

**SHEFFIELD PRIMARY CARE TRUST
ACTION/MATTERS ARISING FROM MEETING OF THE BOARD HELD ON 7 July 2009**

Minute	Item	Action to Take / Taken	Lead
59/09	Corporate Services Staffing Establishment	Benchmarking of staffing structure against comparator PCTs to be included in September finance report	JN
60/09	Equitable Access in Primary Care Procurement Programme	Evaluation of programme to October Board	PBC
73/09	Talent and leadership strategy	Update to be presented to September Board	JS
77/09	Learning disabilities: transfer of social services funding	Progress report to November Board	JN
96/09(b)	Y&H SCG minutes 16.1.09: improving mental health of children and young people in the youth justice system	Update to be given to November Board	JS
96/09(c)	Y&H SCG minutes 16.1.09: specialist fertility services	Final draft policy to Board early 2010	JS
124/09	Health and Safety Report	Updated Health and Safety Policy to September Board	JED
163/09	NHS Sheffield's Local Decision Making about Individual Funding Requests (IFRs) for Medicines and Other Interventions	Present further iteration and final standardised policy to Board in September	SK
167/09	Health and Safety Issues for PCT Commissioning Staff	Share HSE action plan and final report with Board in weekly information pack	JED
200/09	Commissioning High Quality Community Services	Draft plan for discussion to September Board	SK
201/09	Estates Plan for 2009/10	Progress report to September public Board	SK
231/09(d)	Chairman's matters: Board to Board with SCC	Follow up meeting to be arranged before end of the year	JS
231/09(f)	Chairman's matters: expenses claims	NEDs to ensure all claim forms are sent to PCT office in first instance	NEDs

236/09	Procurement Workplan for 2009/10	Liaise with MLo re initiatives on recruitment of temporary staff regionally	JN
238/09	Performance Director's Report: maximum 4 hour wait in A&E	STHFT action plan to September Board	IA
239/09	Practice Based Commissioning	Follow up re NEDs links with PBC	SK
240/09	Learning Disabilities Strategy	Update to December Board	SK
242/09	Community 1st Sheffield Ltd	Stage 1 reports to October Board Send MI and ML details of under utilised space at Jordanthorpe	SK SK
244/09	Policies	Amendment to be made to compliments and complaints policy to include process of how to advise Board of any serious complaints	JED
249/09	Feedback from Non Executive Directors	Discuss opportunities re new and collaborative ways of thinking re application of savings and better integration between service providers	JS
250/09	Questions from the Public	Follow up re letter regarding housing issues	JS