

MEETING:	Governing Body (in public)							
DATE:	11/03/2021							
TITLE:	Action Log							
Previous Meeting Date (or Date raised /added)	Action Number /ID	Minutes Reference	Action Description	Responsibility /Owner	Target date	Completed date	Status	Progress Details/Comments
11/06/2020	1	3. Review and Approval of Minutes: a. Meeting minutes – 12/03/2020 b. Action Log	<i>RB asked if there would be a report on equality impact of COVID-19. KW replied we don't know if there will be evaluation point or part of BAU. There will be an evaluation on peak of COVID-19.</i>	KW	TBC - at end of pandemic		Open	12/11/2020 - RB queried any further information on timing review. KW replied not yet given wave 2 ongoing.
12/11/2020	2	8. COVID-19 Wave 2 preparation: approach to incident management	<i>RW added that frequently diagnostic waits (6weeks) come up in quality and performance reports, which is a lead in to cancer and reduced in wave 1. Keen to be assured that there is a focus on this and impact on cancer pathways. JK replied the cancer has been falling again since June with diagnostic capacity constraints.</i> Action: we are improving performance with waiting times falling, but will double check and feed back to RW.	JK	11/03/2021 (but check on progress 10/12/2020)		Open	
12/11/2020	3	10 Restoration and Recovery a. Phase 3 b. October 2020 Quality and Performance Report	To review (for local learning) the PHSO report published last week on CHC. Includes recommendations for CCGs on ensuring appropriate training and learning opportunities for staff applying the criteria. These appear on the executive summary and on pages 22/23 of the full report. https://www.ombudsman.org.uk/publications/continuing-healthcare-getting-it-right-first-time/executive-summary https://ombudsman.org.uk/sites/default/files/Continuing_Healthcare_Getting_it_right_first_time.pdf	KW/DW	11/03/2021 (but check on progress 10/12/2020)		Open	12/11/2020 DW has asked Asela Ali (CCG Quality and Safety Manager,) Suzanne Awadallah (Continuing Healthcare (Bucks) Service Manager Oxford Health) and Jan Westgarth (CCG Complaints Manager) to review including others as relevant to understand the implications of this for our local arrangements. 01/03/2021 named individuals asked for update on outcome of review - meeting scheduled for 5 March 2020 with verbal update provided at the meeting
11/03/2021	1	9. Risk Management and Assurance	JK reported a focus on cancer resilience, with the position much improved compared to a year ago. DS added a need to consider that some may have been downgraded to routine rather than cancelled. RB noted there are two ongoing actions detailed to capture harms and review cancer diagnostic data ACTION: circulate latest cancer data and check whether anecdote remains a true reflection of the position.	JK (NF)	10/06/2021		Open	

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11/03/2021	2	11. Finance Update / Month 11 Finance Report	CO noted national work on resourcing community nurses to evolve and work in different ways. A national steering group, headed up by Baroness Judith Jolley, needs a local link individual. Professor Alison Leary is also looking at workforce modelling with 23 providers, focused to demonstrate needs for community and district nursing teams. ACTION: local linked agreed as DS for national steering group on community nursing transformation (action documented in order to report on progress)	DS	10/06/2021		Open	
11/03/2021	3	12b. Anticoagulation primary care improvement scheme	TD asked for a report on success including lessons learned. ACTION: It was agreed to report in Q3.	JB	01/10/2021		Open	Update 27/6/2021: The scheme has been cascaded to all practices, the first training sessions with the scheme was well attended and the second takes place mid June.
11/03/2021	4	13. Corporate Governance Report	JK reported that he had been unable to complete the assessment and be certified for module one conflicts of interest training, which may also affect other staff. ACTION: explore and resolve technical issue preventing this	RC	10/06/2021		Closed	Update 15/3/2021: mandatory training completed - Action to be closed 11/03/2021: Consult OD asked to advise if this has been reported anywhere else – it has meant we were (and remain) under target for this module. We may have to do a walk through to explore this further is there is no obvious technical issue.