

**WILTSHIRE CCG GOVERNING BODY IN PUBLIC ACTION TRACKER - MAY 2014 - MARCH 2015**

ITEM	PAPER TITLE	ACTION	PERSON RESPONSIBLE	EXPECTED COMPLETION DATE	UPDATE
<b>Governing Body in Public Meeting - 22/07/2014</b>					
GOV/14/07/05	Matters Arising	GOV/14/5/11 - The Groups' SLA format would be amended to show the impact of the investment funding on individual projects.	J Cu/TW	Nov-14	Sarum's SLA format has been amended, but WWYKD and NEW are yet to amend their SLAs. WWYKD and NEW to update the Governing Body members at the Nov-14 meeting.
<b>Governing Body in Public Meeting - 23/09/2014</b>					
GOV/14/09/09	Risk Management Strategy - approval	Section 4: page8: last bullet point - to include voluntary and third sector in the line 'Working in collaboration with healthcare providers, Wiltshire Council and the voluntary and third sector'. RH will take this back as a recommendation.  DF stated that the CCG had a statutory duty to manage risk, we did purchase some care from the voluntary sector: however, the CCG did not have a statutory responsibility to risk assure the voluntary sector perse and this needed to be made clear if the wording was changed as per the paragraph above.  The Members were asked about how the CCG assured itself that the risks in other provider organisations were being adhered to. Each locality group had its own risk register which recorded risks in provider organisations. It was important that this triangulation was captured across the system, therefore the Groups' risk registers would be shared at Governing Body meetings on a quarterly basis.	RH  RH  RH	Nov-14  Nov-14  Nov-14	RH to update the Governing Body members.
GOV/14/09/11	Integrated Performance Management Report	Quality - DMcA introduced the patient story about CHC assessment waiting times. CG asked why the care deliverers had not pursued an assessment for the individual earlier. DMcA would look into why they were not referred earlier.	DMcA	Nov-14	DMcA to update the Governing Body members.
GOV/14/09/16	Results from the Public Engagement with the 5-year Plan	DF agreed that the voluntary sector was a significant resource and sat within the Better Care Plan. The results from that programme to be produced for the next Governing Body meeting in November so that it was in the public domain.  The report on programmes for prevention that Wiltshire Council had in place would also be brought to the November meeting, as well as the Joint Strategic Agreement at CCG level.	JR  FC	Nov-14  Nov-14	JR and FC to update the Governing Body members.

<b>GOV/14/09/17</b>	Workforce Report - Q1	<p>Data on completion of the Information Governance modules - refresher module or beginners guide - needed to be captured more accurately in Q2.</p> <p>GPs thought there were inaccuracies in the table as they were required to undertake safeguarding training which was not recorded. RH will take this back to CSU colleagues.</p>	<p>RH</p> <p>RH</p>	<p>Nov-14</p> <p>Nov-14</p>	RH to update the Governing Body members.
<b>GOV/14/09/19</b>	Annual Communications Plan - six-month update	After 30 September all the BaNES references to be removed and the six headings on page 3 to be incorporated.	HR-G	Nov-14	DJN to update the Governing Body members.