

ACTION LOG

Agenda Item:

GOVERNING BODY PART 1 - As at 29th November 2018

| Log No: | Action | Date Added | Due By | Lead | RAG | Status | Date closed |
|---------|-----------------------------------|-----------------|--------------------|------------------|-----|--|-------------|
| | <i>Details of action required</i> | <i>Mtg Date</i> | <i>Return date</i> | <i>Exec Lead</i> | | <i>Details if completed or reason for delay/deferral - if completed move to 'Closed' tab</i> | |
| 294 | IAF Action Plan | 27.11.18 | 30.01.19 | CD | | CD to bring Action Plan to January meeting. Included within the Integrated performance report. Close | 31.01.19 |
| 295 | Street Triage | 27.11.18 | 30.01.19 | TD | | TD to give an update at next meeting as to whether we still have a Street Triage service. 31.01.19 - There is still a street triage service. This has now been expanded to run 24/7 across the whole county and has drastically reduced the number of people detained under s136 and eradicated the use of cells for detentions. It has been the first stage of developing 24/7 MH crisis services and is recurrently funded through the EPUT contract. | |
| 296 | GP Streaming Service | 27.11.18 | 30.01.19 | JS | | GP Streaming update to be presented to future Joint CEC. | |

Castle Point and Ro Clinical Commissioning

ACTION LOG - Closed Actions

| Log No: | Action | Date Added | Due By | Lead | RAG Rating | Status | Closed |
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| | | | | | | | |
| 251 | LP to feed back to administration personnel at CCG office that page numbers have been requested on governing body minutes. | 31.3.16 | 26.5.16 | L Peet | | | |
| 252 | Draft Medium Term Financial Strategy 2016/21 - MH to look back on the numbers and check why the acute services increase is larger in the last 2 years (Appendix 1). | 31.3.16 | ? | Margaret Hathaway | | | |
| 253 | Urgent Care Navigation Service (Pilot) - Roger Gardiner requested further information regarding the 6 redirection pathways indicated on P8. Robert Shaw to respond back to Roger Gardiner with a breakdown of these option | 31.3.16 | | Robert Shaw | | | |
| 256 | Subject of recognition of both Dr Saad's & Dr Kamdar's hard work should be marked in some way to be debated. IS to have put on the May governing body agenda. | 31.3.16 | May-16 | Ian Stidston | | CLOSED | |
| 257 | , Mid & South Essex Success Regime -. Peter Murphy raised the point re potential savings from the financial model and that it was not clear if delivery of the change had been costed. Action: Margaret Hathaway to clarify with BCG who had carried out the financial modelling | 31.3.16 | | Margaret Hathaway | | The financial modelling has now progressed significantly and the model incorporated with the final STP submission has been updated. Action closed and Margaret will explain final model to Peter if required. CLOSED | |
| 259 | Business Continuity Policy & Framework - Insufficient clarity in the document in relation to the roles and responsibilities on P8. RS was asked to provide clarification of the CCG organisation, without indicating names. | 31.3.16 | | Robert Shaw | | Completed - confirmed that Robert Shaw was Accountable Officer for BCP&F, not the CCG. - CLOSED | |

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| 260 | Quality Report - Within the overview, CAMHS needs to be removed. | 31.3.16 | | Tricia D'Orsi | | Completed - confirmed that Robert Shaw was Accountable Officer for BCP&F, not the CCG. CLOSED | |
| 261 | Quality Report - TD and RS to discuss the Ophthalmology clinic challenges and report back to the meeting. | 31.3.16 | | Tricia D'Orsi & Robert Shaw | | 20.7.2016 An Access Board has been established with the Trust to focus on backlogs and NHS Constitutional Standard achievements. These meetings happen on a fortnightly basis and are attended by the Chief Nurse and Director of Acute Commissioning. This creates an opportunity to link performance and the impact on the quality of the patient experience can be discussed in tandem linking the learning from both, domains. Committed to support Essex-wide initiatives with regards to backlog reviews and promoting best practice in outpatient clinic setting. - COMPLETED & CLOSE | |
| 263 | Section 136 System Preparedness - Margaret Hathaway to report back to Lee Bushell information raised in contract negotiations | 26.1.17 | | Margaret Hathaway | | Completed | |
| 264 | Section 136 System Preparedness - Tricia D'Orsi to provide copy of formal response to Pauline Stratford | 26.1.17 | | Tricia D'Orsi | | Meeting arranged after Easter holiday - CLOSE | |
| 265 | Quality Report - Tricia D'Orsi to include updates on assessment pathway in future Quality Reports | 26.1.17 | | Tricia D'Orsi | | Completed | |
| 267 | Visits to be arranged with Y Bulcher to Discharge Lounge | 26.1.17 | | Tricia D'Orsi | | Visit arranged - CLOSE | |
| 255 | Urgent Care Navigation Service (Pilot) - Ian Stidston referred to the pilot being for 1 year from 1 st April to end of March and suggested a review after 9 months so a clear plan can be developed for any continuation of the service after the first year. It was agreed that Robert Shaw would carry out this action. | 31.3.16 | Dec-16 | Robert Shaw | 20.7.2016 An Acc | Keep action open so a 9 month review will be taken. 28.7.2016 - Postpone review to end of March 2017 COMPLETED | 25.5.17 |
| 262 | Claire Routh to circulate details of Success Regime event rescheduled for 14th March 2017. | 26.1.2017 | | Ian Stidston | | Review during April and report back to Governing Body May 2017 meeting. CLOSED | 25.5.17 |

