

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
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 Clr Lindars-Hammond be linked to those conversations.	KR	Discussions on-going with Dan Spicer and Joe Horobin who will liaise with Elected Members directly.	On-going		
5					Terms of Reference to be reviewed in 4 months.	AG	To be added to forward plan for April 2023 agenda. <b>Update 12.04.23:</b> Deferred to the June meeting by the Chair. <b>Updated 18.04.23:</b> Any proposals to be forwarded to the Chair in readiness for the August 2023 meeting.	08.08.23		
7	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. <b>Updated 27.01.23:</b> Item deferred to future agenda when priorities have been agreed. <b>Updated 19.04.23:</b> Priorities to be agreed before engagement commences.	On-going		
23	06/23	21/02/2023	Part 1 - Partnership	Sheffield Oversight Committee Report	Clarity around decision making is required as there shouldn't be inertia due to the new NHS structure.	ALL	<b>Updated 18.04.23:</b> governance arrangements to be considered with regard to the Oversight and Transformation Committee's and will feedback to next meeting.	06.06.23		
27	09/23	21/02/2023	Part 1 - Partnership	Buddying and Peer Mentoring Programme	Establish diversity monitoring for Board membership.	KR	<b>Update 18.04.23:</b> 2 volunteers received for Peer Mentoring programme and buddying will be on going process with Board members. Diversity monitoring to be progressed.	On-going		
28	19/23	18/04/23	Part 1 - Partnership	Sheffield Place Priorities	Detailed programme outlines for each of the priority areas will be submitted to the next meeting, acknowledging that the community work will be a longer-term project.	KR	<b>Update 26.04.23:</b> KR has scheduled meetings with each Delivery Group lead to progress. <b>Update 31.05.23:</b> Discharge and Home First Model Development to be submitted to 13.06.23 meeting.	06.06.23		
29	20/23	18.04.24	Part 1 - Partnership	Health Inequalities – Proposed Principles, Priorities and a Focus on Resource Allocation	Updated report to be submitted to the June or August meeting incorporating the comments from the meeting.	EL	<b>Update 17.05.23:</b> agreed to submit updated report to August 2023 meeting.	08.08.23		
30	21/23	18.04.23	Part 1 - Partnership	Sheffield Oversight Committee	Governance to be reviewed with regard to the Oversight and Transformation Committee and if they are to be merged.	IA/SB	<b>Update 17.05.23:</b> discussions have taken place and date to be agreed to combine the Committees potentially from July onwards.	08.08.23		
31	24/23	18.04.23	Part 1 - Partnership	Sheffield All-Age Emotional and Mental Health and Wellbeing Strategy	Mr Fell to shared Adverse Childhood Experiences (ACEs) with Board Members.	GF		06.06.23		
33	25/23	18.04.23	Part 1 - Partnership	Public Health Grant	Ms Mills offered support as the NHS has gone through a similar mapping process and Mr Fell provided thanks and will ensure key links are made to individuals. Full detailed report to be submitted to August 2023 meeting.	GF		08.08.23		
34	26/23	18.04.23	Part 2 - Partnership	Joint Commissioning (Children's Developmental Language Disorder (DLD) Provision in Sheffield)	Thought to be given to how programmes of work are prioritised and business cases of this nature are submitted to Partnership Board in the future.	IA/SB/KR		08.08.23		

**CLOSED ACTIONS**

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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		07.02.23
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
4					It was agreed to produce public-facing materials to describe the partnership.	KR	Agenda item for 21 February 2023 Board meeting. <b>Update 21.02.23:</b> links to action 10 below, therefore, this action to be closed.	21.02.23		21.02.23
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.	31.01.23		31.01.23
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
12					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. <b>Update 11.04.23:</b> circulated with April 2023 agenda for information.	18.04.23		18.04.23
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	Adult Social Care Discharge Fund	Paper re Governance process to be	IA	<b>Update 21.02.23:</b> report	14.02.23		21.02.23

