

Cambridgeshire Community Services Trust Board (Public)
Action points from previous meeting(s)

| Minute ref | Action | Owner | Due date | Update | Complete? |
|------------------------------------|--|-------------------------|----------------|---|-----------------|
| March 2022 | | | | | |
| 1.5 | To look at creating an internal QN (Queen's Nurse) network which could provide mentors for future aspiring QN applicants and identify and support key research projects to enhance patient care. | Anita Pisani / Liz Webb | September 2022 | Not Due Yet | |
| 7.1 | To circulate the Green Plan to board members for virtual agreement. To attach the final version to the Chief Executive's report for the public board meeting in May 2022. | Mark Robbins | July 2022 | Final version will be submitted to the board meeting in July 2022 Incorporated into 3.2 <i>2nd bullet point</i> below. | Complete |
| May 2022 | | | | | |
| 3.2 – 1 st bullet point | To update the Board on the overall 2021-22 medical appraisal rate. | Dr David Vickers | July 2022 | The overall medical appraisal rate for 2021-22 was 84%. | Complete |
| 3.2 – 2 nd bullet point | To share the Green Plan with Geoff Lambert, Oliver Judges and the Chair before it comes to the Board in July 2022. | Mark Robbins | July 2022 | Feedback received and the Plan has been incorporated into the agenda. | Complete |
| 5.2 | To update the Board on Integrated Care Board (ICB) leadership in the areas where the Trust was a member. | Matthew Winn | July 2022 | Incorporated into June Board Development session. | Complete |
| 5.3 -2 nd bullet point | To present Board Assurance Framework proposal to June Board Development session. The revised version to be shared with the Audit Committee and July Board meetings | Rachel Hawkins | July 2022 | Proposal incorporated into June Board Development session. Revised version presented to the Audit Committee meeting on 11 th July 2022 and incorporated into July Board meeting. | Complete |

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| 5.3 – 4 th <i>bullet point</i> | To brief the Infrastructure Committee on the impact of inflation on capital projects | Mark Robbins | August 2022 | Not due yet | |
| 6.2 | Board members to share Quality Accounts comments with Kate Howard by 25 th May 2022 | Kate Howard | May 2022 | Comments reviewed and incorporated into the final version of the Quality Accounts. | Complete |
| 6.3 – 2 nd <i>bullet point</i> | To incorporate into the Quality Account comments which were raised via Convene | Kate Howard | June 2022 | Comments incorporated into the Quality Accounts. | Complete |
| 6.3 – 4 th <i>bullet point</i> | To reopen the conversation relating to support for children and young people in schools without diagnosis within BLMK system. | Anita Pisani | July 2022 | | |
| 6.3 – 5 th <i>bullet point</i> | To discuss the impact of skill mix changes in all teams. | COB Chairs | July 2022 | Incorporated into COBs discussion. | Complete |
| 6.3 – 6 th <i>bullet point</i> | To get an external view on the CQC ‘Must Do’ action next steps and report to the Clinical Operational Board (COB); a recommendation would come from the COB to the Board. | Kate Howard | July 2022 | The meeting with an external colleague was held on 10 th June 2022 and a view received. This will now be reviewed against our evidence with a recommendation going to COB’s once complete. | |
| 6.3 – 8 th <i>bullet point</i> | To hold an offline conversation with Tracey Cooper on how people with complex needs were identified on waiting lists. | Dr David Vickers | July 2022 | | Ongoing |
| 6.3 – 9 th <i>bullet point</i> | To ensure data relating to dental anaesthesia was clarified to the COB. | Dr David Vickers | July 2022 | Incorporated into July COB meeting. | Complete |
| 7.1 – 3 rd <i>bullet point</i> | To include equality and diversity and learning from deaths on the next agenda meeting for the Learning from Deaths Group. | Dr David Vickers | June 2022 | Incorporated into Learning from Deaths Group meeting scheduled for 28 th July 2022. | Complete |

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| 7.1 – 4 th <i>bullet point</i> | To include in the Integrated Governance Report information relating to some of the issues raised in the Ockenden report. | Kate Howard | July 2022 | Incorporated into the Integrated Governance Report. | Complete |
| 7.1 – 5 th <i>bullet point</i> | To hold an offline conversation and reflect on reporting arrangements for Ockenden report | Rachel Hawkins | June 2022 | Incorporated into the Integrated Governance Report. | Complete |
| 9.1 | To send the 'See me first' link to Board members. | Angela Hartley | May 2022 | Lanyards sent to Board members in June; link emailed on 13 th July 2022. | Complete |
| 9.2 | To hold an offline conversation with Dr Anne McConville on how the annual self-assessment relating to Wellbeing guardian would be reported to the Board. | Angela Hartley | June 2022 | Evidence on the annual self-assessment was shared with Dr Anne McConville on 24 th June 2022. Update against the Wellbeing guardian standards would be included in workforce | Complete |
| 10.2 | To hold an offline discussion with Matthew Winn and Rachel Hawkins on how workforce information would be reported. | Anita Pisani | June 2022 | A conversation took place on 24 th May 2022. Assurance maps now updated to include workforce information and would be shared with Board members. | |
| 11.1 | To extend a formal thank you to the 19 FTSU Champions for their contribution to promoting speaking up culture | Anita Pisani | June 2022 | A formal thank you was conveyed to the FTSU Champions. | Complete |