

WEST NORFOLK CLINICAL COMMISSIONING GROUP GOVERNING BODY ACTION LOG – As at 23 January 2014

KEY: BLUE = COMPLETE / GREEN = ON TRACK / AMBER = UPDATE REQUIRED / RED = OVERDUE

Log No	Minute Ref	Agenda Item	Action	By Whom	By When	Action Status	Comments / Outcome
<b>Actions arising from meeting held on 30 January 2014</b>							
98/13	11.3	Prescribing & Medicine Management Update	To set a clear timeframe for implementation and training relating to Eclipse Live	JB//KE	27.02.14	<b>GREEN</b>	<p><b>27.02.14/27.03.14:</b> Formal report to be brought to the next GB meeting to give assurance in terms of delivery. Item for May GB meeting.</p> <p><b>29.05.14:</b> Full assessment of wider training needs to be undertaken, assurance re advanced care planning and electronic copy of the protocol to be circulated.</p> <p><b>26.06.14:</b> Update still to be provided.</p> <p><b>31.07.14</b> All but 3 GP Practices activated. No problems anticipated with regard to patient consent issues.</p> <p><b>28.08.14:</b> 8 practices formally trained and the remainder have sessions booked. Only one surgery still to engage. <b>25.09.14:</b> A final update paper would be brought to the next meeting to close this item. <b>17.10.14:</b> Agenda item for October GB meeting. <b>23.10.14:</b> Update paper to be submitted to the December GB with the timeline confirmed following slippage with the programme. <b>31.12.14: No meeting in December; to be submitted to January meeting.</b></p>

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<b>Actions arising from meeting held on 27 February 2014</b>							
09/14	13.2	Policies for Adoption	Further discussion to take place regarding the <b>Policy on Shared Care Funding Arrangements</b>	JI/KE	27.03.14	<b>BLUE</b>	<p><b>27.03.14:</b> JI to provide an update to the next GB meeting. <b>22.05.14:</b> The Shared Care Policy has been reviewed and updated centrally and will be presented to the Clinical Executive at the beginning of June prior to coming to the GB for adoption at the June meeting. <b>29.05.14:</b> Revised policy to be brought to June GB meeting for approval. <b>26.06.14:</b> To be discussed at CLEX before sign-off at GB. Discussed at Executive Team (ET) 15.07.14. Still outstanding queries which need addressing before submitting to GB for sign-off. <b>31.07.14:</b> Update to be brought to August GB meeting. <b>28.08.14:</b> Policy to be brought to September GB for approval. <b>18.09.14:</b> Policy to be taken to October ET and then to October GB. <b>17.10.14:</b> Policy on agenda for October ET (21.10.14). The timings of October meetings means this will not be ready for GB until November. <b>23.10.14:</b> Update required for November GB. <b>21.11.14:</b> Agenda item for November GB. <b>27.11.14: Policy approved.</b></p>
<b>Actions arising from meeting held on 27 March 2014</b>							
13/14	11.2	Report on Proceedings of Patient Safety & Clinical Quality Committee 18.03.14	Update required on the recommencement of the QEH home birth service	KE/SC	30.04.14	<b>GREEN</b>	<p>Contract Query Notice (CQN) - meeting held on 23 April 2014. <b>20.06.14:</b> Agenda Item for June GB meeting. <b>26.06.14:</b> 7 recommended next steps approved. <b>31.07.14:</b> Commissioning Team will be commencing an initial process of scoping alternative providers of a Home Birth Service for West Norfolk patients (July GB Agenda Item 9.3</p>

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							refers). <b>28.08.14:</b> Process continuing and further update to be given at September GB. <b>25.09.14:</b> The GB is moving forward quickly to identify an interim solution pending longer term discussions with the Trust. <b>17.10.14:</b> Agenda item for October GB meeting. <b>23.10.14: Leave open for updates.</b>
<b>Actions arising from meeting held on 25 September 2014</b>							
28/14	11.2b)	Section 256 Monies	Target: People aged 18-64 in contact with secondary mental health services in paid employment – outline of why this target is not reducing	RH	23.10.14	<b>AMBER</b>	<b>23.10.14:</b> Response for November GB <b>20.11.14:</b> The data is a result of poor recording which will be resolved now the mental health social work service has moved back from Norfolk and Suffolk NHS Foundation Trust to the County Council. All targets are regularly monitored by the monthly Performance Board chaired by the Director of Community Services. An action plan is in place to ensure a significant improvement next year. <b>27.11.14:</b> This item would remain open pending receipt of the action plan. <b>21.01.15: RH has contacted Alison Simpkin, Head of Social Care, Adult Mental Health and has formally requested a copy of the relevant action plan.</b>
31/14	11.3		Seminar for GB members on social care to be arranged	IM/HDL	30.12.14	<b>BLUE</b>	<b>23.10.14:</b> To be progressed, with a date advised. <b>20.11.14:</b> Dates for 2015 are being agreed. <b>31.12.14: Development session held on 19 December.</b>
32/14	11.6	CCG Response to BCKL&WN Detailed Policies and Sites Plan	To take some of the outputs from this leading edge work to H&WBB	IM		<b>AMBER</b>	<b>23.10.14:</b> IM to table this item at the H&WBB
33/14	12.2	Performance Report as at July 2014	To chase up explanation for very low achievement levels for Clinical Haematology and Lung	KE	23.10.14	<b>AMBER</b>	<b>23.10.14:</b> TB to be involved with discussions. CCG is still awaiting further detail from QEH. <b>27.11.14: This action</b>

