

Matters Arising /Action Points from September Merton CCG governing body - for the November meeting -Summary

Date	Item	Title and Action Required	Lead	MA or Action	Comments	Outcome
Jul-12	6.3	Action transferred from the CC(D)C Action Log. HF expressed concern about the “Referral to Treatment awaiting 95th percentile patients on incomplete paths” still being below target – despite funding being provided to both St George’s and St Helier’s to address this. He requested the reasons for this performance.	VD	Action	Awaiting further information.	IN PROGRESS
Jul-12	6.3	Action transferred from the CC(D)C Action Log. To ensure the use of Merton-specific figures in future Performance Management Reports.	VD	Action	Performance team have completed as far as possible.	ACTIONED
Sep-12	6.2	Merton CCG Constitution In response to a suggestion from MC about ensuring that the vision and strategic goals in the Constitution cross referenced with those in the Integrated Strategic Operating Plan (ISOP), EB confirmed that this would be taken forward in the next iteration of the ISOP	MN	Action	Completed	ACTIONED
Sep-12	6.2	Pg. 41 Para 5.1.6 MC noted that this paragraph also applied to Paras 5.1.3; 5.1.4; and 5.1.5.	MN	Action	Ref to 5.1.3, 5.1.4 and 5.1.5 added	ACTIONED
Sep-12	6.3	Merton CCG Structure Re: Child Death Co-ordinator role EB confirmed that this was a shared role with Sutton CCG. The structure would be amended to reflect this.	EB	Action	Amendments made to the structure chart.	ACTIONED
Sep-12	6.3	Revised organisation structure to the next meeting	EB/JM	MA	Deferred to January 2013 meeting	IN PROGRESS
Sep-12	6.4	<u>Audit Committee ToR</u> Terms of reference would be amended to reflect review of financial position and returned to the next meeting of the governing body for ratification.	KMCK	MA	Revised version is on the agenda for the November meeting.	ACTIONED
Sep-12	6.4	The Committee terms of reference were also contained in the Constitution document. There was a general action to ensure that the documents were cross-checked to ensure they matched.	EB	Action	See revised versions on the November agenda. The Constitution will be updated following approval of revised and new committee terms of reference.	ACTIONED

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Sep-12	6.4	<u>Clinical Quality Committee</u> i) MC requested that the governing body consider the role of the committee to review staff survey data as well as patient experience surveys (ref: 7.1.4). ii) The membership of the committee within the Constitution needed to be matched to the terms of reference presented and agreed. iii) The Chair drew attention to the increasingly high profile duty for CCGs to improve primary care and suggested that this be within the committee's remit. The governing body agreed.	EB	MA	i) Appendix 6b: Quality Committee Terms of Reference – 7.1.4 now reads - Review information including staff survey data, as well as, patient experience surveys, PALS queries and complaints to identify potential risks and issues. ii) Agreed CQC TOR 27/09 added to Constitution 18/1/12 as amended 12/11/12 iii) New 7.1.10. Oversee and promote its general duty to improve the quality of primary care so as to improve the quality of services. Added to constitution	ACTIONED
Sep-12	6.4	<u>Charitable Funds</u> PD expressed agreement that this committee be added to the structure. KMck would draft terms of reference for agreement at the next meeting.	EB/ KMck	MA	Revised version is on the agenda for the November meeting.	ACTIONED
Sep-12	6.5	<u>Executive Management Team</u> i) VD requested that there be more explicit reference to the CCG relationship with Public Health to strengthen involvement mechanisms. EB and VD would take this forward. ii) MN noted that the terms of reference may be reviewed over time to strengthen governance around decision-making and providing assurance to the governing body with a clearer plan for delegation to EMT.	i) EB/VD ii) MN	Action	i) Changes have been made and agreed at the Executive Committee meeting held on 7th November 2012 ii) Ongoing review by all members.	i) ACTIONED ii) IN PROGRESS
Sep-12	6.5	<u>Practice Leads Forum</u> Add explicit reference to arrangements if the substantive member was unable to attend, that is. have nominated deputies that would attend instead.	EB	Action	Completed and approved by Chief Officer	ACTIONED

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Sep-12	6.5	<u>Practice Manager's Forum</u> The terms of reference were agreed with one amendment, to include generic roles under membership, not Practice Manager's names.	EB	Action	Completed and approved by Chief Officer	ACTIONED
Sep-12	6.5	<u>Practice Nurses Forum</u> MC requested that the membership include the fact that Nurse Board member may attend on an ad hoc basis.	EB	Action	Completed and approved by Chief Officer	ACTIONED
Sep-12	6.8	ISOP Future documents to be more succinct and summary versions available for different audiences, including the general public.	MN	Action	In progress	IN PROGRESS
Sep-12	6.9	BSBV i) Confirm whether Acute savings required relate to ESH or St Helier alone ii) Decision- making body to be chaired by CCG Chair iii) Confirm whether Surrey Downs CCG were required to provide a letter of support iv) Circulate the BSBV communications plan v) Circulate the BSBV integrated impact assessment vi) Develop different ways of working with CCG vii) Legacy fund / NHS SWL underwriting costs accrued as a result of the consultation viii) Greater understanding of the St H Future Project and option to include in BSBV consultation ix) NHS Surrey - confirm financial contribution and terms of involvement x) confirm NCBSA needs to endorse BSBV	CJ	Actions	i) Completed and noted retrospectively in the minutes of the meeting. ii) - x) Superseded by subsequent events. Covered in the BSBV update on the agenda for the November meeting	i) Actioned ii)-x) Actioned
Sep-12	6.11	Finance Report - Mth 5 KMCK explained that the format of the report would develop to reflect CCG specific requirements and to bring QIPP and Finance together.	KMcK	Action	Revised report format is on the agenda for the November meeting	ACTIONED
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