

BNSSG CCG Governing Body: Action Log (Open Session)

Aug-19

Meeting Date & Item No.	Ref. (item no. and action no.)	Action Point	Owner	Timescale	Action Comments	Status
04-Dec-18	7.1	<u>Quality Strategy</u> Considerations from the Governing Body to be incorporated into both the quality strategy and the cover paper to the strategy	Janet Baptiste-Grant	Aug-19	Quality work plan to be presented to the August Governing Body. The quality work plan was previously identified as the Quality Strategy. Recommend closed	Closed
05-Mar-19	9.2	<u>Equality Delivery System</u> Health inequalities strategy to be developed. Governing Body to be updated on the progress.	Deborah El-Sayed David Soodeen	Aug-19	Health Inequalities Strategy to be presented to the Commissioning Executive Committee in July with the view to present to the Governing Body in August	open
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	Martin Jones to provide a further update in September.	open
07-May-19	6.5	<u>Draft budgets</u> Finance reports to consider equalities and health inequalities as part of the cover paper	Sarah Truelove	Aug-19	Reducing inequalities is a key priority for Healthier Together Single System Plan. Therefore changes to budgets resulting from the single system plan will consider equality and health in-equalities. Commissioning investment decisions requiring approval by Commissioning Executive Committee or Primary Care Commissioning. CHC consider equalities & CCG savings plan sponsored by control centres are required to undertake and equality impact assessment. Recommend closed.	Closed
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	No timeline received.	open
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	Aug-19	Terms of Reference to be discussed by the PPIF at their July meeting. To be presented to the Governing Body in August.	open
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	Sep-19		open

04-Jun-19	6.5	<u>Healthy Weston update</u> Further update on the Healthy Weston programme to be provided to the Governing Body in August	Colin Bradbury	Aug-19	Paper provided. Recommend closed	Closed
02-Jul-19	3.0	<u>Minutes of the Previous Meeting</u> KA to provide further clarity on the questions asked for item 7.2	Kirsty Alexander	Aug-19	Wording received and included within the June minutes. Recommend closed	Closed
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		open
02-Jul-19	6.3	<u>Adult Community Procurement</u> Embargoed paper to be added to the website	Lisa Manson	Aug-19	Paper added to website. Recommend closed	Closed
02-July-19	7.1	<u>LeDeR Activity Data</u> JBG to check that any BNSSG out of area patient LeDeR review learning is added to the action plan	Janet Baptiste-Grant	Aug-19	Confirmed that reviews are undertaken by the CCG where the patient is registered with a GP, not in the location of the death if this is different, therefore all learning is incorporated on the BNSSG action plan. Recommend closed	Closed
02-July-19	7.1.1	<u>LeDeR Activity Data</u> JBG to check that the reporting spike in April was attributable to deaths occurring earlier in the year but only reported in April	Janet Baptiste-Grant	Aug-19	Confirmed the spike was attributable to the late reporting of cases. The monthly reported cases has returned to an average of 3 - 4 per month since April. Recommend closed	Closed
02-July-19	7.1.2	<u>LeDeR Activity Data</u> Quality team to investigate Primary Care involvement in LeDeR reporting and notification.	Janet Baptiste-Grant	Aug-19	GPs were reminded of their responsibilities to notify LeDeR of deaths in the GP Bulletin. Where relevant GP records are used within the LeDeR review process. Learning from LeDeR reviewd will be shared with Primary Care via the Quality e-forum. 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		open
02-July-19	7.2.1	<u>Safeguarding reports</u> CCG Adult Safeguarding Training action plan to be circulated to the Governing Body	Janet Baptiste-Grant	Aug-19	Action plan has been circulated. Recommend closed	Closed
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		open

02-July-19	7.3	<u>HCAI Report</u> Update to be provided on the discussions with Primary Care regarding the catheter passport programme	Janet Baptiste-Grant	Aug-19	Catheter passports were an item in the GP Bulletin on 21st March 2019. Lead Manager attended the Practice Nurse Steering Forum in June. Our contracted community providers (NSCP/Sirona/BCH) were aware of the Catheter Passport requirement through the quality schedule work during Q4 of 2018/19, to start from 1st April 2019. Planning to attend the Practice Nurse locality forums in September 2019. Discussion to take place with GP lead to see whether a further communication with GP colleagues is required. Additionally we took the opportunity to develop a local CQUIN around catheter passport/care to provide a further focus for this intervention, which will be monitored on a quarterly basis. Recommend closed	Closed
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	Aug-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 meeting, 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	9.1	<u>Risk Management Framework</u> The word 'Delivery' to be included as part of the governance structure for Primary Care Commissioning Committee	Sarah Truelove	Aug-19	Amendment made to the document. Recommend closed.	Closed
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		open

02-July-19	9.3.1	<u>Freedom to Speak Up Policy</u> Sentence to be added to the policy to note the differences for the PPIF members who worked for other other organisations but were also members of a CCG Committee	Sarah Truelove	Aug-19	A sentence has been added to the scope section of the policy to make this clearer and this has been agreed with STW. It does not specify PPIF as this would apply in respect of any committee not just PPIF. Recommend closed.	Closed
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