

Justina Jeffs - Clinical Effectiveness Manager

From: Sent: To: Subject: Yvette Barrington - PA to Director of Finance 30 January 2004 14:28 Justina Jeffs - Clinical Effectiveness Manager CHI Review

Importance:

High

Hi Justina Lets hope I have got this right

Here are the bits from Alan



P - CHI Review.xls

Evidence to support 5.9 hard copy only and Janice is completing section 14F.1, 14F.2 and 14F.3. We are still waiting for 14H.1 SLA figures from Estates, Supplies and IM&T hopefully by Monday.

Supporting evidence for 1.10.7 IM&T T.O.R.



ToRs-v2.doc

Supporting evidence for 1.10.7 Capital Programme T.O.R



pooling angements -principl

Supporting evidence for 2b.5 HSFS work plan 2002/3

W.

Final Business Plan.doc

Supporting evidence for 2b.6 IM&T work plan for 2003/4



Paper03.doc

Supporting evidence for 2b.6 HSFS work plan for 2003/4



operation plan 200304 final.do...

Supporting evidence for 9.2 IM&T



Supporting evidence for 9.1 IM&T (last spread sheet dated 9.2.2004)

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NHE000021-0003



I also have on hard copy only supporting evidence for 2b.5 Capital Programme and 2002/3 and 2003/4

Code A PA to Director of Finance Fareham & Gosport PCT Unit 180 Fareham Reach 166 Fareham Road Gosport Hampshire PO13 0FH Tel: Code A

14C PCT NAME >⊁areham & Gosport

Document number e.g. 1.1.01, 1.1.02 etc. Insert rows as needed	Description	Paper or Electronic copy. Enter P or E or NA for not	Document ,	/ file name	Date document sent to the Commission for Health Improvement	nt Initials of PCT contact n name for document (contact should be added to contacts sheet	PCT comments
			Hard copy document name	Electronic file name	-		
1.2	PCT annual accountability agreement for the current financial year						
1.6	Minutes of the PCT board for the last 12 months (parts 1 and 2)					AP	
4.7	Ninutes of the DCT and considered and a line						
1.7	Minutes of the PCT professional executive committee (PEC) for the last 12 months					AP	
		-					
1.8	Minutes of the PCT management team for the last 12 months					AP	
1.10.2	Terms of reference (only) for the PCT committee directly responsible for clinical risk management	E.	cqc				
		-					
1.10.7	Terms of reference (only) for the PCT committee						
	directly responsible for information, communication and technology for the last 12 months						
	of non clinical services						
2b.5	PCT report on commissioning non clinical services for the last financial year [eg estates, human resources, etc]			26.5			AP/KR/NK/JP

2b.6	PCT strategy/workplan for commissioning non clinical services for the current financial year [eg estates, human resources, etc]			26.6.			AP/KR/NK/JP
5.3	Copies of any baseline risk assessments carried out across the PCT		Manual Handling Assessment	? Need	Copy	AP	
5.5	Copies of clinical incident reporting forms currently in use across the PCT		Risk Event Form	?Need (Cop1+	AP	
5.6	Details of PCT actions in response to serious untoward incidents in the last 12 months		Oct 22 Incident - CIR/AC Plan/Minutes of Sterring Group	Check ? Need	Copy,	AP	
5.9	Copies of the PCT's policies on risk management		Risk Management Strategy P17 and 18	? Copy.		AP	
9.1	PCT report on information, communication and technology for the last financial year	E		9.1		АР	
9.2	PCT strategy/workplan for information, communication and technology for the current financial year	E		9.2		AP	

14F.1

Primary care trust (PCT) board membership (since 31 March 2001)

TRUST NFareham & Gosport

Please provide the following membership details of the PCT board since 31 March 2001 (starting with the chair).

Please provide the name and designation of person completing this data sheet. Name: AP

	Names and roles	s of members	Joiners an	d leavers
	Name of trust board members: chair, non executive directors, executive directors, other	Lead roles of trust board members	Date joined board	Date left board
1		PCT Chair		
2				
3			-	
4		0		
5			X	
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7				
8		N		
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14F.2

Primary care trust (PCT) professional executive committee (PEC) membership (since 31 March 2001)

TRUST NFareham & Gosport

Please provide the following membership details of the professional executive committee (PEC) (since 31 March 2001) (starting with the chair).

