

**CLINICAL COMMISSIONING GROUP BOARD
ACTION LIST**

MEETING DATE / MINUTE NO.	SUBJECT / ACTION REQUIRED	ACTION REQUIRED BY	TIMESCALE	STATUS OF ACTION R.A.G.
28.09.18 6.2	GIFTS AND HOSPITALITY DECLARATIONS			
	It was requested that a grammatical amendment be made to the description for Declaration 9 and that clarity/further information be provided with regard to the description for Declaration 11. Status Update: The updated declarations (shown above) would be reflected in the next report to the Board.	Associate Director of Corporate Affairs	November 2018	Completed
28.09.18 6.3	DECLARATIONS OF INTERESTS			
	The Declaration of Interest proforma be amended with respect to professional registrations. Status Update: A letter was sent to Committee Chairs, Vice Chairs, relevant Directors and Minute takers on 29 August 2018 regarding the agreed CCG process for the recording and management of Declarations of Interest (DOI's). A session regarding DOI recording has also taken place with Minute takers and any subsequent actions are being implemented at the Committees.	Associate Director of Corporate Affairs	November 2018	Completed
28.09.18 6.5	CORPORATE RISK REGISTER			
	Risk 839 Vulnerable People – a further assessment of this risk be undertaken in the light of the recent significant investment.	Associate Director of Corporate Affairs	November 2018	
	It was suggested and agreed that an abbreviation list be produced for future reports. Status Update: An abbreviation list has been produced and will accompany the next submission of the Risk Report to the CCG Board Meeting.			Completed
A grammatical amendment was required to the 'Progress' column for Risk 919 'end of life'.	Completed			

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	It was also agreed that the register be reviewed by the CCG's Senior Leadership Team (SLT) prior to submission to the IAGC and CCG Board so that each of the Executive Directors were sighted and informed. Status Update: A copy of the full risk register will be submitted to the SLT meeting every month (third week). This had been noted on the SLT Work Plan.			Completed
28.09.18 8.2	COMMUNICATIONS AND ENGAGEMENT ANNUAL REPORT It was suggested and agreed that information from a communications and engagement perspective be included in the STP Bulletin in terms of telling the story of the work that the CCG was doing.	Associate Director of Communications and Engagement	November 2018	
28.09.18 8.3	CONTROLLED DRUGS ANNUAL REPORT 2017-18 The total percentage growth cost within the schedules were incorrect and these needed to be reviewed and amended accordingly.	Director of Quality & Clinical Governance / Executive Nurse	November 2018	
28.09.18 10.1	POLICIES Patient, Carer and Public Involvement Policy - the correct version would be distributed by email for ratification.	Associate Director of Communications and Engagement	November 2018	Completed
	It was agreed to remove reference to 'The 4cs' in the Reporting and Management Policy for Compliments, Comments, Concerns and Complaints.	Associate Director of Communications and Engagement	November 2018	Completed
	Equality Impact Assessments (EQIAs) needed to be completed for all policies and it was agreed that the EQIAs be submitted to the Board to review.	All	November 2018	Completed

KEY

Completed / Closed	
In Progress	
To Action	
To be Actioned but date not yet due	