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			Cancer				would remain open pending receipt of the required information.
34/14	12.2		In relation to RTT explore if QEH is working to capacity in day care	KE	23.10.14	AMBER	<b>23.10.14:</b> QEH is now taking forward a full evaluation. Update will be provided at the earliest opportunity. <b>20.11.14</b> Planned IST review underway currently reviewing 18 week RTT pathway and elective care working group, sub group of CPT, whose task is to look at elective care. <b>27.11.14:</b> <b>This item would remain open pending the results and conclusion of the sub-group being reported to the January GB meeting.</b>
<b>Actions arising from meeting held on 23 October 2014</b>							
36/14	2	Questions from the Public	IM to ask PD to provide a written response with input from the Borough Council to Ms Rust in relation to the levels of service in place for the young homeless of West Norfolk sleeping on the streets	IM/PD	27.11.14	BLUE	<b>27.11.14:</b> A response had been forwarded to Ms Rust.
38/14	9	Chair's Report (Links to 82/13)	Invites to be sent to QEH NEDs to meet with GB Lay Members	IM	27.11.14	AMBER	<b>27.11.14:</b> Individual meetings with two new NEDs had been organised. Joint meeting still to take place.
39/14	10.1	Patient Safety	Service Review (Therapies) – TB to speak to the Physio Lead at QEH for assurance that there are no issues	TB	27.11.14	BLUE	<b>27.11.14:</b> This will be followed up via the CQRMs for the QEH & NCH&CT. Agreed to close this action.
41/14	10.1	Patient Safety	CCG's Quality Team to be apprised of the concerns with the comprehension and speaking of good English on admissions with patients who have speech and hearing difficulties	SH	27.11.14	AMBER	<b>27.11.14:</b> This will form part of the discussion at the next regular meeting with the QEH Director of Nursing.
42/14	10.1	Patient Safety	Discharge summaries need to	SH	27.11.14	BLUE	<b>27.11.14:</b> The issue of timelier receipt

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		<b>(Links to 55/14)</b>	be conveyed from QEH to GP Practice in a timelier way – to be discussed with the CCG's Quality Team				<b>of discharge summaries will be picked up via the CQRM process. Agreed to close this action.</b>
43/14	10.1	Patient Safety	Discuss with CQC concerns with WNCCG being excluded from the County-wide Safeguarding inspection	SC	27.11.14	<b>AMBER</b>	<b>21.11.14:</b> Discussed with Norfolk Safeguarding Lead; the CQC view was that QEH had already had intensive round of inspections so deferred until later as safeguarding had featured in CQC report. <b>27.11.14: This action would remain open and a judgement formed once the CQC report had been received.</b>
44/14	11.1	System Sustainability Programme	The structure of the Programme Advisory Group to be added to the WNCCG website	SC	27.11.14	<b>BLUE</b>	<b>27.11.14: It was agreed to add the structure of the entire System Sustainability Programme to the CCG website.</b>
45/14	11.3	Eastern Pathology Alliance (EPA)	Update on technology relating to Near Patient Testing to be sourced	IM	27.11.14	<b>BLUE</b>	<b>20.11.14:</b> Update on November agenda. <b>27.11.14: An update had been provided to the November GB (agenda item 11.3 refers)</b>
46/14	12.3	Performance Report	EEAST Locality Manager to confirm what timings are used – single paramedic or double staffed vehicle	KE	27.11.14	<b>GREEN</b>	<b>20.11.14</b> Update will be reported by the Trust in advance of the GB meeting. <b>27.11.14: KE to provide an electronic response in advance of the next meeting.</b>
47/14	12.3	Performance Report	Low levels to IAPT with performance remaining behind trajectory. KE to provide an update to the November GB. More detailed report required from NSFT.	KE	27.11.14	<b>BLUE</b>	<b>20.11.14</b> Update will be reported by the Trust in advance of the GB meeting and will be discussed at the Quarterly Assurance meeting with the Area Team. <b>27.11.14: An update had been included in the November Performance Report (agenda item 12.1). Agreed to close this action.</b>
<b>Actions arising from meeting held on 27 November 2014</b>							
52/14	10.1	Clinical Quality & Patient Safety Report	Pharmacy Workforce Issues	TB	29.01.15	<b>AMBER</b>	<b>27.11.14: Update to be provided in due course</b>

