

**Cambridgeshire Community Services Trust Board (Public)  
Action Points and follow up – from May 2018**

Minute ref	Action	Owner	Due date	Update	Complete?
<b>January 2018</b>					
5.8	To consider setting internal stretch performance plan targets which are better than NHS Improvement targets by division for agency expenditure.	Mark Robbins	31 Mar 2018	No longer relevant as stretch target set by NHS Improvement – reduced from £3.3m to £3m. Current position below trajectory and reported in the monthly finance report.	<b>N/A</b>
<b>March 2018</b>					
4.7	Communications team to arrange for Non-Executive Directors to receive a Back to the Floor quarterly update	Karen Mason	30 June 2018	End of year update provided. Following further review a half yearly update would be more appropriate. First update for 18/19 being planned for October 2018.	<b>Yes</b>
5.5	The Infection Prevention and Control Annual Report to include an update on sepsis.	Julia Sirett	December 2018	Not yet due	
5.13	To discuss with NHS Improvement our learning from deaths approach.	David Vickers	30 Jun 2018	Discussion to take place with NHS Improvement at July performance meeting.	<b>Yes</b>
5.14	To ensure Luton Adult services discuss the outcomes from the Learning from Deaths reviews.	Anita Pisani	30 June 2018	Quality and Risk group to have a focus on learning from deaths.	In progress

5.25	Assess reason for increase in IG incidents since 2015 and report/discuss these at a future IG steering group meeting	Taff Gidi David Vickers	31 Aug 2018	To be discussed at the IG Steering Group in August 2018.	
<b>May 2018</b>					
<b>Minute No</b>	<b>Action</b>	<b>Owner</b>	<b>Due date</b>	<b>Update</b>	<b>Complete?</b>
2.8	Chief Nurse to liaise with Clinical Commissioning Group on the value of the detailed assessment and to explore whether this is the best way of assessing adult service needs.	Julia Sirett	31 July 2018	JS arranging meeting with CCG lead to review process and information required.	In progress
4.8	All comments received from stakeholders on the Quality Account to be shared with the whole Board.	Julia Sirett	31 July 2018	Completed – Quality Account published	<b>Yes</b>
4.9	Wording around MRSA target to be amended within the Quality Account before final publication	Julia Sirett	30 June 2018	Amended	<b>Yes</b>
4.10	Wording to be reviewed in the finance section of the quality account prior to final publication.	Mark Robbins	30 June 2018	Reviewed and correct	<b>Yes</b>
4.12	Discussion to take place with East London NHS Foundation Trust on their approach to learning from deaths across their community services.	Julia Sirett/David Vickers	31 July 2018	Initial conversation with ELFT Medical and Nursing Director colleagues – detailed session to be arranged	In progress

4.15	Actions from the last learning from death report to be updated and included in future reports so that the Board can review progress.	Julia Sirett/David Vickers	31 July 2018	Next report due September Public Board	Not due yet
4.20	Clarify whether this relates to 100% of all teams or just those teams that submitted their audits.	Julia Sirett	31 July 2018	Related to those teams that submitted – report now identifies total number of teams due to submit.	<b>Yes</b>
4.21	Check what systems/processes Luton Children Services have in place for the collection of patient friends and family feedback and share this with other children services across the Trust.	Anita Pisani	31 July 2018		Not due yet
4.22	Check whether the hand hygiene audit results relate to all teams or those that submitted	Julia Sirett	31 July 2018	The results relate to those teams that submitted returns. This section of the data pack will in future identify the number and details of teams expected to submit returns and the compliance of those that did.	<b>Yes</b>
4.24	Check the classifications on datix for the degree of harm as assessment is not shown.	Julia Sirett	31 July 2018	The range of degree of harm classifications shown in the graph on p1 of the data pack are NPSA agreed classifications and relate only to the harm caused by the incident. Assessment is a category of incident type. The lessons codes on page 1 show learning identified by the service reporting the incident.	<b>Yes</b>

4.25	Actions to be identified to ensure that all teams achieve 100% compliance for safeguarding level 3. Report these actions via clinical operational boards.	Julia Sirett	31 July 2018	Targeted support agreed with a number of teams Progress to be reported specifically at August Clinical Operational Boards	In progress
5.3	Non-Executive Directors to be provided with a more detailed analysis of the 2017/18 outturn.	Mark Robbins	31 July 2018	Mark to attend a future NED briefing session	In progress
5.7	Data Security self-assessment to be updated in line with comments from the Board and then submitted.	Mark Robbins	31 May 2018	Completed	<b>Yes</b>
6.2	Clarify where investment is being spent in Children's Service in Luton and report this to a future clinical operational board.	Anita Pisani	6 June 2018	Updated provided within Clinical Operational Board escalation points	<b>Yes</b>
6.4	Full list of performance KPI's to be produced in a format to enable comparison between 17/18 performance and 18/19.	Mark Robbins	31 July 2018	17/18 performance by Commissioner and 18/19 performance to date included in this month's performance update.	<b>Yes</b>
9.4	Wording for self-assessment to be re-worded in line with last years return.	Taff Gidi	31 July 2018	Updated self-assessment reviewed and signed by the Chair.	<b>Yes</b>
9.7	Sentence on risk 2610 of CEO report to be reworded to 'would be' instead of 'could be'.	Mark Robbins	31 July 2018	Risk description amended	<b>Yes</b>
9.8	Clarify mismatch between 'reds' and extreme risks in appendix to CEO report.	Taff Gidi	30 June 2018	Update risk report to be presented at July Board meeting	<b>Yes</b>