

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

Minute ref	Action	Owner	Due date	Update	Complete?
<b>July 2018</b>					
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	The annual report will be presented to QIS Committee in June and will have a summary of guidance relevant for our services, that which was for information only and progress with guidance that required action.	<b>YES</b>
<b>November 2018</b>					
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	Pathways across ELFT and CCS teams are going to be mapped to ensure that our teams are working effectively together. The team is exploring access to charitable funds to support them with their activity.	<b>YES</b>
2.19	To discuss with commissioners about increase activity levels in Tissue Viability Service with limited capacity.	Anita Pisani	31 Mar 2019	The Trust has agreed a demand and capacity review for this team. This will review commissioning of lymphedema services.	<b>YES</b>

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	Anita Pisani	31 Mar 2019	Action has been superseded by national work in relation to supporting implementation of the NHS Long Term Plan. Interim National Plan due to be published in May, the Trust will actively engage with this. In addition, the Trust has applied for additional funding from NHS Improvement to enable us to offer additional clinical placements for students.	<b>YES</b>
<b>January 2019</b>					
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	<b>In progress</b>
5.8	To provide details of the significant drop in agency spending in October/November 2018.	Mark Robbins	31Mar 2019	Not yet due	<b>Not due yet</b>
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.	<b>Ongoing</b>
6.17	To discuss with Anna Gill how the Trust could draw from her expertise on SEND to support teams.	Anita Pisani	31 Mar 2019	Brief discussion held and Anita will ensure Anna is linked as appropriate.	<b>Ongoing</b>
<b>March 2019</b>					
3.2	To update the minutes from the January meeting as agreed by the Board.	Taff Gidi	31 Mar 2019		<b>Yes</b>

1.22	To share the patient story with the Clinical Commissioning Group so they can draw some lessons on commissioning. It was agreed that other examples would be identified to share with the Clinical Commissioning Group showing other barriers experienced by teams that could be addressed by commissioners.	Dr David Vickers John Peberdy	8 May 2019	Dr David Vickers has discussed with the Medical Director at the CCG who agreed that it would be a great to share the learning and escalated to their Chair to see if they would like to hear the story.	<b>Yes</b>
4.10	The next Workforce Review to provide a detailed analysis of sickness absence pressures.	Anita Pisani	13 Nov 2019	To be included in the next Bi-annual workforce review.	<b>Not due yet</b>
4.24	Post implementation review of quality impact assessments to be presented to the clinical operational board in June 2019.	Taff Gidi	31 March 2019	Added to the forward plan.	<b>Yes</b>
4.32	To consider options for managing demand peaks and troughs in the Luton audiology services.	Anita Pisani	13 Nov 2019	This was also discussed at Clinical Operational Board and the service is reviewing with the relevant School Nursing Team how to manage this more effectively.	<b>Ongoing</b>
4.36	On child deaths, the report needed to be clearer on contact with the Trust's services.	Julia Curtis	8 May 2019	Future reports will make this clearer	<b>YES</b>
4.43	It was agreed that, where teams were struggling with Friends and Family test, updates would be provided at the clinical operational boards on what actions were being taken to address this.	Julia Curtis	31 May 2019	Patient Experience updates are scheduled on the new cycle of business for the Clinical Operational Boards. Service information on actions will be included where relevant	<b>YES</b>
4.50	To provide a detailed analysis of use of agency vs bank at a future date.	Taff Gidi	31 March 2019	Added to the forward plan. To be included in the November	<b>Yes</b>
5.12	It was agreed that the Chair would work collaboratively with other Chairs of impacted organisations to send a joint letter to the Minister of Health setting out the Trust's position on the pay uplift funding gap.	Nicola Scrivings Matthew Winn	31 March 2019	Letter drafted and sent together with other partners.	<b>Yes</b>

8.15	To consider putting up staff survey boards similar to quality boards in all Trust services in public facing areas.	Karen Mason	30 June 2019	Posters to be designed and circulated for all areas of the Trust. The information changes every year, so it would not be appropriate to use Boards.	<b>Ongoing</b>
8.22	The Board agreed that the Trust would consider options for sharing the Trust's approach including pulling together a standardised set of slides.	Anita Pisani	30 June 2019		<b>Not due yet</b>
13.4	To update the Quality Improvement and Safety Committee key issues report to remove the emerging issue added in error.	Taff Gidi	31 March 2019	Updated and replaced on the website.	<b>Yes</b>