

Northampton Locality Board Meeting

ACTIONS LOG

14 May 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 |
|-------------------|-----------------|------|----------------------------------|--|---------|------------|---|
| 78 | 30/04/19 | 7d | Acute admission query | Methods of Admission | TH | Amber | TH to liaise with Jane Taylor |
| 71 | 22/01/19 | 6 | District Nursing | Organisational Chart of the district nursing team | JP | Amber | Being progressed |
| 67 | 22/01/09 | 7e | GP Portal | Request for training on navigating the GP portal. | JP | Blue | Agreed to postpone until the May 2019. |
| 18 / 19 | 24/01/17 | n/a | Northampton Locality Board | Nene CCG Structure to be shared at a future date. | 18 / 19 | Blue | Currently with corporate team. |
| 57 | 13/11/18 | 5. | Mental Health | Crib sheet to be created and distributed to the Locality Board membership in regards to the information that Helen Adams has created for Mental Health | JP | Green | TH shared a crib sheet which has been agreed in principle. DN requested for CAMHS to be added as this can be a self-referral. |
| 76 | 30/04/19 | 7 | Set up of Locality Board Meeting | Survey Monkey Poll to be sent out to gather the views of the Board in regards to the content | JP/TH | Green | Closes 18 th June 2019 |

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| 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 | ALL | | |

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| | | | | appointment within the 2ww time frame. | | | |
| 66 | 22/01/19 | 7d | 111 | Practice to inform JP or TH is 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 | | |

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| 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. |

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| 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 template | Active sign posting templates to be brought back to the locality board | ALL | | Complete. |