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		(23.10.14) Addition					
53/14	10.1	Clinical Quality & Patient Safety Report	High number of QIRs to be enacted contractually with the QEH	JI/TB	29.01.15	AMBER	To be picked up off-line
54/14	10.1	Clinical Quality & Patient Safety Report	Increase in QEH mortality rate for August to be investigated	TB	29.01.15	AMBER	TB to follow up with QEH Medical Director
55/14	10.1	Clinical Quality & Patient Safety Report <b>(Links to 42/14)</b>	Investigate reason why electronic discharge summaries are no longer being used	MC	29.01.15	GREEN	Implementation plan for electronic discharge on track to roll-out across organisation: April 2015. A&E electronic discharge: in progress to re-establish this by middle of February 2015.
56/14	11.1	System Sustainability Programme Update	Guidance on when Purdah applies to be sought	JC	29.01.15	AMBER	Advice from the Area Team is that the provisional date for the General Election 2015 Purdah period is 27 March-11 May. Awaiting further guidance.
57/14	11.2	Policy on Shared Care Funding Arrangements	Clarification sought on the age ranges covered and an assurance with regard to the process relating to frail older people	JI	29.01.15	AMBER	
58/14	11.3	Eastern Pathology Alliance (EPA) Contract Update	Possibility of integrating IT systems at QEH and NNUH to employ one service across two sites to be investigated	SW	29.01.15	AMBER	Update on 29.01.15 GB agenda
59/14	11.3	EPA Contract Update	Near patient testing for Health Checks carried out by Norfolk County Council to be followed up	SW	29.01.15	AMBER	Update 29.01.15 GB agenda
60/14	12.1	Finance & QIPP Report as at October 2014	Internal Audit to investigate issue of late payment of invoices particularly for small, local businesses	JI	29.01.15	AMBER	

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61/14	13.1	Assurance Framework (AF)	Investigate possibility of changing the AF target ratings	JC	29.01.15	BLUE	JC has worked with risk owners to re-evaluate target risk ratings; reflected in GBAF to January Governing Body
62/14	13.2	Proposed Constitution Changes	Review membership and links between Finance & Performance(F&P) Committee and Patient Safety & Quality Committee	JC	29.01.15	GREEN	Agreed at November Governing Body that Head of Quality would sit on F&P Committee.
63/14	13.4	Emergency Preparedness, Resilience and Response (EPRR)	Clarification to be sought in the event of a pandemic which would affect the governance of the organisation	JC	29.01.15	GREEN	Establishing options of cover including virtual meetings and voting, support from other CCGs/Area Team to be included in next iteration of Business Continuity Plan. EPRR lead developing system-wide 'flu pandemic plan.
64/14	13.5	Appointing Members of the Governing Body	GP members' initial selection process and requirement for candidates to be 'above the line' for capability and skills, and then subject to election by GPs in West Norfolk, to be translated into the Appointments Process	JC	29.01.15	BLUE	This is now included in proposed Constitution changes

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#### KEY TO INITIALS AND ACRONYMS

IA	Dr Imran Ahmed	JB	Dr Julian Brown	TB	Dr Tony Burgess	MC	Maggie Carter
JC	Dr Jean Clark	SC	Dr Sue Crossman	SJC	Sue Cook	PD	Dr Pallavi Devulapalli
KE	Kathryn Ellis	MF	Dr Mark Funnell	SH	Sue Hayter	RH	Roger Hadingham
JI	John Ingham	PJ	Prof Paul Jenkins	HDL	Revd Hilary De Lyon	IM	Dr Ian Mack
IP	Irene Paquay	PS	Penny Sutton	PW	Dr Paul Williams	SW	Stephen Wells

**BCKL&WN Borough Council of King's Lynn & West Norfolk**

<b>CLEX</b>	<b>Clinical Executive</b>	<b>NNUH</b>	<b>Norfolk &amp; Norwich University Hospitals NHS Trust</b>
<b>CSU</b>	<b>Commissioning Support Unit</b>	<b>NCH&amp;CT</b>	<b>Norfolk Community Health and Care NHS Trust</b>
<b>CQC</b>	<b>Care Quality Commission</b>	<b>NEDs</b>	<b>Non-Executive Directors</b>
<b>CQUIN</b>	<b>Commissioning for Quality and Innovation</b>	<b>NSFT</b>	<b>Norfolk &amp; Suffolk NHS Foundation Trust</b>
<b>CQRM</b>	<b>Clinical Quality Review Meeting</b>	<b>QEH</b>	<b>The Queen Elizabeth Hospital King's Lynn NHS Foundation Trust</b>
<b>DT&amp;C</b>	<b>Drugs &amp; Therapeutic Committee</b>	<b>QIR</b>	<b>Quality Issue Report</b>
<b>EEAST</b>	<b>East of England Ambulance Service NHS Trust</b>	<b>RAG</b>	<b>Red / Amber / Green</b>
<b>GB</b>	<b>Governing Body</b>	<b>RCA</b>	<b>Root Cause Analysis</b>
<b>GBAF</b>	<b>Governing Body Assurance Framework</b>	<b>RTT</b>	<b>Referral to Treatment Time</b>
<b>IAPT</b>	<b>Improving Access to Psychological Therapies</b>		
<b>LAT</b>	<b>Local Area Team</b>		