

**Northampton Locality Board Meeting  
ACTIONS LOG  
November 2019**

**RED: CONCERN/INABILITY TO COMPLETE ACTION**

**AMBER: IN PROGRESS**

**GREEN: ACTION COMPLETE**

**BLUE: PENDING FOR FUTURE ACTION**

Action Log Number	Date of Meeting	Item	Action		Lead	RAG Rating	Status
85	26/11/19	9	Spirometry	Formal Communication to to be sent out early New Year.			
84	26/11/19	9	Clinical leads posts and extended role opportunities	Process is for anyone interested in these roles to contact their Clinical Director of their PCN	ALL		
83	26/11/19	8	Agree next steps	Locality Board membership to send agenda items to JP by 9 <sup>th</sup> December 2019	ALL		
82	26/11/19	6	Nene CCG constitution	All practices to share their view/approval of the new CCG constitution	ALL		Time line to be shared with Locality meeting
81	23/07/19	4	Matters Arising and Action Log	The following changes need to be made to the Northampton locality distribution list  Jenn Sawyer - Remove  Jane MacKenzie – Name and email address change. Now Jane Earl <a href="mailto:jane.earl4@nhs.net">jane.earl4@nhs.net</a>  Pauline Norman email address should be			

				<a href="mailto:Pauline.norman1@nhs.net">Pauline.norman1@nhs.net</a> Waseem Mohi – Remove Syed Shah – add. Email – <a href="mailto:syed.shah10@nhs.net">syed.shah10@nhs.net</a> Atif Saed – Add. Email <a href="mailto:atif.saed2@nhs.net">atif.saed2@nhs.net</a> Sabrina Brown – Add as new PM at Maple Access. Email Sabrina.brown1@nhs.net			
82	23/07/19	2	Declaration of interest	Send conflict of interest forms to Dr Jamie Green as he is no longer conflicted	JF		
83	25/06/19	7	Financial Update	Ideas on how to shift the activity with resource, from acute to primary and community care settings.	TH/JO		Please send any information directly to TH.  NIL Sent
82	25/06/19	7	Financial Update	Clarify the acutes discharge and referral process including DNAs.	TH/JO		Please send any information directly to TH.
81	25/06/19	6	Semen Analysis	Clarification of facilities will be provided for the collection of semen samples	AA		KGH has sent out info
80	25/06/19	6	GP Portal	GPs to provide feedback on the most useful forms to be found and move across to the GP Portal.	AA		Requests to be sent to the Nene CCG communication box or via the GP Portal.
79	25/06/19	5	Northamptonshire Transitioning CCGs	GP members to feedback to Dr Darin Seiger on how they think the voice of the	DS		

				GP can be heard at the CCG's Governing Body.			
78	30/04/19	7d	Acute admission query	Methods of Admission	TH		TH to liaise with Jane Taylor
18 / 19	24/01/17	n/a	Northampton Locality Board	Nene CCG Structure to be shared at a future date.	18 / 19		Currently with corporate team.
71	22/01/19	6	District Nursing	Organisational Chart of the district nursing team	JP		
67	22/01/09	7e	GP Portal	Request for training on navigating the GP portal.	JP		
74	26/02/19	7b	Schools providing prescription only medicines to children whilst at school	Prescribing team to be contacted for a response.	JP/JF		Giles Owen is liaising with NCC and education authority to cascade information under OFSTED guidance.
75	26/03/19	7	Initial GP Contract	Santiago to share his summary of the new contract.	SD/TH		Completed
73	26/02/19	7a	Health Visitor's DNA pathway	How will communication be managed where the HV is not consistent and where monthly meetings do not occur.	JP/JF		Change to green as per minutes against agenda point 4 and email provided.
72	26/02/19	6	111 direct bookings	Does the appointment need to be face to face with the patient when the appointment is booked directly by 111	JR		Change to green. JR confirmed that the patient does need to be seen (face to face)

65	22/01/19	7c	Health Visitors	Health Visitors no longer chasing up DNA for child Immunisation appointments. Please let JP or TH know if this happens within Practice.	All		Change to green as per minutes against agenda point 4 and email provided.
70	22/01/19	6	District Nursing	Share details of the clusters within Northampton with NHFT	JP		
69	22/01/19	6	District nursing	Contact details to be shared between NPEG and the district nursing team for patient engagement.	OW		
68	22/01/19	7g	2ww	Practices to notify JP or TH for incidents where patients are not offered an appointment within the 2ww time frame.	ALL		
66	22/01/19	7d	111	Practice to inform JP or TH if they have any further issues with the 111 service providing outdated information to patients	ALL		
64	22/01/19	7b	Extended Access	Practices or Patients who have concerns over this service can contact the Service provider directly to relay their concerns	All		
63	22/01/19	7a	Invoicing	Practices are requesting that all invoices for 2018/19 are invoiced to the CCG by 15th April 2019.	All		
62	11/12/18	7.	AOB	To provide an update regarding the inappropriate use of bypass numbers by 111	TH		

61	11/12/18	4.	Action Log	Crisis Café poster to be sent to the Chairs of the LEGs and PPGs	DW		
60	13/11/18	7.	Q and As	GPs to review the slides presentation in regards to delegated commissioning. To discuss the impact of the delegated vote within their Practices, with any questions being presented to the December Locality Board or sent by email to the identified email address. Toby Sanders has offered to be contacted should Practices wish to do so in regards to questions and queries on delegated commissioning.	ALL		
59	13/11/18	6.	Mental Capacity Act	Protocol for MCA to be distributed to the Locality Board, once NEL CSU has agreed the protocol and it is live.	TH		
58	13/11/18	5.	Mental Health	Leaflets for the crisis cafes to be distributed	JP		Currently located in Armed Forces Covenant Section of the GP Portal.
56	30/10/18	8.	AOB	Contact NEL CSU to ask about protocol export for medication review template.	TH		
55	25/09/18	9	AOB	Contact District Nurse Manager for Northampton to address issues regarding incorrect use of tasks.	JP		JP sent a second email to Dr Mahesh Dias to request further information.
54	25/09/18	9	AOB	Invite the Mental Health commissioner to the next available locality board meeting.	DW		Complete – invited to November 2018 meeting.

53	25/09/18	9	AOB	Concerns regarding the information sharing agreement to be raised and amended document sent out practices.	JP		Complete.
52	25/09/18	9	AOB	Email to be sent asking for preferences for the April 2019 meeting.	DW		Complete – Preference was to change meeting location.
51	25/09/18	7	Repeat Prescribing including over the counter FAQ	Investigate if Prescribing Achievement Framework (PAF) will be affected.	TH		Giles Owen will be attending October Locality Board.
50	10/07/18	8	AOB	PLT session suggestions to be sent to JP	ALL		Complete.
49	10/07/18	8	AOB	All declined memory assessments from Berrywood due to no ECG attached to be forwarded to TH	ALL		NHfT accepted that they should not be holding nor rejecting referrals without an ECG.
48	10/07/18	6	111 Direct Bookings	Investigate whether Springfield House can be utilised for 111 appointments	JF		This is not a possibility.
47	23/01/18	14	Expression of Interest forms	EOI forms to be sent out to Practices as part of the LDR work stream in regards to online consultations. This was sent out by the LMC as part of their newsletter.	LMC		Feedback to February 2018 Locality Board.
46	23/01/18	11	Extended access	Daniel Kane to review local walk-in services to see how they compare with GPAs proposal.	DK		Feedback to February 2018 Locality Board.
45	23/01/18	10	Active sign posting	Active sign posting templates to be	ALL		Complete.

			template	brought back to the locality board			
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