

**Cambridgeshire Community Services Trust Board (public)  
Action Points and follow up – from November 2017 Meeting**

Minute ref	Action	Owner	Due date	Update	Complete?
<b>September 2017</b>					
1.10	To implement a quality improvement project on ensuring services are internally collaborating and coordinating care where patients use multiple services provided by the Trust. This could be considered for a quality improvement fellowship.	David Vickers John Peberdy	30 Nov 2017	Verbal update to be provided at the meeting.	
4.10	To provide updates to clinical operational boards on low returns for friends and family.	Julia Sirett	11 Oct 2017	Patient feedback is received by services in a number of different ways and low numbers of returns for FFT can be appropriate if other methods of capturing feedback are more appropriate. The data pack will reflect these other methods going forward.	<b>Yes</b>
4.14	To brief the Board on the suggested questions for Non-executive Directors to ask in relation to Learning from Death that apply and rationale provided for which questions did not apply to the Trust.	Julia Sirett David Vickers	8 Nov 2017	The responses have been developed, and placed in the reading room.	<b>Yes</b>
4.24	To target a 5% increase in staff flu vaccines in District Nursing this year.	Julia Sirett	11 Oct 2017	Detailed weekly uptake information available for Directors. Ongoing until end of 2017/18 campaign, but now business as usual.	<b>Yes</b>
8.8	To brief the Board after review of Q2 objectives if targets are still not being met.	Mark Robbins	30 Nov 2017	Review of Q2 objectives and measures is now complete. Targets now being met.	<b>Yes</b>
<b>November 2017</b>					
1.14	The Chair was to write a letter on behalf of the Trust to be sent to the wife of the patient alongside a DVD of the patient story short	Nicola Scrivings Anita Pisani	30 Nov 2017	Letter and DVD sent	<b>Yes</b>

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	film.				
4.5	To review whether incremental pay progression under Agenda for Change could be stopped for staff who were not compliant with their mandatory training.	Anita Pisani	10 Jan 2018	Incremental credit can be withheld where a member of staff refuses to undertake mandatory training. This would be dealt with through the Trust's disciplinary processes.	<b>Yes</b>
4.19	Board to be briefed on whether DBS checks should be conducted every 3 years and the potential cost of implementing this.	Anita Pisani	10 Jan 2018	A further options paper has been discussed at the December 2017 wider executive meeting. For all new starters from April 2018 it has been agreed that they will be expected to sign up with the annual updating DBS system therefore no need to be conducted every 3 years. Process for existing staff still being considered.	<b>ongoing</b>
5.7	To review feasibility of options for requiring staff to enter into a study or training fees agreements as described.	Anita Pisani	10 Jan 2018	Legal advice taken in respect of apprenticeships and the Trust is unable to reclaim costs drawn from the apprenticeship levy. For other Trust funded training programmes, claw back agreements will be put in place where appropriate.	<b>Yes</b>
5.11	To conduct an analysis of data on 'anxiety/stress/depression/other psychiatric illnesses' category going back 2 years.	Anita Pisani	10 Jan 2018	Data requested and verbal update will be given at the meeting.	<b>ongoing</b>
6.8	To ensure that new graduates from flexible nursing programme who are already employed by the Trust get the same level of preceptorship as new nurses joining the Trust from outside.	Julia Sirett	10 Jan 2018	Preceptorship programmes are available for staff entering new areas of practice as well as newly professionally registered and relate to staff whether they have externally recruited or 'home grown'. These are tailored to individual services and all comply with the Trust's preceptorship	<b>Yes</b>

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				policy.	
8.2	To speak with the Chief Executive of Luton and Dunstable Hospital and the lead at Luton Clinical Commissioning Group about the BCG issue.	Matthew Winn Anita Pisani	31 Jan 2018	AP discussed with Lead at Luton CCG at meeting 16.11.17. Intention remains that the L&D undertake vaccinations from April 2018 latest. MW will also discuss with CEO of L&D during January 18.	Ongoing
9.13	To implement the new people participation Board subcommittee by April 2018.	Taff Gidi	31 Mar 2018	Not yet due	
11.4	To confirm the Non-Executive responsible for raising concerns.	Taff Gidi	30 Nov 2017	Confirmation emailed that Geoff Lambert is the Non-Executive responsible for raising concerns.	Yes
11.5	To brief the Board on any issues relating to sexual harassment at the next meeting.	Anita Pisani	10 Jan 2018	No issues have been raised to date. The Trust continues to highlight how individuals can raise any concerns/complaints. Confidential telephone service established. Datix incidents are reviewed regularly.	Yes
11.8	To review the Board/Subcommittee assurance map with the Chair and lead executive for each committee.	Taff Gidi	10 Jan 2018	Meetings being scheduled with the relevant Executive Lead and Chair of each committee.	Ongoing
11.11 & 11.12	To follow up with Trish Davies about breastfeeding video and Oliver Judges about Doncaster annual report video.	Karen Mason	10 Jan 2018	Verbal update to be provided at the meeting.	