

Paper 5.0

Governing Body Action Tracker – January 2017

Meeting Date/ Ref Number	Agenda item and Action	Update (most recent in bold)	Nominated Lead	Target completion Date	Status
07.07.2016 GB 069	Governing Body Effectiveness Review 2015/16 report HS to incorporate needs identified in the report into developmental sessions.	The Organisation Developmental Plan is yet to be completed. Deferred to November. Deferred to March 2017	Hein Scheffer Director of Workforce	September 2016 November 2016 January 2017 March 2017	OPEN
22.09.2016 GB 091	Workforce Update Find out what the turnover rate would be should the business intelligence team be removed from the percentage.		Hein Scheffer	November 2016 January 2017	OPEN
24.11.2016	Integrated Quality, Safety & Performance Report E&N Herts 52 week breaches to be reported through F&P Committee and ICQC	This has been confirmed as on the Integrated Commissioning and Quality Committee agenda for the February 2017 meeting.	Donna Derby / Anne Murray	1 February 2017	Propose to close
24.11.2016	Bedford Borough Children, Young People and their Families Plan 2016/17 Six month review report	Work in process for May 2017	Anne Murray	May 2017	
24.11.2016	Operational Planning 2017-19 Two Year Operational Plan 2017/19 and GP Five Year Forward Plan final	The item sits pon the 26th January 2017 Governing Body Agenda	Clare Steward	24 January 2017	Propose to close

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	document to be submitted to Governing Body				
	Detailed report on high level QIPP to be submitted to the extra-ordinary meeting of Finance and Performance Committee	The item was discussed in detail.	Ben Jay	14 December 2016	Propose to close
24.11.2016	East of England Ambulance Service presentation To be invited back to a future Governing Body meeting – date to be determined		Donna Derby	TBA	
24.11.2016	Equality and Diversity Action Plan 2016-18 progress report Report to January 2017 Governing Body on the outcome of the meetings with contract managers reporting delivery against the equality gaps identified	Paper deferred to March meeting	Paul Curry	26 January 2017 March 2017	Propose to close
24.11.2016	Reports to sub-committees Case Review Panel: circulate list of procedures agreed and not agreed to be funded		Dr Chris Marshall	26 January 2017	
24.11.2016	Questions from the Public Request to add MSK to Governing Body agenda		Alvin Low	TBC	

Closed actions to be archived

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18.05.2016 GB 049	Joint Strategic Needs Assessment (JSNA) Attend and present at a Primary Care Working Group (PCWG) meeting, with the aim of reporting back to the Governing Body in 6 months' time to review progress on quick wins, strategic plans and to determine whether it has been embedded in QIPP.	JSNA was presented at the PCWG meeting in July and has been included on the Governing Body agenda for November. CLOSED	Muriel Scott	May 2016	May 2016
7.4.2016 GB28	Governing Body Assurance Framework (GBAF) and Corporate Risk Register (CRR) Include outcome measures on the GBAF	The GBAF template has been altered to incorporate outcome measures. This will be reflected in the GBAF due for submission at the next Governing Body meeting. CLOSED	Jane Meggitt	July 2016	July 2016
07.07.2016 GB 061	Report of the Accountable Officer Circulate the updated narratives to the 2016/17 Plan, post discussion at the Executive Management Team (EMT)	CLOSED	Matthew Tait Accountable Officer	August 2016	September 2016
07.07.2016 GB 065	Quality Accounts Circulate statement for South Essex Partnership Trust (SEPT), as this was erroneously excluded from the report.	CLOSED	Anne Murray Director of Nursing & Quality	July 2016	July 2016

07.07.2016 GB 066	Risk Management Include progress made from previous month in the Corporate Risk Register (CRR) to provide assurance.	Progress on actions column have been included. This will feature in the CRR in November. CLOSED	Jane Meggitt Director of Communications & Engagement	September 2016	September 2016
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07.07.2016 GB 066	Risk Management Mitigating actions for objective two 'commissioning services' to be reworked to address the causes of the risks.	Risk description to objective two has been altered and cause and effect updated. The articulated risk is now broader and the inherent rating reduced. This was agreed at an Executive Management Team meeting. CLOSED	Jane Meggitt Director of Communications & Engagement Donna Derby Director of Commissioning & Performance	September 2016	September 2016
07.07.2016 GB 068	Finance Report month 2 Compile table to show comparative position to previous year for aged debtors.	Complete CLOSED	Ben Jay Chief Finance Officer	September 2016	September 2016
07.07.2016 GB 071	Committee Reports Sum up the issues identified under the Joint Co-Commissioning Committee report into an update report on primary care.	Complete CLOSED	Clare Steward Director of Strategy & Transformation (Interim)	September 2016	September 2016
07.07.2016 GB 073	Questions from the public Privately respond to the question raised on mental health.	This was followed up directly with the provider who made contact. CLOSED	Anne Murray Director of Quality & Nursing	September 2016	July 2016
18.05.2016 GB 054	Questions from the public Share the piece of work being carried out at Flitwick Surgery on educating patients better on seeing other Health	A poster, designed jointly with Flitwick surgery, to educate patients on the range of Healthcare professionals available to see at the Practice,	Diana Blackmun CEO Healthwatch, Central Bedfordshire	September 2016	CLOSED

	Care Professionals other than GPs, once complete.	has been displayed in Flitwick Surgery and on their TV screen. HWCB collected over 70 surveys from Flitwick Surgery and over 110 surveys via Survey Monkey, making a total of over 180 surveys received. A first draft analysis has been prepared and we hope to have the final analysis to present to Flitwick Surgery towards the end of December 2016'.			
EMT	Action transferred from the Executive Management Team Invite East of England Ambulance Service Trust (EEAST) to a future governing body meeting to formally discuss concerns.	On the agenda. Proposed to be closed.	Jane Meggitt Donna Derby Director of Commissioning & Performance	November 2016	CLOSED
22.09.2016 GB 079	Questions from the public Provide an answer to the question: How much the CCG has spent on hospital review and the Sustainability and Transformation Plan (STP).	£542K Charged by MKCCG = £420K Luton & Dunstable Hospital = £122K	Matthew Tait		CLOSED 24/11/2016
22.09.2016 GB 079	Questions from the public Include in the Value Based Elective Consultation (VBEC) Report an estimate of the cost of the consultation.	£2500	Matthew Tait	November 2016	CLOSED 24/11/2016
22.09.2016 GB 083	Report of the Accountable Officer Circulate letter from NHSE on the methodology for assessing the six CCG ratings launched by the Secretary of State.	Completed	Alvin Low	October 2016	CLOSED 24/11/2016
22.09.2016 GB 084	Finance Report Month 5	£2.2m disputed	Ben Jay	November 2016	CLOSED 24/11/2016

	Provide an analysis of the breakdown of invoices into those waiting to be approved or falling into dispute.				
22.09.2016 GB 085	Community Health Services Procurement update Patient and Public Engagement Forum to have sight of the Patient Engagement Strategy.	PPEF reviewed it at their meeting on 8 November Will be a standing item on the PPEF agenda to track the strategy	Clare Steward	November 2016	CLOSED 24/11/2016
22.09.2016 GB 087	Integrated Quality, Safety and Performance Report Verify whether the Cancer 31 day subsequent treatment - Radiotherapy and Cancer 62 day first treatment following an urgent GP referral, refers to a two-week wait or an urgent referral.		Donna Derby	November 2016	CLOSED 24/11/2016