

**Bristol Clinical Commissioning Group
Action Log**

Date of Meeting	Minute Number	Action Required	Responsible Officer(s)	Deadline	Update
29/10/13	155-13/14	Provide details on which CCGs worked seamlessly with education providers to provide help for children with learning difficulties.	Janet Maxwell		Janet Maxwell no longer worked for Bristol City Council. It was agreed to ask Kelechi Nnoaham to respond.
28/01/14	212-13/14 (147-13/14)	Provide further information about the reporting of Fractured Neck of Femur by NBT for February meeting.	Alison Moon/ Claire Thompson	February	Information regarding fractured neck of femur was now included in the performance report. Members were advised that at NBT 100% of patients were operated on in the required timescale. Actioned
28/01/14	212-13/14 (196-13/14)	Explore and report on what would happen to any underspend in the public health budget.	Mary Connor	February	Kelechi Nnoaham advised that in the current year an underspend of £400,000 to £500,000 was expected. This would be ring fenced and carried forward to future years. Actioned

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28/01/14	214-13/14	Report on the bid to pilot the roll out of the whole system Friends and Family Test at the next meeting.	Alison Moon.	February	<p>It had been agreed that the CCG would focus on primary care and mental health for the Friends and Family Test. Funding had been agreed and was awaited. Over 30 practices had expressed interest in the pilot.</p> <p>Actioned</p>
28/01/14	214-13/14	Report on the outcome of a Serious Review Panel into the reported Never-Events at UHB and NBT.	Alison Moon	February	<p>It was noted that Serious Incidents or Never Events had occurred in the acute trusts' theatres.</p> <p>NBT had completed their review panel. It was suggested that patient safety cultures within multi disciplinary teams should be a focus.</p> <p>UHB's serious incident review was not yet completed.</p> <p>The CCG had asked both trusts to share their reviews with each other.</p> <p>The CCG would continue to monitor the situation.</p> <p>Recommend closure</p>

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28/01/14	214-13/14	Report on the flow of patients through the Occupational Therapy and Physiotherapy service.	Judith Brown	February	This would be discussed at the CCG's next performance meeting with Bristol Community Health. Actioned
28/01/14	215-13/14	Add additional information on research governance to the Avon Primary Care Research Collaborative Research and Development Strategy.	Peter Brindle	ASAP	Alison Moon agreed to progress this issue. Actioned
28/01/14	218-13/14	Revise a number of areas to clarify the provisions in the Procurement Policy. This included section 11.6.1. Develop guidance on managing conflicts of interest to be shared with staff.	Sarah Carr	February	Sarah Carr would take this issue forward in discussion with Nicola Dunn and Mary Connor. Recommend Closure
25/02/14	243-13/14	Compare the performance of NHS 111 in Bristol against the performance of NHS 111 in the South West	Claire Thompson	March	
25/02/14	244	Add co-commissioning as a future topic on the Seminar programme	Sarah Carr		Actioned