

## BNSSG CCG Governing Body: Action Log (Open Session)

Dec-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. Update provided at the December meeting. Action to be 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.  The dashboard has been completed. Action to be 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.  The amendments made to the Terms of Reference have been discussed with Jon Hayes who has taken Chairs actions to approve the updated Terms of Reference rather than presenting to Governing Body. This action was closed.	closed

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.  The amendments made to the Terms of Reference have been discussed with Jon Hayes who has taken Chairs actions to approve the updated Terms of Reference rather than presenting to Governing Body. This action was closed.	closed
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.  The amendments made to the Terms of Reference have been discussed with Jon Hayes who has taken Chairs actions to approve the updated Terms of Reference rather than presenting to Governing Body. This action was closed.	closed
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.  The amendments made to the Terms of Reference have been discussed with Jon Hayes who has taken Chairs actions to approve the updated Terms of Reference rather than presenting to Governing Body. This action was closed.	closed
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.  The amendments made to the Terms of Reference have been discussed with Jon Hayes who has taken Chairs actions to approve the updated Terms of Reference rather than presenting to Governing Body. This action was closed.	closed

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.  The amendments made to the Terms of Reference have been discussed with Jon Hayes who has taken Chairs actions to approve the updated Terms of Reference rather than presenting to Governing Body. This action was closed.	closed
05-Nov-19	6.2	<u>Mental Health Review</u> Update to be provided to the Governing Body in January 2020	Lisa Manson	<b>Feb-20</b>	Update to be provided in February 2020	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	Michelle Smith continues to work with the toolkit team to develop some wording.	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	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. A meeting has been arranged. This action was closed.	closed
03-Dec-19	7.1	<u>Quarter Two Patient Experience Report</u> The numbers of contacts for primary care access and waiting times to be clarified for South Gloucestershire and North Somerset	Julie Thallon	Jan-20		open
03-Dec-19	8.1	<u>Quality and Performance Report</u> CT to update on whether harm reviews have taken place on patients waiting over two weeks for skin specialities in relation to the 2 week cancer standard.	Lisa Manson/Claire Thompson	Jan-20	Harm reviews are carried out for 62 day breaches rather than 2 week wait breaches. As part of the remedial action plan for 2 week waits within the skin speciality, NBT have noted that skin clinicians do not believe there is harm caused for this pathway as a result of breaching the 2 week wait standard.	closed
03-Dec-19	8.1.1	<u>Quality and Performance Report</u> CT to investigate whether the dementia data includes information from the memory clinic.	Lisa Manson/Claire Thompson	Jan-20	The data feeds from practices so as long as the outcome from the memory clinic is recorded on the practice system this will feed into the BNSSG reported level. Recommend action closed.	closed
03-Dec-19	8.1.2	<u>Quality and Performance Report</u> CT to investigate the maternity data and provide an update on the increases and decreases.	Lisa Manson/Claire Thompson	Jan-20		open
03-Dec-19	8.1.3	<u>Quality and Performance Report</u> Quality Committee to undertake a deep dive into the mortality rate data and report back to the Governing Body through the quality report.	Julie Thallon	<b>Feb-20</b>		open