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

Minute ref	Action	Owner	Due date	Update	Complete?
September 2021					
5.2 – *1st bullet point*	To schedule within the next six months, a session for the Board on its roles and responsibility in regard to the Patient Safety Strategy.	Kate Howard	February 2022: *Deferred to March 2022*	Appendices with a full update is attached to the Integrated Report.	**Complete**
5.6	To review the measures, wording for strategic risks and objectives to ensure they reflect ICS plans and emerging risks.	Matthew Winn	February 2022: *deferred to April 2022*	Not due yet	**Ongoing**
8.1	To provide an update to the Board on medical appraisal for the rest of the year by end of March 2022	Dr David Vickers	March 2022	Not due yet	**Ongoing**
November 2021					
5.3 -*4th bullet point*	To explore other metrics which could complement the core metric re - the number of patients/service users who gave feedback on the care they received (indicator 1b)	Kate Howard	January 2022	Incorporated into 2.2 – *1st bullet point* below	**Complete**
7.2 – *3rd bullet point*	To hold an offline meeting with Fazilet Hadi to discuss equality and diversity issues	Anita Pisani Angela Hartley	December 2021- to be rearranged February 2022	Postponed due to current pressures.	**Ongoing**
7.2 – *8th bullet point*	Anita Pisani and Angela Hartley would work on how to embed the NHS human resources and organisational development vision for 2030 into the Trust's People strategy.	Anita Pisani Angela Hartley	April 2022	Will be embedded into refresh of People Strategy which will take place during 22/23	**Complete**

January 2022					
2.2 – *1st bullet point*	To incorporate into the next Integrated Governance Report, other methods for gaining feedback and using patients' experience.	Kate Howard	March 2022	Identified within the Integrated Governance Report	**Complete**
2.2 – *2nd bullet point*	To bring an update on the Trust indicators relating to the Trust's four objectives to the Board in March 2022.	Anita Pisani	March 2022	Incorporated into March Private Board meeting.	**Complete**
2.2 – *3rd bullet point*	To ensure there was an opportunity for the Board to comment and feedback into the final Green Plan prior to submission.	Mark Robbins	March 2022	Incorporated into March 2022 Board meeting.	**Complete**
3.2 -*5th bullet point*	At the end of the Integrated Governance Report Board discussion, the Board would confirm whether the BAF was an accurate reflection of the Strategic risks currently facing the Trust and whether there were any risks which needed to be added to the risk register.	Matthew Winn	January 2022	Following the Integrated Governance report discussion, the Board were assured that the Board Assurance Framework was an accurate reflection of the strategic risks currently facing the Trust and were **assured** that there was mitigation in place to address the risks.	**Complete**
3.3 – *2nd bullet point*	On behalf of the Board, Matthew Winn to send a thank you message to all staff for their contribution to the large-scale vaccination programme.	Matthew Winn	January 2022	Incorporated into Communications Cascade	**Complete**
3.3 – *5th bullet point*	To update the Appendix A of the CEO's report and re-circulate the updated version to the Board.	Rachel Hawkins	January 2022	The updated version was circulated to the Board on 26th January 2022.	**Complete**

4.3 – 1st bullet point	To ensure that relevant equality objectives boxes were ticked on the report cover and explained how the report supported achievement of the objectives.	Mercy Kusotera/ Rachel Hawkins	January 2022	Incorporated into Committees and Board reports.	**Complete**
4.3 -3rd bullet point	To ensure that during March COB meetings there was a discussion on the need to manage waiting lists with the staff resource required.	COBs Chairs	March 2022	Incorporated into integrated governance report in March 2022 Clinical Operational Boards	**Complete**
4.3 -4th bullet point	To ensure the table detailing measures for achieving objectives for 2021-22 was updated.	Kate Howard	March 2022	Updated within March 2022 Integrated Governance Report	**Complete**
4.3 - 5th bullet point	The next Integrated Governance Report to include progress against the Trust equality delivery objectives (i) two for service users (ii) two for workforce.	Anita Pisani	March 2022	Incorporated into the Integrated Governance Report.	**Complete**
4.3 - 9th bullet point	Karen Mason, on behalf of the Board to write a thank you letter to Luton Healthy Child Programme service.	Karen Mason	January 2022	Two letters sent (to current leads and previous lead who has since retired)	**Complete**
4.4 -2nd bullet point	To present 2021/22 staff survey results to the Board in March 2022.	Anita Pisani	May 2022	Results embargoed until 30 March 2022. Results will be presented in May 2022 public board meeting. Highlights to be shared in Private Board meeting – March 2022.	**Not due yet**
4.10	To follow up on feedback on iCaSH Operational and Performance Board discussion on two deaths relating to iCaSH services	David Vickers	January 2022		

| 5.3 | To follow up on the following comments about BSL access:
• Explore options for getting BSL interpreters in a timely way; for example, whether BSL video interpreters could help
• Contact SignHealth organisation for advice on some of the issues raised.
• Whether the Trust needed a separate contract for BSL to address the gap. | Mercy Kusotera | March 2022 | A link to SignHealth's BSL health video library has been incorporated into the Trust's accessible information webpage. DA Languages which is currently contracted by the Trust for translation and interpretation services could be used to address the gap. The Trust is currently re-designing the Trust website to ensure the information is accessible to every community; building videos using BSL is an area of focus. | **Ongoing** |