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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	<b>Adult Social Care Review</b> - further information to be circulated following the meeting.	AC	<b>Update 11.04.23:</b> information circulated in January 2023 and further information to be circulated by the end of April 2023.	30.04/23		30.04.23
17	05/23	21/02/2023	Part 1 - Partnership	Feedback from 7 February 2023 Organisational Strategy Development Session and sign-off of Priorities	Consider, as a partnership, the principles around Health Inequalities, Community Development, including the commencement of dialogue with communities.	ALL	<b>Updated 18.04.23:</b> agenda item on April 2023 agenda.	11.04.23		Completed
18	05/23	21/02.23	Part 1 - Partnership	Feedback from 7 February 2023 Organisational Development Session	Consider what we would do with £250k for the people of Sheffield – what is our visionary? Consider this experiment for a future development session in relation to	EL	Added to forward plan for development session	11.04.21		Completed
19					Children's have commenced some work around children who are on multiple waiting lists (eg; neurodisability, CAMHS, sleep service). Ms Brown noted that they	RB	Add to fwd plan for development session			Completed
20					Map the priorities identified at the development session and where possible link to existing workstreams within the 'place' plan. Use this to inform which areas should be focus for the place partnership for the next 12-18 months. Possible areas of focus could be Health Inequalities, Community Development, including the	IA/SB/KR	Completed - presentation scheduled for April Board meeting	11.04.21		Completed
21	06/23	21/02/2023	Part 1 - Partnership	Sheffield Oversight Committee Report	AG to amend the report due to abbreviation error.	AG	Update 22.02.23: Report amended.	22.02.23		22.02.23
22	06/23	21/02/2023	Part 1 - Partnership	Sheffield Oversight Committee Report	Consider the 2-3 things we want to get behind as a city and where we can add value – please forward any ideas/thoughts.	IA/SB/ALL	Presentation scheduled for April Board meeting	11.04.23		Complete
24	06/23	21/02/2023	Part 1 - Partnership	Sheffield Oversight Committee Report	Mr Fell outlined that Sheffield City Council holds a lot of performance data and that it would be advantageous to tie that in for cross referencing and suggested that he and Mr Atkinson liaise.	IA/GF	<b>Updated 18.04.23:</b> Mr Fell to link Mr Atkinson with key personnel within the Public Health Team.	18.04.23		Completed
26					Refine the proposal before commencement;	KR/LE	Proposal refined and recruitment of VCS artners commenced	30.04.23		Completed
28	10/23	21/02/2023	Part 1 - Partnership	Operational and Financial Planning	Operational and financial planning to be added to the next meeting agenda when	AG	Update 28.02.23: added to forward plan.	28.02.23		28.02.23
29	11/23	21/02/2023	Part 2 - Section 75	Delivery of Discharge Funding Scheme	Mr Atkinson and Ms Chappell to submit an update paper the next meeting. AG to add to forward plan.	IA/AC AG	Update 28.02.23: added to forward plan.	28.02.23		28.02.23

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30	12/23	21/02/2023	Part 2 - Section 75	Section 75 Agreement 2023/23 Sign-off	More in-depth session on the BCF, what it means from an integration and planning perspective, pooled budgets and what is making the biggest difference, is included in one of the organisational development sessions.	AG	Update 28.02.23: AG added to forward plan for future OD Session.	28.02.23		28.02.23
31	13/23	21.03/23	Part 3 - ICB Sheffield Place Sub-Committee	Month 9 Sheffield Place Finance Report	Ms Mills responded that currently undertaking benchmarking and will piece that together for different parts of the system. There is a lot of information in Core Cities and Adult Social Care and will report back to the Transformation Committee on the economics and efficiencies.	JM	Ms Mills to bring back benchmarking data for the Board to consider once work completed. Update 28.02.23: added to forward plan.	28.02.23		28.02.23
32	24/23	18.04.23	Part 1 - Partnership	Sheffield All-Age Emotional and Mental Health and Wellbeing Strategy	Strategy to be revisited in approximately 9-12 months and update provided to the Board on its delivery. AG to add to forward plan.	ST	<b>Update 19.04.23:</b> added to forward plan for October meeting.	19.04.23		19.04.23
35	28/23	18.04.23	Part 3 - SY ICB Place Sub-Committee	Month 11 Sheffield Place Finance Report	A position statement will be provided to the next meeting.	JM	Paper E	01.06.23		06.06.23
36	31.23	18.04.23	Part 4 - Items of Any Other Business	Summary Report of Minutes	AG to circulate to members so that the summary can be included to individual Board meetings.	AG	<b>Update 17.05.23:</b> summary minutes circulated to members.	31.05.23		17.05.23

EL = Emma Latimer

SB = Sandie Buchan

IA = Ian Atkinson

JM = Jackie Mills

AH = Andy Hilton

KR = Kathryn Robershaw

AG = Alison Garrett

GF = Greg Fell

AC = Alexis Chappell