

WILTSHIRE CCG Governing Body PUBLIC ACTION TRACKER
Action tracker 24th September 2013.xlsx: Outstanding Actions

Item	Paper Title	Action	Person Responsible	Expected completion date	Update / Comments
January 2013 CCC meeting					
WILTS/13/01/17	Succession planning	Coordination of training opportunities.	DF/RH	Ongoing	
28th May 2013 CCG meeting					
GOV/13/05/02	Questions from the Public	Ensure that the public are kept informed about CCG matters.	HR-G	Ongoing	
23rd July 2013 CCG meeting					
24th September 2013 CCG meeting					
GOV/13/09/17	Board Assurance Framework (BAF) and Risk Register (RR)	How confident were the Executives that SWAST would deliver an improved service.	SR/DF/STr	Nov-13	It was agreed to challenge the ambulance response target with the Area Team.
26th November 2013 CCG Meeting					

WILTSHIRE CCG Governing Body PUBLIC ACTION TRACKER
Action tracker 24th September 2013.xlsx : Completed Actions

Item	Paper Title	Action	Person Responsible	Expected completion date	Comments
November 2012 CCC meeting					
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
January 2013 CCC meeting					
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
February 2013 CCC meeting					
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.
March 2013 CCC meeting					
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
23rd April 2013 CCG meeting					
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.
28th May 2013 CCG meeting					
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.
23rd July 2013 CCG meeting					
GOV/13/07/06	Action Tracker	WILTS/13/01/07 – Remove from Governing Body meeting tracker and add to Quality and Clinical Governance tracker.	DJH	Jul-13	COMPLETE.
GOV/13/07/09	Integrated Performance Management Report	The paper summary front sheet will have an additional box which asks papers' authors to specify what is required of the Governing Body.	DJH	Jul-13	COMPLETE.
GOV/13/07/13	Review of Register of Interests	TD - WilcoDoc rather than WiltsDoc	DJH	Jul-13	COMPLETE.
24 September 2013 CCG meeting					
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-13	On the agenda for the September meeting. COMPLETE. This agenda item will be going to the Clinical Exec.
GOV/13/07/11	Communication and Engagement Strategy (refresh)	Communications to be included in the Integrated Performance Management Report	DJN/HR-G	Sep-13	COMPLETE. DJN is incorporating Comms within his commentary.
AGM/13/09/Q&A	Cardiomyopathy Association	Dr Stephen Rowlands - Chair Wiltshire CCG to look into what has been happening with the lack of response from this organisations emails to the CCG.	SR	Nov-13	Gilbert Wheeler had emailed the CCG for the past 6 months to offer attendance at conferences and events but there had been no take-up so far. Tracy Torr has responded. COMPLETE
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-13	COMPLETE. Actioned through the Health and Well Being Board.
GOV/13/09/19	Medium Term Financial Plan (MTFP)	Serious conversations with the public were needed on how they would like the CCG to manage declining resources on their behalf	SP/Str	Ongoing	Governing Body Seminar on strategic planning on 29 October with Wiltshire Council and the Area Team invited to start this conversation, followed by a stakeholder event in early November. COMPLETE.
GOV/13/09/06	Action Tracker	Production of a work plan	CR/HR-G	Nov-13	CR to speak to HR-G about the production of a work plan. Email exchanges have taken place re this item. COMPLETE.
26th November 2013 CCG Meeting					