

**WILTSHIRE CCG Governing Body PUBLIC ACTION TRACKER**  
**Action tracker 23 July 2013.xlsx: Outstanding Actions**

Item	Paper Title	Action	Person Responsible	Expected completion date	Update / Comments
<b>January 2013 CCC meeting</b>					
WILTS/13/01/07	Serious Incidents Requiring Investigation (SIRI) Policy	Policy to be reviewed in six months' time and brought back to January 2014 meeting.	JC-C	Jan-14	If Policy on Policies is approved in June meeting, this will be taken off the January 2014 agenda.
WILTS/13/01/09	Referral Support Services (RSS)	To pull together a working group to review the RSS. Report back to the future meeting to be advised.	MH	Sep-14	On the agenda for the September meeting.
WILTS/13/01/17	Succession planning	Coordination of training opportunities.	DF/RH	Ongoing	
<b>28th May 2013 CCG meeting</b>					
GOV/13/05/02	Questions from the Public	Ensure that the public are kept informed about CCG matters.	HR-G	Ongoing	
<b>25th June 2013 CCG meeting</b>					
GOV/13/06/16	Implications of the Children and Families Bill for CCGs	A meeting to be arranged between the CCG and Wiltshire Council to understand how this piece of work fits in with the wider picture	JC-C/JCr	Sep-14	

**WILTSHIRE CCG Governing Body PUBLIC ACTION TRACKER**  
Action tracker 23 July 2013.xlsx : Completed Actions

Item	Paper Title	Action	Person Responsible	Expected completion date	Comments
<b>November 2012 CCC meeting</b>					
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.
WILTS/12/11/06a	Safeguarding - Adults	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 . Feb update - MM to check with DG on progress. Mar update - JC-C to check on progress.	DG/SM JC-C	Apr-13	Uploaded 13th May
<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/13/01/12	Community Review	Meeting to be updated bi-monthly.	AA	Mar-13	Item on agenda for 19 March CCC meeting. COMPLETE.
WILTS/13/01/17	Succession planning	Coordination of Groups' succession planning/training. 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/13/01/16	Group reviews	Format of reports to be standardised for consistency.	MR/MH/TW	May-13	MRe sending template to Group Directors to agree. COMPLETE
<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/13/02/05	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/13/02/07	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.
WILTS/13/02/07	Allocation of resources to Groups	Clear explanation of Nuffield Fair Shares to be appended to paper and circulated to members. 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. Document circulated 24th April 2013
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	On the agenda for the June meeting. COMPLETE
<b>March 2013 CCC meeting</b>					
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	Delivered
<b>23rd April 2013 CCG meeting</b>					
GOV/13/04b/02	Questions from the Public	Written response to be provided to member of the public in response to his letter	DJH	May-13	COMPLETE
GOV/13/04b/02	Questions from the Public	MM to arrange that the gentleman accompanies her on a visit to the unit at RUH	MM	May-13	COMPLETE
GOV/13/04b/02	Questions from the Public	Written response to be provided to petition received	SR	May-13	COMPLETE
GOV/13/04b/14	AOB	Clinicians attendance at AAC pre-meetings to be discussed	STr	May-13	COMPLETE
GOV/13/04b/10	Finance Report	Governing Body to be updated on the resource limit for the CCG	STr	ongoing	Will be included in Finance Report as part of Integrated Performance Report. COMPLETE
<b>28th May 2013 CCG meeting</b>					
GOV/13/05/02	Questions from the Public	Extend the current information on the website explaining how members of the public can contact Wiltshire CCG.	DJH / HR-G	Jun-13	COMPLETE
GOV/13/05/13	Update on the Francis report	CR to help and support with PPI engagement through links with patient or carer groups.	CR/JC-C	Ongoing	Objectives on achieving this action have been agreed with Comms. COMPLETE