

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

Item	Paper Title	Action	Person Responsible	Expected completion date	2 April Update
<b>November 2012 CCC meeting</b>					
WILTS/12/11/06a	Safeguarding - Adults	<b>CB advised that upon ratification, there was an authorisation requirement to have communications plans in place for teams' members. DG and SM to liaise and action.</b> Feb update - MM to check with DG on progress. Mar update - JC-C to check on progress.	DG/SM JC-C	Apr-13	To bring forward to 23 April meeting.
<b>January 2013 CCC meeting</b>					
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	To pull together a working group to review the RSS. Report back to the May meeting.	STr	May-13	
WILTS/13/01/16	Group reviews	Format of reports to be standardised for consistency.	MR/MH/TW	May-13	MRe sending template to Group Directors to agree.
WILTS/13/01/17	Succession planning	<b>Coordination of Groups' succession planning/training.</b> Feb update - OD plans sent to Groups for update. Mar update - RH to check on progress.	MR/MH/TW	Apr-13	Group directors to chase.
WILTS/13/01/17	Succession planning	Coordination of training opportunities.	DF/RH	Ongoing	
<b>February 2013 CCC meeting</b>					
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	<b>Clear explanation of Nuffield Fair Shares to be appended to paper and circulated to members.</b> Mar update - Deadline extended to April 13. Will bring to 23 April Gov Body meeting.	STr	Apr-13	STr to draw up explanation to be circulated outside of the Gov Body meetings.