Please provide the name and designation of person completing this data sheet. Name: AP

Name. A

	Names and rol	es of members	Joiners an	d leavers
	Names of members of the professional executive committee (PEC)	Lead roles or representatives role of committee members	Date joined committee	Date left committee
1		Committee Chair		
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14F.3

Primary care trust (PCT) management team membership (since 31 March 2001)

TRUST NFareham & Gosport

Please provide the following membership details of the PCT management team (since 31 March 2001) (starting with the chief executive).

Please provide the name and designation of person completing this data sheet.

Name: AP

	Names and re	oles of members	Joiners a	and leavers
	Names of members of the PCT management team	Lead roles of members of the PCT management team	Date joined management team	Date left management team
1		PCT chief executive		
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14H.1

Primary care trust (PCT) schedule of service level agreements (SLAs) and contracts for purchasing support services TRUSTFareham & Gosport

Please provide the following details of the PCT's SLAs and contracts for purchasing support services (including other PCTs).

Please provide the name and designation of person completing this data sheet.

Name:

	Provider o	organisations		Monitoring			Quality standard	ls	Scrutiny an	d Reporting
	Name of provider organisation	Is the organisation an NHS provider? yes/no	Name of organisation that leads on the SLA or contract	Total value of the SLA or contract £'million	Value of the SLA or contract solely for your PCT £'million	Does the SLA or contract specify quality standards? yes/no	Who in the PCT is accountable for monitoring the quality of the purchased service?	does the PCT monitor service quality?	Which governance committee is responsible for scrutinising the quality of the purchased service?	What is the mechanism for reporting the performance of quality standards to the responsible governance committee?
1	Supplies	Yes	РНТ		2001/02 £0.031M 2002/03 £0.033M	Yes	AP			N/A
2	HSFS		Winchester and Eastleigh	2002/3 £4.315M	2002/3 £0.193M	Yes	PI			Regular meetings of Pan PCT Board
3	Accountancy Service	Yes	PC PCT	2003/4 £0.168M	2003/4 £0.055M	No	Ы		None	N/A
4	Estates/Capital	Yes	PC PCT		2001/02 £0.317M 2002/03 £0.332M	No SLA but schedule of work to be completed including quality issues	AP		F&G Estates and Capital	Quaterly meeting with DoF and Estates
	IM&T/LIS	Yes	РНТ			Yes		-		Bimonthyly meetings of all
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14H.2

Primary care trust (PCT) external accreditations that relate to the seven components of clinical governance TRUST NAM Fareham & Gosport

Please provide the following details of external accreditations that the PCT has applied for/and received that relate to the seven components of clinical governance

Please provide the name and designation of person completing this data sheet.

Name:

	Accrediting organisation			Award of acc	reditation			Level and duratio	n of accreditation
	Description of type of accreditation applied		What was the accreditation	Level or	Effective date of	Renewal date of	Who in the PCT is		What is the
1	for	accrediting	received for?	standard of	accreditation	accreditation	accountable for	committee is	mechanism for
		organisation		accreditation			ensuring	responsible for	reporting on
							compliance with	scrutinising the	compliance with
							the accreditation?		accreditation
								purchased service?	standards?
	e.g. Investors in People								
	e.g. training						[
3	e.g. quality accreditations								
		NHS							External
	RPST/CNST PCT Risk	Litigation	Complinace with					Risk Management	Assessment by
4	Management Strategy	Authority	standards	Level 1A				Committee	NHSLA
			Complinace with				1	Risk Management	Annual Self
5	Controls Assurance Standard	CASU	standards	Level 1A				Committee	Assessment
6		Internal	Meeting nationally derived Statement of Internal Control	Full				Risk Management Committee and Audit and Assurance Committee	In year review
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14H.3

Primary care trust external inspections that relate to any of the seven components of clinical governance TRUST NAME ⊁areham & Gosport

Please provide the following details of external inspections that relate to any of the seven components of clinical governance

Please provide the name and designation of person completing this data sheet. Name:

	Name of inspecting organisation		Date of last inspection	Date of next inspection	Who in the PCT is accountable for implementing any recommendation s?	Which PCT committee is responsible for monitoring and ensuring implementation?	Date of the the last progress report received
1		RPST/CNST	N/A	03-Feb-04	AP	RMC	
2	HSE	Improvement Notice	Jun-03		FC	RMC	
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