

**Cambridgeshire Community Services Trust Board (Public)**  
**Action points from previous meeting(s)**

Minute ref	Action	Owner	Due date	Update	Complete?
<b>July 2022</b>					
5.2 -5 <sup>th</sup> bullet point	To set up a staff champion network for the Green Plan.	Mark Robbins	November 2022	15 Green Champions in place and staff messages began in December 2022	<b>Complete</b>
5.3 – 2 <sup>nd</sup> bullet point	To agree a target for Quality Improvement.	Rachel Hawkins	December 2022	Further discussions following the Board development session in December and development of the quality improvement strategy for end of March 2023	<b>Not due until March 2023</b>
5.3 - 7 <sup>th</sup> bullet point	To hold further discussion at the Infrastructure Committee about the resource needed for the Green Plan.	Mark Robbins	October 2022	As Green Champions staff group become established, this will help inform the need for any additional resourcing to support the coordination of this groups activities. To be discussed further at next Infrastructure Committee in 6 February 2023.	<b>Not due until February 2023</b>
<b>September 2022</b>					
5.3 – 2 <sup>nd</sup> bullet point	To schedule FTSU module for the Board as an interactive session for Board Development.	Mercy Kusotera	February 2023	To be incorporated into February 2023 Board Development session agenda (moved to the cycle of business)	<b>Complete</b>
5.3 – 5 <sup>th</sup> bullet point	To include cumulative risk for Board Development session discussion.	Rachel Hawkins	December 2022	Incorporated into December Board Development session.	<b>Complete</b>
7.1 -4 <sup>th</sup> bullet point	Rachel Hawkins and Dr David Vickers (Caldicott Guardian) to discuss with the Information Governance Manager any learning points arising from IG incidents.	Rachel Hawkins	October 2022	No themes identified following review by the IG Manager	<b>Complete</b>

7.1 – 14 <sup>th</sup> bullet point	To confirm when the Digital Transformation Strategy was due for review and whether a catch-up session with the Chair and the non-executive digital lead was needed.	Rachel Hawkins	November 2022	Exec discussion regarding approach to all enabling strategies 16 <sup>th</sup> November and will be included in wider strategy update and reported through the Infrastructure Committee on 6 <sup>th</sup> February 2023	<b>Not due yet</b>
<b>November 2022</b>					
2.2	To schedule an update to the Board on progress against Green Plan milestones.	Mark Robbins	July 2023	Update to be provided at the next Infrastructure Committee on 6 <sup>th</sup> February 2023	<b>Not due yet</b>
3.1 - 1 <sup>st</sup> bullet point	The Chair would share with Board members some of the key points from NHS Providers Conference.	Chair	December 2022	Notes circulated to Board members on 3 <sup>rd</sup> January 2023.	<b>Complete</b>
4.3 – 1 <sup>st</sup> bullet point	The Chair, on behalf of the Board would write a letter to each of the Queens Nurses and to the colleagues involved with the HSJ awards.	Chair	December 2022	Letters were sent to each of the Queens Nurses and the colleagues involved with the HSJ awards.	<b>Complete</b>
4.3 – 11 <sup>th</sup> bullet point	To write a generic internal post which would be shared with service leads to help staff to link with local networks and charities.	Kate Howard	December 2022	The internal communication has been written and will be shared mid – January. This communication is linked to national charities that staff can utilise, as there are strong and clear links with local support agencies already.	<b>Complete</b>
6.3 - 2 <sup>nd</sup> bullet point	To explore whether the cost for Monkeypox should be recorded separately.	Mark Robbins	January 2023	Costs will be reported in the Ambulatory finance report at next meeting.	

6.3 -5 <sup>th</sup> <i>bullet point</i>	To include on the dashboard timeframes on completions for complaints.	Kate Howard	January 2023	Incorporated into the dashboard.	<b>Complete</b>
6.3 – 7 <sup>th</sup> <i>bullet point</i>	to pull together the CQC self-assessment forms after December 2022 and share the Trust position with the Executive Team.	Kate Howard	January 2023	Incorporated into the Executive Committee meeting scheduled for 24 <sup>th</sup> January 2023, prior to wider circulation.	<b>Complete</b>
6.3 -9 <sup>th</sup> <i>bullet point</i>	To liaise with Kate Howard and Dr David Vickers and include in the next report, information waiting well approach.	Steve Bush	January 2023	Incorporated into the Integrated Governance Report for January 2023 Board meeting.	<b>Complete</b>
6.11 - 1 <sup>st</sup> <i>bullet point</i>	The next report to provide information on efficiencies and CIPs and a forward look section	Mark Robbins	January 2023	Included in the Sustainability chapter of the IGR	<b>Complete</b>
7.2 – 1 <sup>st</sup> <i>bullet point</i>	To agree with the Chair on how Board members could be invited to staff network meetings	Mercy Kusotera	December 2022	An approach was discussed and agreed and has been shared with network chairs. Non-Executive Directors to confirm which network/s they are interested in and a process to invite them to a future meeting will be put in place.	<b>Complete</b>
7.2 – 5 <sup>th</sup> <i>bullet point</i>	Anita Pisani to link up with Dr Sarah Edwards to discuss how the GP training issue would be escalated to Integrated Care System.	Anita Pisani	March 2023	Not due yet	<b>Not due yet</b>

<p>9.1 – 7<sup>th</sup> <i>bullet point</i></p>	<p>Rachel Hawkins to present to Quality Improvement and Safety Committee (QISCOM) the updated final EPRR Core standards submission and report progress against the action plans and the standards</p>	<p>Rachel Hawkins</p>	<p>December 2022</p>	<p>Incorporated into QISCOM meeting agenda on 7<sup>th</sup> December 2022</p>	<p><b>Complete</b></p>
<p>10.1 – 3<sup>rd</sup> <i>bullet point</i></p>	<p>To take a detailed plan to QISCOM on 7<sup>th</sup> December 2022.</p>	<p>Rachel Hawkins</p>	<p>December 2022</p>	<p>Incorporated into QISCOM meeting agenda on 7<sup>th</sup> December 2022</p>	<p><b>Complete</b></p>