

Cambridgeshire Community Services Trust Board (Public)

Action points from previous meeting(s)

Minute ref	Action	Owner	Due date	Update	Complete?
January 2023					
3.1 – 7 th bullet point	To share with staff via Communication Cascade, an overview of the role of the NED.	Rachel Hawkins	April 2023	To be part of announcement of changes to Board members. The action was closed.	Complete
6.3 – 10 th bullet point	To present to the Quality Improvement and Safety Committee the outcome of a review of the last twelve months formal complaints.	Anita Pisani	June 2023	To be moved to QISCOM actions log. The action was closed from Board actions log.	Complete
6.10 - 3 rd bullet point	To explore how the information relating to rolling block contracts could be shared with the Board going forward.	Mark Robbins	2023/24	Future session in Private in the coming financial year.	Not due yet
March 2023					
1.3 - 10 th bullet point	Board members were asked to share with the Communications Team how they were taking forward their anti-racism pledges.	Lea Fountain	May 2023	Verbal update to be provided at meeting	On-going
May 2023					
1.3 - 8 th bullet point	The Patient Experience Team to work with the patient and explore the support needed as part of the transition from Family Nurse Partnership support going forward.	Kate Howard	June 2023	The patient continues to be supported (through the transition) by the Family Nurse Partnership team.	Complete
1.3 - 10 th bullet point	To get the YouTube link to the patient's music from Dr Richard Iles and circulate it to Board members for information.	Mercy Kusotera	May 2023	The link was emailed to Board members on 17 th May 2023 for information.	Complete

5.2 - 2 nd bullet point	To track the Joint Forward Plan for Norfolk and Waveney and ensure it was shared with the Board.	Steve Bush	June 2023	The draft JFP for Norfolk and Waveney was shared with Board members on 6 th June 2023.	Complete
5.2 - 3 rd bullet point	To share with Board members a report from the Academy of Medical Royal Colleges; the report provided some context and recommendations on primary care.	Dr David Vickers	May 2023	The report was circulated to Board members on 17 th May 2023.	Complete
5.2 – 6 th bullet point	To publish the Annual Slavery and Human Trafficking Statement on the Trust website following approval by the Board.	Mercy Kusotera	May 2023	The Statement was published on the Trust website.	Complete
6.1 - 6 th bullet point	To schedule the Patient Safety Incident Response (PSIRF) plan and policy for QISCOM in June 2023 and to the Board for July 2023.	Kate Howard	June / July 2023	On QISCom agenda (28.06.23)	Complete
6.1 - 7 th bullet point	To present Safer Staffing project plan to the Executive Team in June 2023 for review.	Kate Howard	June 2023	Following attendance on a 2-day national course on safer staffing (21st/22nd June) the project lead is looking to incorporate this new learning into our plan. A revised version will be available to the Executive Team in early July.	On-going
6.1 - 14 th bullet point	To present Ultraviolet (UV) hand hygiene compliance to the next QISCOM meeting scheduled for June 2023.	Kate Howard	June 2023	A summary of the actions to increase compliance was taken to QISCom, alongside up to date data.	Complete
6.2 - 5 th bullet point	To share Ombudsman slides with Steve Bush	Anna Gill	July 2023	Verbal update to be provided at meeting.	On-going
6.6 - 10 th bullet point	To take a re-set budget to the Board after receiving the allocation.	Mark Robbins	July 2023	Allocation still to be received. Budget re-set will be presented to Board as part of M4 reporting.	On-going
6.10 - 2 nd bullet point	The next Learning from Deaths report to include the outcome and learning from reported cases.	Dr David Vickers	July 2023	This has been included in the Learning from Deaths Group – Quarter 4, 2022-23 Report.	Complete

7.2 - 4 th bullet point	To reflect on how the information coming to the Board could be more agile; there was need to draw a clearer connection between what was discussed by sub-committees and the information included in Board reports.	Rachel Hawkins	July 2023	Board agenda and papers changed to reflect the changes discussed with board members.	Complete
8.1 - 22 nd bullet point	To share with Board members the final version of the Quality Account.	Kate Howard	June 2023	The final draft version was shared with board members in June 2023. The final version was approved by QISCOM on the 28.06.23 and was to be added to the reading room on convene.	Complete
8.1 – 22 nd bullet point	To check if there was value in getting the Auditors to assess the Quality Account and consider building that process into future arrangement.	Kate Howard / Mark Robbins	June 2023	Discussed with Mark Robbins and Rachel Hawkins – looked at current process for review/ assessment (by our stakeholders). At this time, it was deemed sufficient feedback. Process for assessment may change nationally for 2024 – so will align to any new requirements.	Complete
10.1 -3 rd bullet point	To ensure that Infrastructure Committee discussion relating to cyber security (risk 3514) was incorporated into 'Sustainable Organisation' section of the IGR).	Mark Robbins	July 2023	Included in M2 IGR.	Complete