

ACTION LOG FOR NHS SALFORD CLINICAL COMMISSIONING GROUP MEETINGS – SEPTEMBER 2014

Information taken from draft minutes of the Governing Body meeting

| Date Raised | Issue | Responsibility (Director/Lead Manager) | Action Taken | Proposed Date for Completion at Board |
|--------------------------------|--|---|---|--|
| PART I – SEPTEMBER 2014 | | | | |
| 24 September 2014 | 103.14 (b) Chief Accountable Officer – Mansel Haeney highlighted that although benchmarking had been provided for sickness and the age of the CCG workforce, no benchmarking had been provided for Agenda for Change bandings. Alan Campbell advised HR would be asked to provide this information. | Alan Campbell | This information will be incorporated in the Report of the Chief Accountable Officer. | 26 November 2014 |
| 24 September 2014 | 103.14 (b) Chief Accountable Officer – The Stoptober 2014 initiative had become a regular event and was expected to be a useful tool. Information following this initiative will be fed back to the Governing Body. | David Herne | This information will not be available until December therefore an update will be provided at the January Governing Body meeting. | 28 January 2015 |
| 24 September 2014 | 103.14 (b) Chief Accountable Officer – Owain Thomas noted the information on the work being undertaken regarding alcohol and enquired if further detail was available. David Herne acknowledged this was in its infancy. It will give scope to test the boundaries and cumulative impact. Further information will be provided when available. | David Herne | The GM alcohol strategy has only recently been launched therefore an evaluation of the impact is not available at the moment. Further information will be provided when Public Health England are in a position to appraise any impact. | 2015 |
| 24 September 2014 | 103.14 (b) Chief Accountable Officer – David Herne advised he would bring back further information regarding the emergency contraception item following further discussion. | David Herne | This information will be incorporated in the Matters Arising Report at the next meeting. | 26 November 2014 |

| Date Raised | Issue | Responsibility (Director/Lead Manager) | Action Taken | Proposed Date for Completion at Board |
|-------------------|---|---|---|--|
| 24 September 2014 | 107.14 (a) Performance – (a) Quality – (i) Quality and Safety Overview Report – Francine Thorpe presented the report advising it provided an overview of some key aspects of quality and safety for the CCG. A patient story was included which provided feedback on patient experience. Contact will be made with the hospital to try and resolve the issues raised. The ‘Sign Up to Safety’ national campaign was launched in June 2014 and had been discussed at a development session. The aims link to the CCGs Quality and Safety Strategy with the aspiration that the health economy in Salford will be the safest in the country. | Francine Thorpe | This information will be incorporated in the Quality and Safety Overview Report. | 26 November 2014 |
| 24 September 2014 | 107.14 (a) Performance – (a) Quality –(i) Quality and Safety Overview Report – Francine Thorpe advised the Quality and Safety Strategy will be submitted to the Programme Implementation Group in October, therefore the Governing Body would receive an update at the November meeting. | Francine Thorpe | This information will be incorporated in the Quality and Safety Overview Report. | 26 November 2014 |
| 24 September 2014 | 108.14 (a) Performance – (a) Quality – (ii) Quality of Commissioned Services Report – The CCG will be in a position at the next Governing Body to provide a trend analysis on serious untoward incidents. The independent review of the Improving Access to Psychological Therapies (IAPT) was undertaken during August and was scheduled for discussion at the GMW contracts meeting at the beginning of October. A full update will | Francine Thorpe | This information will be incorporated in the Quality of Commissioned Services Report. | 26 November 2014 |

| Date Raised | Issue | Responsibility (Director/Lead Manager) | Action Taken | Proposed Date for Completion at Board |
|-------------------|--|---|---|--|
| | therefore be provided at the Governing Body meeting in November. Knowsley CCG had been contacted to obtain the benchmarking report they recently undertook to compare GMW's incident reporting. | | | |
| 24 September 2014 | 109.14 (iii) Primary Care Quality – Francine Thorpe confirmed the dashboard would be available for the Governing Body to consider and would be monitored through the quality reports. | Francine Thorpe | This information will be incorporated in the Primary Care Quality Report. | 26 November 2014 |
| 24 September 2014 | 110.14 (b) Organisational Performance – Brian Wroe enquired whether the CCG knew the patients and whether the organisation knew where they were up to in their pathway. He advised there wasn't enough information in the report and the 62 day cancer waits failed regularly. Alan Campbell advised this issue would be addressed. | Ruth Fairhurst | This information will be incorporated in the Organisational Performance Report. | 26 November 2014 |
| 24 September 2014 | 115.14 (a) Programme Management Group (PMG) Report – Edward Vitalis asked for the dates of the Programme Management Group meetings in order that Lay Members were aware. | Liz Warwick | These dates have been forwarded to the Lay Members | 26 November 2014 |