

Date first added	Name of meeting	Para ID	Issue	Description of action	Lead	Update or other notes	Expected completion date	Days on log	Closure date	Status
Jan-16	GBP1	GBP1290116/101	Vision and Values	Consider where sound evidence base for quality falls when drafting Mission and Values in April	DS			173		Deferred to future meeting
May-16	GBP1	GBP1270516/013	SECAmb	Defer RCA follow up until later in year	SH	To be completed following the review and intervention of commissioners, CQC, NHS England and NHS Improvement.		54		Recommended for closure
May-16	GBP1	GBP1270516/144	Patient and Public Engagement	Refer Patient Advisory Network with Surrey County Council to EMT for discussion	RM	EMT discussed and approved the proposal to develop a Participation Action Network.		54		Recommended for closure
May-16	GBP1	GBP1270516/131	Policy approval	Circulate and approve Assisted conception policy	CF	Circulated 31st May		54		Recommended for closure
May-16	GBP1	GBP1270516/127	Organisational Development	Incorporate Equality and Diversity work into OD Strategy	RH	Meeting between RH and HR being set up		54		Open
May-16	GBP1	GBP1270516/114	STP	Amend CIC documents as per minutes	JD			54		Open
May-16	GBP1	GBP1270516/108 and GBP120516/103	Care Planning	Bring care planning discussion to GB after discussion at EMT including risk assessment	RM	Scheduled for August EMT		54		Recommended for closure
May-16	GBP1	GBP1270516/107	Strategy	Review of strategies remitted to EMT	RM	End of Life Care Strategy and Quality Strategy for EMT review in September 2016 ahead of the October Governing Body meeting.		54		Recommended for closure
May-16	GBP1	GBP1270516/103	Care Planning	Risk assessment of EMIS vs. PACE	JB			54		Open
May-16	GBP1	GBP1270516/078	IAPT	Investigate potential use of Help Health Now app	Michelle Baillie	Use of the app has been investigated and further discussions are underway to understand if it could be extended to include services in the Surrey Downs area and the resources that would be required to support this. Further research into other similar apps and evaluation relating to their effectiveness, is also being undertaken. Recommend delegation to EMT.		54		Recommended for closure
May-16	GBP1	GBP1270516/077	IAPT	Update for July Governing Body on provision outside of daytime hours	SH	Summary attached		54		Recommended for closure
May-16	GBP1	GBP1270516/127	Organisational Development	Circulate OD Action Plan to GB members	JD	Circulated 1st June 2016		54		Recommended for closure
May-16	GBP1	GBP1270516/020	Stop Smoking	Include information on how to refer in "important" section of start the week	Ruth Hutchinson	Circulated start the week 13/06/16		54		Recommended for closure
May-16	GBP1	GBP1270516/015	IAPT	Circulate IAPT Read code Hh4 via start the week	Michelle Baillie	Circulated start the week 13/06/16		54		Recommended for closure

NHS Surrey Downs CCG

IAPT service delivery times

Provider	Service delivery times
IESO Digital Health	Technically available 24 hours a day, 7 days a week, however usual sessions are from 7am till 10/11pm. (Web chat service)
ThinkAction Surrey	Monday to Friday, 8am to 4pm for last appointment. Occasional Saturday appointments if required but only in Woking
Mind Matters Surrey	Monday to Friday, 9am up until 7pm for last appointment
Dorking Healthcare	Monday to Friday, 8am until 5pm for last appointment
Health Minds (Virgin Care)	Monday to Friday, 8.30am until 4.30 pm for last appointment
Centre for Psychology	Monday to Friday, 9.30am until 3.30pm for last appointment