NHS
Cambridgeshire
Community Services
NHS Trust

Cambridgeshire Community Services Trust Board (Public)

Action points from previous meeting(s)

Minute ref	Action	Owner	Due date	Update	Complete?
July 2022					
5.3 – *2nd bullet point*	To agree a target for Quality Improvement.	Rachel Hawkins	December 2022	This will be reported through the delivery of the quality improvement strategy.	**Complete**
January 2023					
3.1 – *7th bullet point*	To share with staff via Communication Cascade, an overview of the role of the NED.	Rachel Hawkins	April 2023	Yet to be scheduled.	
4.3 – *4th bullet point*	It was agreed to schedule for future Board meetings the following: • Digital Strategy • Health inequalities • Productivity	Mercy Kusotera	April 2023	Digital strategy is scheduled for November 2023 (Quarter 2) and May 2024 (Quarter 4). Health inequalities is incorporated into May 2023 Private Board. Productivity is incorporated into financial plan review scheduled for September 2023 and February 2024.	**Complete**
6.3 – *10th 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	Not due yet	**Not due yet**
6.6 – *6th bullet point*	To include in the next People Strategy update to the Board information on other indicators for example complaints and serious incidents. incidents per service.	Anita Pisani	May 2023	Quality Dashboards presented to the Clinical Operational Boards show all this information by service. Trust wide position is included as part of the regular integrated governance report presented to the board meeting.	**Complete**

6.10 - *3rd 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 – *5th bullet point*	On behalf of the Board, the Chair would send formal letters of thanks to Austin Chinakidzwa and Veronica Hilbert for their valuable contribution in setting up and leading the Cultural Diversity network.	Chair	March 2023	Formal letters were sent to both Austin and Veronica.	**Complete**
1.3 - *10th 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	Ongoing	
1.3 – *15th point*	To pick up points mentioned in the video about time for (i) staff to attend networks (ii) Network Chairs and Secretaries to undertake their network roles.	Anita Pisani	May 2023	Reminder sent to managers on the importance of supporting our staff to attend the staff networks and staff encouraged to include within their personal development plan. . Will keep as regular communication. Time for Network Chairs and Secretaries kept under review.	**Complete**
5.3	To liaise with Gary Tubb about Digital Transformation Terms of Reference.	Rachel Hawkins	May 2023	ToRs shared on 22nd March 2023	**Complete**
6.6 - *6th bullet point*	To schedule Board Assurance Framework for April Board Development session.	Rachel Hawkins	April 2023	Incorporated into April Board Development session agenda.	**Complete**

6.6 – *8th bullet point*	To revise the wording relating to Just One Norfolk service.	Steve Bush	May 2023	The wording on Just One Norfolk service was revised and the revised version was uploaded on the website.	**Complete**
9.1 -*10th bullet point*	To engage with the Cultural Diversity Network, Long Term Conditions and Disability, and LGBTQIA+ Pride Networks and all services to discuss staff survey results and identify actions to be taken to	Anita Pisani	March 2023	Staff Survey results presented to each staff network and actions agreed where appropriate.	**Complete**
9.2 – *1st bullet point*	To consider how the impact that staff engagement had on services, colleagues and service users could be communicated to staff.	Lea Fountain	May 2023	A new category "Impact of engagement" has been added to the template communications plan. This means for every new project or major communication; specific consideration will be given to how we show the role of engagement in shaping the service or influencing its outcomes.	**Complete**
9.2 – *3rd bullet point*	To feedback to Austin Chinakidzwa and the Cultural Diversity Network that the Board fully supported the need to ensure concerns raised in the staff survey relating to equal opportunities for career progression career were addressed.	Anita Pisani	March 2023	Incorporated into the Cultural Diversity Network meeting held on 28th March 2023.	**Complete**
11.1 - *3rd bullet point*	The Audit Committee to receive and discuss the new External Auditor's plan for year ending 31st March 2023 at the Extraordinary Audit Committee meeting scheduled for 28th March 2023	Mark Robbins	March 2023	The Audit Committee received and discussed the External Auditor's plan for year-end 31st March 2023.	**Complete**