

WILTS/13/03  
NHS WILTSHIRE CCG ACTION TRACKER  
March 2013

| Item                             | Paper Title                       | Action  | Person Responsible | Expected completion date | March Update   |
|----------------------------------|-----------------------------------|---|--------------------|--------------------------|--|
| <b>November 2012 CCC meeting</b> |                                   |   |                    |                          |  |
| WILTS/12/11/06a                  | Safeguarding - Adults             | CB advised that upon ratification, there was an authorisation requirement to have communications plans in place for team's members. DG and SM to liaise and action. Feb update - MM to check with DG on progress. | DG/SM JC-C         | Feb-13                   | JC-C to check with DG on progress.   |
| WILTS/12/11/06b                  | Safeguarding - Children           | DF and SR to confirm the named designated GP and the number of required sessions.   | DF/SR              | Feb-13                   | Peter Jenkins appointed CCG Medical Director and will have safeguarding role. COMPLETE.                          |
| <b>January 2013 CCC meeting</b>  |                                   |   |                    |                          |  |
| WILTS/13/01/05a                  | Dementia Assessment - LES         | Further paper to be submitted to the March CCC meeting.   | LT                 | Mar-13                   | On March agenda, COMPLETE.   |
| WILTS/13/01/07                   | SIRI Policy                       | Policy to be reviewed in six months' time and brought back to December 13 meeting.  | JC-C               | Dec-13                   |  |
| WILTS/13/01/09                   | RSS                               | A review to take place to compare RSS systems.  | STr                | April 23 meeting         | Deadline extended to April 13. Will bring to 23 April Gov Body meeting.  |
| WILTS/13/01/12                   | Community Review                  | Meeting to be updated bi-monthly.   | AA                 | Mar-13                   | Item on agenda for 19 March CCC meeting. COMPLETE.   |
| WILTS/13/01/16                   | Group reviews                     | Format of reports to be standardised for consistency.   | DJH                | Jul-13                   |  |
| WILTS/13/01/17                   | Succession planning               | Coordination of Groups' succession planning/training. Feb update - OD plans sent to Groups for update.  | RH                 | Feb 13                   | RH to check on progress.   |
| WILTS/13/01/17                   | Succession planning               | Coordination of training opportunities.   | DF/RH              | Ongoing                  |  |
| <b>February 2013 CCC meeting</b> |                                   |   |                    |                          |  |
| WILTS/13/02/03                   | Minutes of CCC - 26 Jan           | To amend PTS (WILTS/13/08) and send to SR for approval before ratification.   | STr                | Mar-13                   | COMPLETE.  |
| WILTS/13/02/04                   | Action Tracker                    | WILTS/12/11/6a - To ask Lynn Franklin and Karen Littlewood to see if Gov Body members could link in with Wiltshire Council members' training.   | JC-C               | May-13                   | KL and LF will develop and deliver the safeguarding training for the Governing Body in May. Take forward to May. |
| WILTS/13/02/05                   | Community Review                  | Update at March meeting.  | AA/RH              | Mar-13                   | On the agenda for the CCC 19 March meeting. Circulated with March papers for into. COMPLETE.                     |
| WILTS/13/02/06                   | Complaints policy                 | Initial report to be brought to the June Gov Body through Quality & Clinical Governance Committee.  | JC-C               | Jun-13                   |  |
| WILTS/13/02/07                   | Allocation of resources to Groups | Clear explanation of Nuffield Fair Shares to be appended to paper and circulated to members.  | STr                | April 23 meeting         | Deadline extended to April 13. Will bring to 23 April Gov Body meeting.  |
| WILTS/13/02/07                   | Allocation of resources to Groups | Review of Dina Lewis' authorisation level for care packages as figure may need amending.  | JC-C               | Mar-13                   | DL authorisation level will remain the same. COMPLETE.   |
| WILTS/13/02/08                   | Outcomes report                   | To speak to Jo Cullen about reporting arrangements for the 111 service and bring high level initial findings.   | STr                | Mar-13                   | Discussed in AOB. COMPLETE.  |
| WILTS/13/02/11                   | Finance report                    | PCT Joint Board NEDs to raise issue of change of figure for resource limit to carry forward to 13/14.   | JH/CR/PL           | Mar-13                   | COMPLETE.  |