on track	open
3-July-18 item 10.1	03	<u>Performance and Quality Report</u> Impact of ICE on Patient Choice to be explored	Lisa Manson	Sep-18	Action on track	open
3-July-18 item 10.1	06	<u>Performance and Quality Report</u> timescale for completion of on hold patients to be reported to Governing Body	Lisa Manson	Aug-18	Information awaited from UH	open
7-Aug-18 item 3.1	01	<u>minutes and matters arising</u> specific action to be added to log and minutes regarding sign off processes to be established with safeguarding board	Sarah Carr	Sep-18	completed (see action above) recommend action closed	closed
7-Aug-18 item 3.1	02	<u>minutes and matters arising</u> actions to be added to minutes and action log for pages 10, 11, 12, 13	Sarah Carr	Sep-18	completed (see action above) recommend action closed	closed

7-Aug-18 item 6.2	01	<u>Primary Care Quarterly Report</u> David Soodeen to participate in the evaluation of the Translation and Interpretation Services procurement	Lisa Manson	Oct-18	action on track	open
7-Aug-18 item 6.2	02	<u>Primary Care Quarterly Report</u> Martin Jones to work with comms to develop GP bulletin and other communications with GPs	Martin Jones	Oct-18	Discussions on going with communications team. action on tack	open
7-Aug-18 item 6.2	03	<u>Primary Care Quarterly Report</u> Area Directors to share paper with localities	All Area Directors	Oct-18	paper shared with area directors for circulation to localities	open
7-Aug-18 item 6.2	04	<u>Primary Care Quarterly Report</u> Primary Care Performance and Quality Reports to include locality level information	Lisa Manson/Anne Morris	Oct-18	action on track	open
7-Aug-18 item 7	01	<u>Report on Looked after Children</u> updated action plan to be presented to the Quality Committee and October Governing Body meeting	Anne Morris	Oct-18	action on track	open
7-Aug-18 item 7	02	<u>Report on Looked after Children</u> updated action plan to include governance arrangements for accountability between partners	Anne Morris	Oct-18	action on track	open
7-Aug-18 item 7	03	<u>Report on Looked after Children</u> issues regarding Information sharing with local authorities to be escalated to Chief Executive	Anne Morris	Sep-18	action on track	open
7-Aug-18 item 7	04	<u>Report on Looked after Children</u> updated report to include number of children not receiving assessments	Anne Morris	Oct-18	action on track	open
7-Aug-18 item 7	05	<u>Report on Looked after Children</u> updated report to clearly separate issues, eg specific issues relating to refugee children	Anne Morris	Oct-18	action on track	open
7-Aug-18 item 8	01	<u>Finance Report</u> locality level information to be provided	Sarah Truelove	Oct-18	action on track	open
7-Aug-18 item 8	02	<u>Finance Report</u> changes in GP referrals to be explored	Lisa Manson	Oct-18	action on track	open
7-Aug-18 item 8	03	<u>Finance Report</u> changes in consultant to consultant referrals to be reviewed	Lisa Manson	Oct-18	action on track	open
7-Aug-18 item 9	01	<u>Performance and Quality Report</u> Contextualised data from community providers to be included as appropriate in future reports	Lisa Manson	Oct-18	action on track	open

7-Aug-18 item 9	02	<u>Performance and Quality Report</u> NHSE Dental Never Event Report to be received by the Quality Committee	Anne Morris	Oct-18	action on track	open
7-Aug-18 item 9	03	<u>Performance and Quality Report</u> 62 day cancer standard action report to be discussed at the Quality Committee	Lisa Manson	Oct-18	action on track	open
7-Aug-18 item 9	04	<u>Performance and Quality Report</u> Plans for the roll out of the Bristol dementia diagnosis model to be confirmed	Lisa Manson	Nov-18	action on track	open
7-Aug-18 item 9	05	<u>Performance and Quality Report</u> the rationale for the targets for dementia diagnosis to be shared	Lisa Manson	Oct-18	action on track	open
7-Aug-18 item 10.1	01	<u>Research and Development Annual Report</u> Peter Brindle to formally write to Bristol City Council with concerns regarding Public Health review	Peter Brindle	Sep-18	action on track	open
7-Aug-18 item 10.1	02	<u>Research and Development Annual Report</u> Annual report introduction to be amended	Peter Brindle	Sep-18	amendment made recommend action closed	closed
7-Aug-18 item 10.2	01	<u>Policy for the Sponsorship of Activities by, and Joint Working with, the Pharmaceutical Industry</u> error on page 10 to be amended	Peter Brindle	Sep-18	amendment made recommend action closed	closed
7-Aug-18 item 10.2	02	<u>Policy for the Sponsorship of Activities by, and Joint Working with, the Pharmaceutical Industry</u> current levels of sponsorship to be confirmed	Peter Brindle	Sep-18	action on track	
7-Aug-18 item 10.2	03	<u>Policy for the Sponsorship of Activities by, and Joint Working with, the Pharmaceutical Industry</u> section 4 to include reference to digital innovations	Peter Brindle	Sep-18	amendment made recommend action closed	closed
7-Aug-18 item 10.2	04	<u>Policy for the Sponsorship of Activities by, and Joint Working with, the Pharmaceutical Industry</u> introduction to make explicit reference to clinical leaders	Peter Brindle	Sep-18	amendment made recommend action closed	closed
7-Aug-18 item 10.2	05	<u>Policy for the Sponsorship of Activities by, and Joint Working with, the Pharmaceutical Industry</u> page 7 to include explicit reference to NHS Standard Contract	Peter Brindle	Sep-18	amendment made recommend action closed	closed
7-Aug-18 item 10.2	06	<u>Policy for the Sponsorship of Activities by, and Joint Working with, the Pharmaceutical Industry</u> use of the word may to be reviewed and revised	Peter Brindle	Sep-18	amendment made recommend action closed	closed

7-Aug-18 item 10.2	07	<u>Policy for the Sponsorship of Activities by, and Joint Working with, the Pharmaceutical Industry</u> section 5.9 reference to IFR policies to be reviewed	Peter Brindle	Sep-18	amendment made recommend action closed	closed
7-Aug-18 item 10.2	08	<u>Policy for the Sponsorship of Activities by, and Joint Working with, the Pharmaceutical Industry</u> review section 8 to be reviewed regarding rebate schemes	Peter Brindle	Sep-18	amendment made recommend action closed	closed
7-Aug-18 item 10.2	09	<u>Policy for the Sponsorship of Activities by, and Joint Working with, the Pharmaceutical Industry</u> governance arrangements for approval of rebate schemes to be added	Peter Brindle	Sep-18	amendment made recommend action closed	closed
7-Aug-18 item 10.3	01	<u>Business Continuity Policy</u> Communications to be added to priority areas	Lisa Manson	Sep-18	amendment made recommend action closed	closed
7-Aug-18 item 10.3	02	<u>Business Continuity Policy</u> Directorate plans to be completed by end Sept 2018	All Directors	Sep-18	action on track	open
7-Aug-18 item 10.3	03	<u>Business Continuity Policy</u> reference to on call arrangements to be added to policy	Lisa Manson	Sep-18	amendment made recommend action closed	closed