

## Action Tracker from: Governing Body meeting held in Public on 11 February 2015

Minute Reference	Agenda Topic	Summary of Action Required	Responsibility for Action	Due Date and Status
<b>14 May 2014</b>				
5	Quality Report	a) Mrs Alison Huggett to produce a public facing briefing paper with all multiagency contacts to enable easier accessibility and that the safeguarding policies will be published on the website alongside a user friendly document.	Rosie Trainor	The committee were advised that this was in the process of being produced and that the website had been updated with contact information.  The action was complete following joint working with the Communications team. Information had been shared with GP practices and the website had been updated.
<b>10 September 2014</b>				
5	Quality Report	Terms of reference for the Quality & Clinical Governance Committee to be approved at a future meeting.	Emma Holden	It was agreed that approval of the Terms of Reference would follow the outcomes of the Price Waterhouse Cooper Quality review which had finalised at the end of November 2014. Update to occur in April 2015.
8	Primary Care Review Panel 01/09/14 Outcomes	Consider representative from Social Care on the Panel to ensure that there was no duplication of funding opportunities.	Lauren Pennington	Social Care representatives will be invited to the next panel meeting.
12	Hampshire Public Health Update	Discussion to be held with Frimley Park regarding midwives administering flu vaccinations	Sarah McBride	Discussions have been held and are progressing. A further update to be given in April 2015
<b>11 February 2015</b>				
5	Quality Report	For learning obtained from the root cause analysis of Clostridium difficile to be noted at a future Governing Body meeting	Emma Holden	Item to be an agenda item in September 2015. The Medicines Management team are currently collating learning.