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| 266 | Kevin McKenny to produce further paper re ASD to Governing Body | 26.1.17 | | Kevin McKenny | | Working closely with Southend CCG, to be discussed at CEC and update to GB in May. 26.5.17 - Work in progress, MS to liaise with KMc. Paper presented to Q&G Cttee & meetings held around ASD - CLOSE | 27.7.17 |
| 268 | Emergency Blood tests to be discussed with Home First | 26.1.17 | | Tricia D'Orsi | | Meeting took place with Pathology | 28.09.17 |
| 269 | Claire Routh to be included in work around children's QIPP | 26.1.17 | | Kevin McKenny | | SEPT 17: This to be action when | 30.11.17 |
| 273 | Ophthalmology report to be presented to next GB meeting | 25.5.17 | | Robert Shaw | | | 30.11.17 |
| 274 | Investigation into CATS service in relation to alternative private providers | 25.5.17 | | Robert Shaw | | NOV 17: EH confirmed that choice is being offered and there are no concerns CLOSED | 30.11.17 |
| 275 | Advise GPs & general public that the CCG does not support prescribing of gluten free foods | 27.7.17 | | Claire Routh | | CLOSED | 30.11.17 |
| 276 | Canvey PCC OBC - Refer back to CEC for approval | 27.7.217 | | Kevin McKenny | | SEPT 17 (Update) The OBC was submitted to NHSE in April and we have recently had a number of comments and queries that we are working through. Once we have resubmitted it will hopefully be signed off by NHSE and then we will bring it back to CEC. The delay has mainly been due to the | 30.11.17 |
| 277 | Primary Care Enhanced Access - Refer to PCCC & Procurement Cttee for formal approval | 27.7.17 | | Kevin McKenny | | SEPT 17: Presented to PCC and BC Approved. Further presentation to Procurement delayed until post practice engagement closed | 30.11.17 |
| 279 | Amend SOs and SFIs of Approval of limit CEC to be raised to £1m | 27.7.17 | | Margaret Hathaway | | closed | 30.11.17 |
| 282 | TD to ask Phil Brown, Transforming Care Programme Director, to provide a progress report for the next Governing Body and KMK will ensure that this is included in his report going forward. Formal mandate from the Governing Body to Caroline Russell to ask for a regular update from the SRO to those functions dedicated to the Joint Committee to be requested. | 30.11.17 | | Tricia D'Orsi | | Information contained within Out of Hospital Commissioning Report for 25th January Part I Meeting CLOSED | 30.11.17 |

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| 284 | TD to present retrospective risks paper to next Governing Body meeting. | 30.11.17 | | Tricia D'Orsi | | Paper to January 25th Part I GB Meeting CLOSED | 30.11.17 |
| 286 | TD will investigate the number of EPUT Serious incidents are related to falls and include in the next Governing Body report. | 30.11.17 | | Tricia D'Orsi | | Information contained within Patient Safety Thermometer section of Integrated Performance Report. On January agenda. Closed | 30.11.17 |
| 270 | Contract Finance & Activity Report slide pack to be circulated to Governing Body members | 26.1.17 | | Margaret Hathaway | | | 30.11.17 |
| 271 | ARU to be notified of CCG support for new medical school | 26.1.17 | | Tricia D'Orsi | | | 30.11.17 |
| 272 | Community Pharmacy to be future GB Seminar item | 25.5.17 | | Kevin McKenny | | SEPT 17: date to be confirmed - Pharmacist roles need time to embed and establish monitoring arrangements. NOV 17: to be taken to Clinical Executive Committee - added to 1st February CPR CEC Agenda | 30.11.17 |
| 280 | MH to speak to Kate Halliday for a progress report for each locality. | 30.11.17 | | Margaret Hathaway | | Completed - CLOSED | |
| 281 | TD to write to MR to request that SHMI be discussed at SCCG meetings. | 30.11.17 | Ongoing | Tricia D'Orsi | | CLOSED | |
| 283 | MM to send details of inadequate discharge letters to MH and discharge letter examples to be collected via the Clinical Leads/GP meetings. Jeanette Joshi to be asked to look into the data further. KMK to share care home dashboard. | 30.11.17 | Ongoing | Mark Metcalfe | | 25th Jan 2018 - NHS net web addresses will now be included. Dr. Metcalfe will discuss coding challenge with Emily Hughes CLOSED | |
| 287 | Southend, Thurrock & Essex Suicide Prevention Strategy | 25.1.18 | Mar-18 | All | | Governing body members to give feedback to Danny Showell on the strategy | |
| 288 | Governance Issues | 25.1.18 | Mar-18 | Margaret Hathaway | | Consolidated draft of all proposed changes to the constitution will be submitted to the GB meeting in March. CLOSED | |
| 289 | Hospital Flow Pressures | 25.1.18 | Mar-18 | Margaret Hathaway | | At the suggestion of Mr. Glanvill (member of the public) formal letter of thanks to be to the Hospital front line staff. Closed | |

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| 290 | Part II - changes agreed | 25.1.18 | May-18 | Margaret Hathaway | | Mr. Ali (member of the public) asked if changes agreed in Part II of the meeting could be included in the Part I agenda - MH agreed to this | |
| 291 | Governance Structure | 29.3.18 | tbc | Margaret Hathaway | | Options for format of LCG to be discussed at future CP&R CEC | |
| 285 | SUHFT CQRG staffing report to be brought to next meeting. Number of staff doing extra hours to also be presented. | 30.11.17 | May-18 | Tricia D'Orsi | | In view of QT changes, to be available for next meeting (March) - 26.7.18: SUHFT trajectory now reported to the Joint Committee and included for noting at future Governing Body Meetings | 26.7.18 |
| 294 | NHSE financial Slide pack to be shared with GB members | 26.7.18 | Aug-19 | Katrina L | | Slides emailed to members 10/ | 10.8.18 |



