

BNSSG CCG Governing Body: Action Log (Open Session)

Nov-19

Meeting Date & Item No.	Ref. (item no. and action no.)	Action Point	Owner	Timescale	Action Comments	Status
04-Jun-19	4.0	<u>ICB Specification</u> Following on from action 07/05/5019 item 6.4 01 it was agreed to present the Digital ICB specification to the Governing Body in November	Deborah El-Sayed	Dec-19	Bristol City Council on behalf the BNSSG STP have been successful in a bid for NHS Digital Social Care funding to support the discovery phase of ICB and long term requirements. As part of the discovery phase we are carrying out a full process mapping exercise across the service and exploring opportunities to use existing system to improve workflows and products available on the market. The work includes defining the problem we need to solve for the users, at each stage of the process and work with the new community contract provider to understand their delivery model. A full report will be shared with the Governing Body in December	open
06-Aug-19	7.2	<u>Patient Experience Report Quarter 1</u> Themes for the general enquiries to be analysed to investigate whether any changes to the website need to be made to improve accessibility of information	Julie Thallon	Dec-19	Patient Experience Report Quarter 2 to be presented at the December meeting. Paper item on december agenda recommend closed	Closed
06-Aug-19	7.2.1	<u>Patient Experience Report Quarter 1</u> Feedback by area trends to be reviewed across 2017/18 and 2018/19	JulieThallon	Dec-19	Patient Experience Report Quarter 2 to be presented at the December meeting Paper item on december agenda recommend closed	Closed
06-Aug-19	7.2.2	<u>Patient Experience Report Quarter 1</u> Legends to be added to the charts for the report	Julie Thallon	Dec-19	Patient Experience Report Quarter 2 to be presented at the December meeting Paper item on december agenda recommend closed	Closed
06-Aug-19	7.3	<u>Quality Work Plan 2019/20</u> Commissioning and Quality to work together to develop a quality work plan dashboard with measurable goals	Julie Thallon/Lisa Manson	Dec-19	Dashboard to be developed and presented to the Quality Sub Committee in November.	open
01-Oct-19	6.2	<u>IAPT Contract Mobilisation</u> LM to update on the numbers of patients forwarded from previous providers	Lisa Manson	Nov-19	Around 200 patients had been transferred. The action was closed.	closed

01-Oct-19	6.3	<u>Adult Community Health Services Contract Mobilisation</u> Monthly reporting to come to the Governing Body to include mobilisation risk register	Lisa Manson	Nov-19	To be included as part of the Chief Executives report. The action was closed.	closed
01-Oct-19	7.2	<u>Serious Incident Report Quarter 1</u> RS to investigate whether harm reviews have been undertaken 100 days after the incident	Julie Thallon	Nov-19	This has been completed and no harm has been reported. This action was closed.	closed
01-Oct-19	8.2	<u>Finance Report</u> Further information to be provided on the increase in CHC spend	Sarah Truelove	Nov-19	Deep dive into CHC has been reviewed by the Strategic Finance Committee and external support to review spend on CHC has been commissioned. This action was closed.	closed
01-Oct-19	9.1	<u>Patient and Public Involvement Forum Terms of Reference</u> Reference to ownership of the Patient and Public Involvement Strategy to be amended	Deborah El-Sayed	Dec-19	PPIF Terms of Reference to be amended and presented to the Governing Body for approval at the December meeting	open
01-Oct-19	9.1.1	<u>Patient and Public Involvement Forum Terms of Reference</u> References to review of national policy to be amended to read local policy. Section to also clarify that local policies will be reviewed against national policies.	Deborah El-Sayed	Dec-19	PPIF Terms of Reference to be amended and presented to the Governing Body for approval at the December meeting	open
01-Oct-19	9.1.2	<u>Patient and Public Involvement Forum Terms of Reference</u> Consideration on how to progress the appointment of 'anchor' organisations as members of the PPIF.	Deborah El-Sayed	Dec-19	PPIF Terms of Reference to be amended and presented to the Governing Body for approval at the December meeting	open
01-Oct-19	9.1.3	<u>Patient and Public Involvement Forum Terms of Reference</u> Consideration to be given to senior managers from key areas becoming members of the PPIF in order to ensure attendance.	Deborah El-Sayed	Dec-19	PPIF Terms of Reference to be amended and presented to the Governing Body for approval at the December meeting	open
01-Oct-19	9.1.4	<u>Patient and Public Involvement Forum Terms of Reference</u> Clinical leads to be included within the quoracy requirements for the PPIF	Deborah El-Sayed	Dec-19	PPIF Terms of Reference to be amended and presented to the Governing Body for approval at the December meeting	open
01-Oct-19	9.1.5	<u>Patient and Public Involvement Forum Terms of Reference</u> PPIF Terms of Reference to be amended and presented to the Governing Body for approval	Deborah El-Sayed	Dec-19	PPIF Terms of Reference to be amended and presented to the Governing Body for approval at the December meeting	open
05-Nov-19	6.2	<u>Mental Health Review</u> Update to be provided to the Governing Body in January 2020	Lisa Manson	Jan-20		open

05-Nov-19	6.4	<u>Supporting Transgender People - Guidance</u> Some wording around pathways for transgender people to be developed for inclusion in the toolkit	Deborah El-Sayed	Dec-19		open
05-Nov-19	7.1	<u>Annual Quality Report 2018/19</u> Datix use across primary care to be reviewed by the quality team	Julie Thallon	Jan-20		open
05-Nov-19	9.1	<u>Patient and Public Involvement Annual report</u> More work undertaken by the CCG as a result of public engagement work to be included within the report	Deborah El-Sayed	Dec-19	In line with GB advice the report has now been updated to include more information on impact and how the engagement work is shaping future plans. Recommend action is closed	closed
05-Nov-19	11	<u>Questions from members of the public</u> Communications team to discuss with Mr Blethstowe the idea to convene volunteers to discuss experience of the continuing healthcare service	Deborah El-Sayed	Dec-19	Michelle Smith to liaise with Mr Blethstowe	open