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	Agreed with Liz Webb and Justine Hogg that they will take this action forward. No further action needed for the Board.	**Complete**
			July 2022		
3.2 -2nd bullet point	To bring the evidence relating to completed CQC 'Must Do' action plan to the Board towards end of year.	Kate Howard	November 2022	Incorporated into November report	**Complete**
5.2 -5th bullet point	To set up a staff champion network for the Green Plan.	Mark Robbins	November 2022	Receiving staff interest for engagement and all staff communications to be posted end of November.	**Not due until end of November 2022**
5.3 – 2nd bullet point	To agree a target for Quality Improvement.	Rachel Hawkins	December 2022	To be agreed and updated to the Board at the next planned QI session in December	**Not due until December 2022**
5.3 - 7th bullet point	To hold further discussion at the Infrastructure Committee about the resource needed for the Green Plan.	Mark Robbins	October 2022	As Green Champions staff group become established, this will help inform the need for any additional resourcing to support the coordination of this groups activities. To be discussed further at next Infrastructure Committee in January 2023.	**Not due until January 2023**
6.5	To include an update on quality of appraisal in the next bi-annual workforce review.	Angela Hartley	November 2022	Included in People Strategy Update report presented to the November Trust Board meeting.	**Complete**

September 2022					
1.3 – 6th *bullet point*	To get the learning from the incident in the patient story embedded across Trust services.	Kate Howard	November 2022	The case is being reviewed as a potential patient scenario for the new self-neglect module for adult safeguarding training. Other iCaSH cases are routinely used in the current training packages alongside this the trainers using appropriate learning and clinical contexts during the face-to-face elements of the course (all scenarios are anonymised in line with GDPR requirements). The learning will also be discussed/shared at the Safeguarding champions meeting in quarter 4, and we will look to add any themes to the operational group meetings following this. The reflective practice sessions are being evaluated with the view to being rolled out to all iCaSH services; a meeting looking at the model and its implementation is being held in mid-November.	**Complete**
4.2	To link with Simon Harwin and ensure that the school nurses team in Bedfordshire was connected to the ELFT Mental Health Support Teams in schools.	Anita Pisani	November 2022	AP spoken to Simon Harwin and he is going to link with ELFT Director of Children's Mental Health Services. Will also be discussed at future partnership sessions.	**Complete**
5.2 – 4th *bullet point*	To present the EPRR Core Standards submission to November 2022 Board meeting.	Rachel Hawkins	November 2022	Incorporated into November Board agenda.	**Complete**

5.3 – 2nd bullet point	To schedule FTSU module for the Board as an interactive session for Board Development.	Mercy Kusotera	February 2023	To be incorporated into February 2023 Board Development session agenda	**Not due yet**
5.3 – 5th bullet point	To include cumulative risk for Board Development session discussion.	Rachel Hawkins	December 2022	Arranged for the December Board development session	**Not due yet**
6.1- 5th bullet point	To correct the data relating to LARC on the COB summary.	Rachel Hawkins	November 2022	Board Report amended; new version uploaded.	**Complete**
6.3 – 3rd bullet point	To include in the next IGR confirmation on whether the reduction in the number of incidents was a trend and if so, what actions were being taken	Dr David Vickers	November 2022	Review supports that this appears to be variability and not a trend as numbers have increased again. **Actions:** Chief Pharmacist investigating if SPC chart would help in evaluating data. Full report on medicine incidents to QISCOM. Chief Pharmacist in early discussion with other Community Trusts on benchmarking medicines incidents (by service not Trust)	**Complete**
6.3 – 5th bullet point	To update the CQC Statement of Purpose to clarify that the Large Scale Vaccination site (Kelling Hospital) was opened in August for a couple of weeks but was now closed. Oliver Zangwill Centre to be removed from the list, it was closed in June 2022.	Kate Howard	November 2022	Updated and submitted to the CQC	**Complete**
6.6 – 1st bullet point	To include assurance relating to agency ceiling in the next report for November 2022 Board.	Mark Robbins	November 2022	Agency ceiling for 22/23 has been set at a C&P system level informed by consolidated provider plans. The CCS value includes Large Scale Vaccination and total spend is included in the "Excellent Employer" report within the AGR.	**Complete**

6.6 – 7th bullet point	To include a summary of the leavers' feedback in the bi-annual workforce report to the Board in November 2022.	Angela Hartley	November 2022	Included in People Strategy updated presented to the November Trust Board meeting.	**Complete**
6.6 - 14th bullet point	To ask the Comms Lead to link up with Board members so they can feature in the Cultural Diversity network newsletter	Anita Pisani	October 2022	AP agreed with Rachel E in Comms Team next steps.	**Complete**
6.9 - 2nd bullet point	To grey out indicator 2 e relating to health inequalities.	Rachel Hawkins	October 2022	Included in the November IGR.	**Complete**
6.11 - 5th bullet point	To include a more detailed analysis of other services (section 1.2) in Month 6 report to the Board in November 2022	Mark Robbins	November 2022	This has been added to the report	**Complete**
7.1 -4th bullet point	Rachel Hawkins and Dr David Vickers (Caldicott Guardian) to discuss with the Information Governance Manager any learning points arising from IG incidents.	Rachel Hawkins	October 2022	No themes identified following review by the IG Manager	**Complete**
7.1 – 14th bullet point	To confirm when the Digital Transformation Strategy was due for review and whether a catch-up session with the Chair and the non-executive digital lead was needed.	Rachel Hawkins	November 2022	Exec discussion regarding approach to all enabling strategies 16th November and will be included in wider strategy update and reported through the Infrastructure Committee	**Not due yet**
8.2	To recommend to Incident Management Team to review risks 3163 and 3164 and increase the scores from 12 to 16.	Anita Pisani	October 2022	Risks updated and scores increased	**Complete**
9.1	To sign the Compliance Statement (section 7) for submission to NHSE/I.	Matthew Winn	September 2022	The statement of compliance was signed and submitted to NHSE/I	**Complete**