

BNSSG CCG Governing Body: Action Log (Open Session)

Sep-19

Meeting Date & Item No.	Ref. (item no. and action no.)	Action Point	Owner	Timescale	Action Comments	Status
05-Mar-19	9.2	<u>Equality Delivery System</u> Approach to Health Inequalities to be developed. Governing Body to be updated on the progress.	Deborah El-Sayed David Soodeen	Sep-19	Approach to Health Inequalities to be presented to the Commissioning Executive Committee in August with the view to present to the Governing Body in September. On the agenda for September. Recommend closed	closed
02-Apr-19	9.1	<u>Committee Terms of Reference</u> Progress on the recruitment to the the two independent GP posts on the Primary Care Commissioning Committee to be reported to the Governing Body	Martin Jones	Sep-19	In progress	open
07-May-19	7.1	<u>Quality and Performance Report</u> Timeline for implementation of new equipment at NBT's urology department to be provided	Lisa Manson	Aug-19	The service is partially operational and would be fully operational from September. Recommend closed	closed
07-May-19	8.2	<u>Committee Terms of Reference</u> Patient and Public Involvement Forum (PPIF) to further review ToR and present to the Governing Body for approval.	Deborah El-Sayed	Sep-19	Terms of Reference to be discussed by the PPIF at their July meeting. To be presented to the Governing Body in September. On the agenda for Septmber. Recommend closed.	closed
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 September	Deborah El-Sayed	Nov-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 November	open
02-Jul-19	5.0	<u>Chief Executive Report - Framework for the Long Term Plan</u> JR to circulate the NHS Confederation briefing to Governing Body members.	Julia Ross	Aug-19	Link to the briefing has been circulated. Recommend closed	closed

02-July-19	7.2	<u>Safeguarding reports</u> JBG to discuss the difficulties primary care face referring into Social Care with the Local Authorities	Janet Baptiste-Grant	Sep-19	There is a guide to making referrals to social care for GPs which is available on Remedy (GP Referral Support Tool). The CCG has a regular interface with all three Local Authorities, whereby there are discussions around referrals from health into social care. The CCG Safeguarding Team also regularly provides advice and guidance GPs around referring specific complex cases. Escalation processes are also in place across all areas in the event of any professional disagreements around referrals to social care.	open
02-July-19	7.2.3	<u>Safeguarding reports</u> JBG to discuss the consistency of approach to safeguarding training with the other Directors of Nursing.	Janet Baptiste-Grant	Sep-19	The CCG has developed a plan in conjunction with Consult O/D which will ensure robust monitoring of safeguarding training compliance. This process will be implemented by end Sept and improving compliance should be evident by end Q3. Currently, compliance is 70% Prevent, 86% Mental Capacity, 76% Safeguarding Level 1.	open
02-July-19	7.3.1	<u>HCAI Report</u> E Coli action plan to be circulated to the Governing Body for assurance	Janet Baptiste-Grant	Sep-19	Nationally, the primary focus for E.coli bacteraemia has been urinary and therefore the CCG through the 2018/19 action plan had driven the introduction of catheter passports. Through the HCAI Quarterly meetingt, we are tasking the e.coli task and finish group to review actions for this year and the updated action plan will be circulated with Q1 report. Plans include In terms of acute providers, a themed Infection Control assurance visit as well as seeking additional assurance through provider audits about embedding Catheter Passports into local processes. For community providers the development of the Catheter Passport CQUIN will provide a means of assurance and monitoring.	open
02-July-19	8.1	<u>Quality and Performance Report</u> Assurance on actions taken by the CCG to ensure no further long waiters are discovered to be presented to the Commissioning Executive	Lisa Manson	Sep-19		open

02-July-19	9.3	<u>Freedom to Speak Up Policy</u> Consideration to be given to how the membership can raise concerns.	Sarah Truelove	Sep-19	The scope of the FTSU policy agreed by the Governing Body covers CCG employees. For Primary Care the following responsibilities have been published: https://www.england.nhs.uk/wp-content/uploads/2016/11/whistleblowing-guidance.pdf Alternatively, concerns can be raised via: england.contactus@nhs.net Recommend closed	closed
06-Aug-19	3	<u>Minutes from the previous meeting - July 2019</u> AM to send through a form of words for the minutes to provide further clarity regarding the robust of assurance from the Quality Committee.	Alison Moon	Sep-19	Minute has been amended to reflect the update from AM. Recommend closed	closed
06-Aug-19	3.1	<u>Minutes from the previous meeting - July 2019</u> Discussion regarding the Looked After Children action plan to be added to the minutes. LM to provide wording for the minutes.	Lisa Manson	Sep-19	Email has been sent to LM with suggested wording for the minutes.	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	Janet Baptiste-Grant	Nov-19		open
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	Janet Baptiste-Grant	Nov-19		open
06-Aug-19	7.2.2	<u>Patient Experience Report Quarter 1</u> Legends to be added to the charts for the report	Janet Baptiste-Grant	Nov-19		open
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	Janet Baptiste-Grant/Lisa Manson	Oct-19		open
06-Aug-19	7.3.1	<u>Quality Work Plan 2019/20</u> CC and KA to review the points KA made regarding the value based healthcare approach	Kirsty Alexander/Cecily Cook/Janet Baptiste-Grant	Sep-19		open
06-Aug-19	8.1	<u>Quality and Performance Report</u> LM to review whether a mental health deep dive is required	Lisa Manson	Sep-19	Further Mental Health metrics are being added to GB reports and a Mental Health deep dive held on CAMHS and Out of Area Placements	open

06-Aug-19	8.2	<u>Finance Report</u> ST to review whether there will be additional allocation for the LD annual health checks	Sarah Truelove	Sep-19		open
06-Aug-19	9.1	<u>Health and Safety Policy</u> Section on occasional home working to be amended and strengthened for staff members who work from home on a regular basis	Sarah Truelove	Sep-19	Policy is on the agenda for the September meeting. Recommend closed	closed
06-Aug-19	9.1.1	<u>Health and Safety Policy</u> Business impact assessment to take place regarding driving whilst taking calls using a hands free device	Sarah Truelove	Sep-19	Policy is on the agenda for the September meeting. Recommend closed	closed
06-Aug-19	9.2	<u>Records Management Policy</u> Appendix regarding electronic redactions to be added to the policy	Sarah Truelove	Sep-19	Amendments have been made to the policy regarding electronic redaction. Specific software is required to make secure redactions electronically. Recommend closed	closed