

SHEFFIELD HEALTH AND CARE PARTNERSHIP BOARD OPEN ACTIONS

| Action No. | Item No. | Date added | Section of Meeting | Subject | Action | Owner(s) | Comments/updates | Date due for completion | RAG Rating | Date completed |
|------------|----------|------------|-----------------------|--|--|----------|---|-------------------------|------------|----------------|
| 1 | 03/22 | 06/12/2022 | Part 1 - Introduction | Introduction & Context Setting - Partnership Working to address wider determinants of health | Detailed discussion to be brought back to the Board on how we are going to make sure that the partnership work addresses some of the wider determinants of health, how it will work collectively together, how to measure outcomes and what difference want to see for the population on a two, five and ten year basis and start to think differently about what we do. | EL/AG | AG to discuss timeline with EL and add to forward plan for future agenda item and will be picked up at the OD session on 7 February 2023. 07.02.23: Update provided on agenda following OD session. Future OD sessions to be scheduled in April, June/July, September & November. | | | |
| 3 | 04/22 | 06/12/2022 | Part 2 - Partnership | Terms of Reference | Aspiration to take a more formal Partnership agreement to Boards and equivalents in the Spring. Some presentations to Boards would be undertaken in January/February to start to describe the Partnership. KR in discussion with colleagues at SCC to see how to take this forward and suggested that Cllr Lindars-Hammond be linked to those conversations. | KR | KR to link Cllr Lindars-Hammond into discussions. Discussions on-going with Dan Spicer and Joe Horobin who will liaise with Elected Members directly. | | | |
| 4 | | | | | It was agreed to produce public-facing materials to describe the partnership. | KR | Agenda item for 21 February 2023 Board meeting. Update 13.02.23: Links to item 09/22 below. | 21.02.23 | | |
| 5 | | | | | Terms of Reference to be reviewed in 4 months. | AG | To be added to forward plan for April 2023 agenda. | 15.03.23 | | |
| 6 | 05/22 | 06/12/2022 | Part 2 - Partnership | Sheffield Delivery Groups Update | SB to progress the development of the delivery groups and establish the first meeting of the overarching Transformation Committee in January | SB | SB has scheduled a meeting to discuss further. | | | |
| 10 | 09/22 | 06/12/2022 | Part 2 - Partnership | Sheffield Health and Care Partnership Brand | Full communications and engagement plan to be developed to launch the partnership to the public and partners. | KR | Agenda item for 21 February 2023 Board meeting. Update 27.01.23: Item deferred to future agenda. | TBC | | |
| 11 | 10/22 | 06/12/2022 | Part 2 - Partnership | SY Integrated Care Partnership Strategy | It was agreed to consider the strategy and comments made by the Board at the planned OD sessions in the New Year. | EL/AG | To be added to forward plan and EL to confirm timeline. | 18.04.23 | | |

SHEFFIELD HEALTH AND CARE PARTNERSHIP BOARD CLOSED ACTIONS

| Action No. | Item No. | Date added | Section of Meeting | Subject | Action | Owner(s) | Comments/updates | Date due for completion | RAG Rating | Date completed |
|------------|----------|------------|--|--|--|----------|--|---|------------|----------------|
| 2 | 04/22 | 06/12/2022 | Part 2 - Partnership | Terms of Reference | EL to share diagram of SYICB Sub-Committees. | EL | Diagram shared with Board Members on 04.01.23. | 04.01.23 | | 04.01.23 |
| 7 | 06/22 | 06/12/2022 | Part 2 - Partnership | Organisational Development and Strategy Development | EL to lead on the development of 2 Development Sessions in January/February and March 2023. | EL | Dates have been collated and EL to confirm dates asap. | Dates agreed for 7 February and 28 March. | | 23.12.22 |
| 8 | 07/22 | 06/12/2022 | Part 2 - Partnership | Schedule of Meetings | AG to check availability for the 14 February 2023 meeting due to it falling in half-term. | AG | Confirmations have been sought and EL to make decision if date requires rescheduling. | Meeting rescheduled to 21.02.23 | | 23.12.22 |
| 9 | 08/22 | 06/12/2022 | Part 2 - Partnership | Review of Primary Care Capital Business Case | JM to reflect and consider the comments under this item. | JM | Final version to be presented for approval at the Integrated Care Board in February 2023. | 25.1.23 | | 19.01.23 |
| 10 | 09/22 | 06/12/2022 | Part 2 - Partnership | Sheffield Health and Care Partnership Brand | The word 'Place' to be removed from documentation moving forward. | AG | All references to 'Place' within the name of the Sheffield Health and Care Partnership Board removed from documentation. | 31.12.22 | | 23.12.22 |
| 11 | 10/22 | 06/12/2022 | Part 2 - Partnership | SY Integrated Care Partnership Strategy | SB to send draft version to partners noting that the strategy was a combination of | SB | Strategy circulated on 10.01.23. | 31.01.23 | | 10.01.23 |
| 13 | 11/22 | 06/12/2022 | Part 3 - Section 75 | Adult Social Care Discharge Fund Update | Ian Atkinson to share a summary of proposals for submission to the Health and Wellbeing Board Chair by close of play 13 December 2022. | IA | IA shared position of summary reached for use of additional discharge funding on 13.12.22. | 13.12.22 | | 13.12.22 |
| 14 | 11/22 | 06/12/2022 | Part 3 - Section 75 | Adult Social Care Discharge Fund Update | Paper re Governance process to be brought back to a future meeting. | IA | Added to agenda for 21 February 2023 | 13.02.23 | | 12.02.23 |
| 15 | 13/22 | 06/12/2022 | Part 4 - ICB Sheffield Place Sub-Committee | Establishment of the Primary Care Delegation Committee | Andy Hilton and Ian Atkinson to discuss delegation process outside of the meeting to clarify where Primary Care Sheffield may/may not sit. | IA/AH | IA/AH discussed on 03.01.23. | 03.01.23 | | 03.01.23 |
| 16 | 15/22 | 06/12/2022 | Part 5 - Any Other Items | Items of Any Other Business | Adult Social Care Review - further information to be circulated following the meeting. | AC | Circulated 14.02.23 | 14.02.23 | | 14.02.23 |

OWNER KEY

EL = Emma Latimer

SB = Sandie Buchan

IA = Ian Atkinson

JM = Jackie Mills

AH = Andy Hilton

KR = Kathryn Robershaw

AC = Alexis Chappell

KG = Kate Gleave

AG = Alison Garrett

EDG OPEN ACTION

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|----------|------------|-----------------|--|----------|------------------|-------------------------|------------|----------------|
| 21 | 08.09.2022 | Winter Planning | KG to write down the structure of the UEC Board and how it can be agile, eg; in the event of a nurses strike who would be the lead, etc. | KG | | Oct-22 | | |