

# CAM HEALTH LOCAL COMMISSIONING GROUP

## **CAM HEALTH MANAGEMENT BOARD** **Action log following meeting on 24 October 2013**

Action	Lead	Action Required	Action by	Action Undertaken	Status
Oct01	NH	Circulate MSK options papers to board for comment and consensus one week before decision is made by the executive board.		Work in progress.	<b>In progress</b>
Oct02	AS	Re-send de-prescribing guide.		DM making enquiries to obtain electronic copy for circulation.	<b>In progress</b>
Oct03	DM	Send CCG rep job description to practice managers.		Liaising with Sharon Fox re voting process.	<b>In Progress</b>
Oct04	DM	Send End of Life Care job description to practice managers.		Done.	<b>Completed</b>
Oct05	DM	Circulate new calendar and send calendar invites to board members.		Done.	<b>Completed</b>
August 07		Set up meetings with Mike Redwood and Simon Owens re decommissioning their GPSI services		Handled by CATCH.	<b>Completed</b>
August 14	DM	Real AGIS case studies to be sent to practices.		Done.	<b>Completed</b>

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August 01	DM	Circulate latest version of draft OPP specification to GP leads.		Done	<b>Completed</b>
August 02	DM	Email to membership group asking whether there are any objections to delegating the decision making responsibility for the OPP to the executive board		Email sent with approved minutes.	<b>Completed.</b>
August 03	DM	Update risk register re potential Brookfields insufficient recruitment		Done – being taken to executive board on 29 August	<b>Completed</b>
August 04	DM	Email practices with reminder of Soft Intelligence Line and clinical quality mailbox		Done.	<b>Completed</b>
August 05	DM	Obtain clarification from the Quality & Safety team re Quality Strategy Action Plan actions re patient engagement – take this to Patient Forum on 25 September		Emailed Wendy Lefort asking for clarification. Forwarded response to Keith Stonell.	<b>Completed</b>
August 06	DM	Feed back to Quality & Safety team that Quality Strategy does not seem to say anything about clinical effectiveness		Done.	<b>Completed</b>
August 08		Include Diabetes, health promotion and prescribing in commissioning intentions 2014/15		Part of ongoing work	<b>Completed</b>
August 09	DM	Remind practices to have GP at 26 September external peer review meeting.		Email sent.	<b>Completed</b>
August 10		Take commissioning intentions for 2014/15 to Health Group and Executive board for decision and sign off		Done	<b>Completed</b>
August 11		Ask Executive Board to consider recruiting one full time nurse instead of several part time nurses for admission avoidance project.		Discussed at Executive Board at 29 August meeting.	<b>Completed</b>
August 12	RCH	Ask Tom Shalckleton to discuss prescribing group at clinical governance afternoon on 19 Sept		Done.	<b>Completed</b>
August 13		Ask GPs if they can attend PPG meetings.		Email sent.	<b>Completed</b>
August 15		Send diabetes proposal to KS for consideration and comment.		Done.	<b>Completed</b>
August 16	DM	Plan future meeting dates for 2013/14.		Done.	<b>Completed</b>
August 17	DM	Organise practice visits as part of induction process.		Done.	<b>Completed</b>
Jun 01	DM	Review membership Board meeting dates and reschedule to avoid school holidays where possible	DM	Done	<b>Completed</b>
Jun 02		Check constitution as to whether the patient rep and nurse rep should attend Executive Board meetings.		Constitution does not require mandatory attendance by patient rep or nurse rep.	<b>Completed</b>
Jun 03	RCH	RCH to provide estimate of no. session required for MSK clinical lead	RCH	GP for evaluation of tender bids would be valuable. DM followed up with Alice Hillyard. Details to be presented at meeting.	<b>Completed</b>
Apr 01	ALL	Return declaration of conflict of interest forms	ASAP	Done.	<b>Completed</b>
Apr 02	ALL	Accountability agreement to be signed	ASAP		<b>Completed</b>

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Feb 014	TS/AF	TS & AF to meet outside of board meeting to discuss mental health funding		Resolved via contact negotiation	<b>Completed</b>
Feb 010	MdS/AS	Diabetes business case and LES to be updated	April 13	B.case submitted & approved LES updated and almost finalised	<b>Completed</b>
Feb 001	ALL	Collate data on over 85s in each practice w.e.f. 1 <sup>st</sup> April 2013 re workload implications of management plans	1 <sup>st</sup> April 2013	>85 group between 67 (Bridge St) and 481 (Nuffield Road). Take this to next Health Group.	<b>Completed</b>
Feb 003	SH/MB	SH & MB to meet with ME to discuss QOF QP pathway End of Life proposal	Prior to 18 <sup>th</sup> April Board meeting	Met at QOF QP meeting on 23/04/13	<b>Completed</b>
Feb 002	ALL	Final decision on QOF QP pathway End of Life proposal to go to Board meeting in April & Health Strategy meeting in May	18 April & 9 May 2013	End of life vision being worked up by SH/LK/MdS	<b>Completed</b>
Feb 004	DS	Update Finance & Performance meeting minutes of 22 <sup>nd</sup> November 2012 – Dr Rebecca Steward present	Feb 2013	Minutes updated and amended copy sent to PV	<b>Completed</b>
Feb 005	ALL	Management board development day – to be arranged for a day in April, elect new chair at this event	April 13	Programme and facilitation arranged	<b>Completed</b>
Feb 006	DS	Funding for Management board development day to be reviewed by Finance committee	21 March	Added to Agenda for Finance & performance meeting 21 <sup>st</sup> March 2013	<b>Completed</b>
Feb 007	RCH	Update risk register for Mental health funding risks	April	Risk added (CMP4)	<b>Completed</b>
Feb 011	ALL	Practices to share diabetes soft intelligence with RCH	Sept 13	Included in draft IDEAL agreement	<b>Completed</b>
Feb 008	RCH	Q3 Quarterly performance report to be completed and submitted	Feb 13	Submitted	<b>Completed</b>
Feb 009	TS/MB	Alcohol worker – report from Ruth Bastable received 02/04/13. Now need to disinvest in alcohol worker.		Received report. Decision to negotiate inclusion in mainstream Alcohol Service Contract renewal (April 14)	<b>Completed</b>
Feb012	DS	Circulate papers to all surgeries for vacant Lay Representative role	Feb 13	All sent to Practice managers 21.02.13	<b>Completed</b>
Feb 013	DS	Mental health to be added as standing item on Health Strategy agenda	Feb 13	Added to agenda for Health Strategy meeting on 7 <sup>th</sup> March 2013	<b>Completed</b>
Feb 015	DS	Invite John Ellis/Claire Hodgson to attend Health Strategy meeting	Feb 13	John Ellis/Claire Hodgson attending Health Strategy meeting 7 <sup>th</sup> March 11.15am	<b>Completed</b>