Cambridgeshire Community Services Trust Board (Public)
Action Points from January 2019 Meeting

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	28 Feb 2019	Annual Report reviewed by QIS Committee in December. Sepsis update not included. Infection Prevention and Control Committee focused on training requirements for staff relating to Sepsis in February 2019 – CPR training will have sepsis element from 04/19.	**Yes**
July 2018					
4.28	To ensure that the Clinical Audit annual report for 18/19 includes a clear statement of assurance that all new and existing NICE guidance had been adopted.	Julia Curtis	30 June 2019		**Not due yet**
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	Infant Feeding Leads across Children's services contacted to coordinate actions 1.19, 1.20 and 1.21	**Yes**
1.20	To review and ensure that the breastfeeding assessment tool template was embedded in SystmOne across all areas.	Julia Curtis	31 Dec 2019	Infant Feeding Leads across our Childrens services are working together to incorporate the Breast feeding assessment tool into SystmOne and subsequently audit use. Revised date December 19	**Yes**
1.22	To review and ensure that staff had clear guidance and appropriate training to support mothers with gestational diabetes.	Julia Curtis	31 Dec 2019	As above – Infant Feeding Leads working together to develop consistent guidance.	**Yes**

	November 2018				
1.23	To develop a detailed proposal in collaboration with ELFT for presentation to the executive team and the Board on what support was required by the Neuro Rehab team to continue these initiatives.	Anita Pisani	31 Mar 2019	Not due yet	**Not due yet**
2.19	To discuss with commissioners about increase activity levels in Tissue Viability Service with limited capacity.	Anita Pisani	31 Mar 2019	Not due yet	**Not due yet**
7.24	To link with Jenny Russell about the Trust's involvement in innovative work on supporting student nurses in a different way.	Anita Pisani	31 Mar 2019	Not due yet	**Not due yet**
	January 2019				
1.10	To review risks scoring 15 or above reported to the Board against the risks which were escalated from the clinical operational boards.	Taff Gidi	31 Jan 2019	Risks were reviewed. All risks scoring 15 or above at the point when the report was produced had been included in the Board report.	**Yes**
1.11	To revise the narrative for reporting on risks escalated to the Board from the committees to be clear on the actions being taken against each risk and why the Board should be assured that the risk is being managed appropriately.	Taff Gidi	31 Mar 2019	Narrative revised to focus on giving Board assurance relating to the actions being taken.	**Yes**
4.5	To review how the Trust ensured national guidance e.g. change in reportable Never Events was implemented across all areas of the Trust in a timely way.	Julia Curtis	31 Mar 2019	Process reviewed and improvements identified including summary of guidance to be sent to clinical leads to determine appropriateness of definitions.	**Yes**

4.14	Future reporting to include information on staff who refused the flu jab for religious reasons.	Julia Curtis	01 Mar 2019	This will be included as an option for reasons for declining Flu Imms for the 2019/20 campaign and will be reported in the end of campaign report.	**Yes**
4.18	To share the biannual workforce review report with the new Non-Executive Directors.	Anita Pisani	13 Mar 2019	Reports shared	**Yes**
4.23	To consider if the Trust should benchmark sickness rates for specific service areas against similar services in other organisations or average sickness rates for specific professions.	Anita Pisani	8 May 2019	Will look to review sickness absence levels in different ways if possible in next bi-annual workforce review report	**In progress**
4.33	To be clear how the Trust categorised concerns versus complaints in future reports.	Julia Curtis	31 Mar 2019	Data pack has been amended to explain	**Yes**
4.41	Clinical audits on the use of clinical systems templates to be considered for next year's programme.	Julia Curtis	31 march	Clinical Audit Lead is liaising with relevant leads to explore further discuss with teams at local governance meetings	**Yes**
5.8	To provide details of the significant drop in agency spending in October/November 2018.	Mark Robbins	31Mar 2019	Not yet due	**Not due yet**
5.10	To review reporting on aged debts to distinguish between those with 30 day payment periods against those with 90 day payment periods.	Mark Robbins	8 May 2019	The Head of Statutory Accounting is reviewing how this can be reported differently.	**Ongoing**
6.16	To consider whether the use of Skype technology could support speech and language teams in clinical settings across our service	Julia Curtis	31 Mar 2019	JC contacted Service Director and has put her in touch with relevant service that is currently using this technology in a clinical setting.	**Yes**
6.17	To discuss with Anna Gill how the Trust could draw from her expertise on learning disability to support teams.	Anita Pisani	31 Mar 2019		**Not due yet**