

Sub Committee Action Log

Ref No	Owner (responsible)	Action	RAG Status	Due Date	Notes (progress to date, problems encountered, etc.)
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12-Jan-12

4.4	IN	Talk to KISH around possible commission	Amber	17-Feb-12	
4.6	IN, JG & PM	To liaise and look at YHC clinic templates	Amber	17-Feb-12	
5.1	IN	To research similar schemes and bring back	Amber	17-Feb-12	
5.2	TM	Provide advice around procurement rules	Amber	17-Feb-12	

17-Feb-12

5.4	IN	Urgent care model & space allocation to issue	Amber	29-Feb-12	
6.1	JH	Update for next meeting(Sexual Health)	Amber	29-Feb-12	
6.2	TM	Talk with Sue Waters(ACU) and Livia Royal (Breast Screening)	Amber	29-Feb-12	
6.3	PM	Draft letter to KHT around breast screening provision. Steve Buck to draft letter to Derek Osbourne	Amber	29-Feb-12	
6.4/6.5	TM	Details of procurement process	Amber	29-Feb-12	
6.6	PM/TM	Draft document for possible use of unallocated space	Amber	29-Feb-12	
6.7	TM/IN	Discussion around figures and legal advise to be sought	Amber	29-Feb-12	

12 March 2012 - Workshop

2.1	IN	Circulate list of out patients services to group along with large scale drawing of premises with details	Red	19-Mar-12	
2.2	ALL	Lists of services that were de-canted from Surbiton, can be transferred from Tolworth and ambulatory pathways	Amber		Update at the meeting on 14th May
3.1	TM	Liaise with Simon Pearse to pull together a positive narrative for mental health	Red		
3.2	PM	Liaise with Sylvie Ford & Richard Gorf around attend consultation meetings	Red		
3.4	TM	Check OOHs contracts with Harmoni around Nurse Practitioners attending rather than GPs	Red		
3.5	PM	talk to Derek Osbourne, Kate Grimes & Siobhan Clarke about private providers taking NHS & private patients	Red		
3.6	PM	Use NAPC network to look for other models of private providers with NHS patients	Red		
3.7	PM	Talks with Iona Lidington around retinal screening	Red		

12-Apr-12

4.1	TM	Review Harmoni contract details for timings of face-to-face consultations	Red		
4.2	JG	Discuss concerns around YHC use of space at meeting on 18 April with Steve Buck	Amber		Update at the meeting on 14th May
4.3	IN	Large scale drawing to be displayed in KCI meeting room for easy access	Red		

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1.1	BP	draw up a draft Action Log and keep updated.	Green	ongoing	
2.1	TM	TM to produce a draft message to go to GPs (KCC GPS and non) regarding membership to this group, with an outline of duties and time constraints.	Green	10-Feb-12	email sent to GPs
2.3	TM	Draft a holding letter to current providers, this will be an umbrella letter without details.	Green		
3.1	IN	IN to amend text to read "The facility is also planned to accommodate services that cover all of Kingston and further afield....."	Green		
3.2	PM	PM to circulate copies of the original Surbiton Hospital leaflet	Green		
3.3	IN	Circulate pictures of site's progress	Green		
3.3	TM	Talk to Richmond & Queen Mary's around service spec's and footfalls for walk-in centres	Green		Part of UCC Option Appraisal
4.1	JG	Write paragraph around Kingston @ Home for briefing	Green	17-Feb-12	
4.1	PM	PM to talk to Naz Jivani and Naeem Iqbal around being members of the sub committee and regarding payment for meetings	Green	29-Feb-12	
4.2	IN	Room scheduler to use as a modelling tool	Green	17-Feb-12	
4.3	JH	Feed back to KISH and advise them to contact IN	Green	17-Feb-12	
4.5	IN	Advise sub committee how much of the workload has been transferred	Green	17-Feb-12	
5.1	IN	IN to contact, via Marcus Ballard, previous health planner who can advise on relevant software.	Green	29-Feb-12	Meeting took place 27 Feb 12
5.1	SB	Steve Buck to talk to Brian Roberts around Urgent Care numbers	Green		
5.2	IN	IN to ask Planner to attend ½ day session on 29 February 2012	Green	27-Feb-12	Done
5.3	M, JG & TM	work out specification and options then send out for proposals	Green	17-Feb-12	
5.3	BP	New GPS to attend 1/2 day sessions.	Green	21-Feb-12	Done
5.3	M, JG & TM	work out specification and options then send out for proposals	Green	17-Feb-12	Done
5.4	JG	Look at old templates as a starting point	Green	17-Feb-12	Done
6.1	TM	Email to be sent to SC around patient involvement and meeting with Steve Buck	Green		Done
7.1	BP	Circulate calendar asking for available dates for monthly and quarterly meetings	Green		Done
8.1	BP	Sarah Campion to be invited to future meetings	Green	29-Feb-12	Done