

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

Minute ref	Action	Owner	Due date	Update	Complete?
March 2018					
5.5	The Infection Prevention and Control Annual Report to include an update on sepsis.	Julia Curtis	31 Dec 2018	Not yet due	Not yet due
May 2018					
Minute No	Action	Owner	Due date	Update	Complete?
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 Curtis	31 July 2018	Representative from CCG requested to work with our Children's Community Nursing/Continuing care team to review information required at point of transition to adult services. Suggest this action is followed up in Clinical Operational Boards.	Yes
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 Curtis	31 July 2018	A range of measures have been taken to improve compliance resulting in 92 % target met in all services in September except Holly ward and Dynamic health which are discussed in detail in the Quality report. dashboard in Operational Boards	yes
5.3	Non-Executive Directors to be provided with a more detailed analysis of the 2017/18 outturn.	Mark Robbins	31 July 2018	Agreed that Mark would attend a future NED meeting by request.	Yes
July 2018					
4.7	To conduct benchmarking against the Never Events in Dental services to inform analysis on the recent trend and report to the Clinical Operational Board.	Tracey Cooper	30 Oct 2018	Final report on the independent review has been completed and attached to the quality report.	Yes

4.28	To ensure that the Clinical Audit annual report for 18/19 would include a clear statement of assurance that all new and existing NICE guidance had been adopted.	Julia Curtis	30 June 2019		Not due yet
5.11	To ensure the Board is getting timely reports on capital programmes to ensure effective oversight that the projects were on track.	Mark Robbins	31 Oct 2018	Estates Committee receive updates of capital expenditure against plans and major infrastructure programmes are reported to Executive Programme Board	Yes
8.5	To consider whether guaranteed interviews for all BME candidates could be implemented.	Anita Pisani	30 Sept 2018	The Trust is introducing BME interviewers being on the selection panels for all posts within Luton and Corporate Services from 1 December 2018, where a BME applicant has been shortlisted. This approach will be rolled out Trust-wide by end March 2019.	Yes
8.8	To consider if targeted leadership programmes for BME could be developed and delivered locally and review existing leadership programmes to discuss how to incorporate diverse experiences of all staff.	Anita Pisani Taff Gidi Angela Hartley	31 Oct 2018	Agreed to update the diversity and inclusion content of existing leadership programmes and how this is delivered.	Yes
8.12	To discuss with the non-executive directors recruitment team at NHS Improvement about changing how the criteria for non-executive roles is written.	Taff Gidi Nicola Scrivings	30 Sept 2018	TG has been in touch with Keely Howard, the Non-executive Development Manager at NHS Improvement, to discuss share the Board's view. We have offered to be part of any discussion looking into different ways of advertising NED roles.	Yes

September 2018					
1.19	Clinical audits to be undertaken in Q1/Q2 2019/20 to assess if the breastfeeding assessment tool was embedded and a second one to assess the care plans developed as a result.	Julia Curtis	31 Dec 2019		Not due yet
1.20	To review and ensure that the breastfeeding assessment tool template was embedded in SystmOne across all areas.	Julia Curtis	31 Dec 2018		Not due yet
1.22	To review and ensure that staff had clear guidance and appropriate training to support mothers with gestational diabetes.	Julia Curtis	31 Dec 2018		Not due yet
3.1	To update the minutes with comments from Anne McConville.	Taff Gidi	30 Sep 2018	updated	Yes
3.2	To confirm why the score risk 2758 relating to compliance with DSE Regulations had been reduced.	Taff Gidi	30 Sep 2018	This was a new risk added in July 2018 rated as 16. As part of the standard process, the risk had been referred to the Director of Finance for review. Following this review, it had been agreed that the risk score should be reduced.	Yes
3.3	To check with John Peberdy the outcome of the consideration whether a buddy system could be introduced for supporting families working with the health visiting team who have been to a refuge.	Taff Gidi	30 Sep 2018	The Service Director has considered this with the service. The service was concerned about the safeguarding implications of disclosing the identity of women who have been in a refuge.	Yes
4.1	To arrange for Board members to be vaccinated at the Board meeting in October 2018.	Julia Curtis	30 Sep 2018		Yes

4.3	All future quality reports were to include a clear explanation of the overall rating.	Julia Curtis	31 Oct 2018	After the last Board meeting, Anita Pisani communicated with members outside the meeting to provide a further update.	Yes
4.7	To ensure the bi-annual workforce review in November addressed the concerns about staffing pressures highlighted by the Board.	Anita Pisani	31 Oct 2018	Current workforce pressures identified in report being presented to the Board today, with mitigating actions where they are in place.	Yes
4.26	To write to Louise Palmer to commend her work on improving complaints management on behalf of the Board.	Nicola Scrivings	30 Sep 2018	Note sent	Yes
4.28	To write to the lead in Children's Acute services to commend them on the good General Medical Council survey results.	Nicola Scrivings	30 Sep 2018	Note sent	Yes
4.31	To ensure that the Board is briefed on the rationale for moving to reviewing unexpected deaths instead of reviewing all deaths.	David Vickers	30 Nov 2018	The decision is based on review of all deaths in the last period and the learning from that. In addition, the trust has also checked with other peer organisations.	Yes
4.43	Bi-annual workforce review to include update on whether all services have a defined safe staffing level. In addition, the update would include if services have a defined approach for prioritisation.	Anita Pisani	31 Oct 2018	Included in the bi-annual review report being presented today where these exist	Yes
4.45	To ensure the graph on research activity is clear in future reports and ensure the Trust is on track to meet its targets.	David Vickers	31 Oct 2018	This has been fed back to the research team. The Board is asked to review this month's data pack and provide further comment.	Yes
7.6	To ensure consultant job planning is included as part of the Carter Review updates.	Mark Robbins	31 Dec 2018	Confirmed	Not due yet

8.12	The Executive to consider whether to revise for the remainder of the year and implement new measures against objectives at the beginning of 2019/20.	Mark Robbins	31 Oct 2018	Not yet discussed. On the plan to be covered at the 20 November 2018 meeting.	Yes
12.7	To meet and discuss the approach to get the best out of the People Participation Committee.	Julia Curtis Nicola Scrivings	14 Nov 2018		Yes
12.8	To revise the measures against the objective to provide outstanding care to include metrics for measuring the Trust's people participation.	Mark Robbins Julia Curtis	31 March 2019	For discussion as part of the 2019/20 annual planning cycle.	Not due yet