

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

Minute ref	Action	Owner	Due date	Update	Complete?
July 2022					
5.3 – 2 nd 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	Not due until end of March 2023
5.3 - 7 th 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 on 6 February 2023. Incorporated into 2.2 below	Complete
September 2022					
7.1 – 14 th 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	Incorporated in the Trust Strategy and to be discussed at the March Private Board	Complete
November 2022					
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 th February 2023. Update is now a fixed agenda item in the Infrastructure Committee meetings.	Complete

6.3 - 2 nd 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.	Complete
7.2 – 1 st bullet point	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.	Complete
7.2 – 5 th bullet point	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	Conversation taken place and work being undertaken to raise the profile of this issue with Health Education England.	Complete
January 2023					
1.3	To send a reminder to Board members to update their declarations of interest to ensure the declarations were accurate	Mercy Kusotera	March 2023	This has been scheduled.	Complete
2.1	To amend the minutes to incorporate the following: <ul style="list-style-type: none"> 3.1 – 2nd bullet point should read: ‘the role of the Board and the importance of a good working relationship between the Chair and the Chief Executive.’ .2 – 4th bullet point should read ‘ambulance stack ’ 	Mercy Kusotera	January 2023	Minutes amended.	Complete
2.2 – 1 st bullet point	Non-Executive Directors to let Anita know which network they would like to attend; in liaison with the network Chairs, meeting invites would be sent to interested NEDs.	Anita Pisani	March 2023	In hand. Invites sent to NEDs as and when requested.	Complete

2.2 – 2 nd bullet point	To add a post Board, note to November 2022 minutes to show the agreed process for NEDs attendance for staff network meetings.	Mercy Kusotera	January 2023	Post Board meeting note added to the minutes.	Complete
3.1 – 7 th bullet point	To share with staff via Communication Cascade, an overview of the role of the NED.	Rachel Hawkins	April 2023		Not due yet
4.3 – 4 th bullet point	It was agreed to schedule for future Board meetings the following: <ul style="list-style-type: none"> Digital Strategy Health inequalities Productivity 	Mercy Kusotera	April 2023		Not due yet
6.3 – 1 st bullet point	To review and update the typo relating to Measuring Objectives (page 12 of the report); the table referenced 'May 2022' as current position.	Kate Howard	January 2023	This has been noted and changed for March's paper.	Complete
6.3 – 6 th bullet point	To schedule serious incidents Board report for May and November 2023 Private Board meetings.	Kate Howard	January 2023	Incorporated into Private Board cycle of business	Complete
6.3 – 10 th bullet point	To present to the Quality Improvement and Safety Committee the outcome of a review of the last twelve months formal complaints.	Anita Pisani	June 2023	Not due yet	Not due yet
6.6 – 1 st bullet point	The Trust had been approached by two other Community Trusts about opportunities to work together sharing and learning around keys issues for example workforce issues. Matthew Winn would pick this up with the two Chief Executives and explore whether this was beneficial to the Trust.	Matthew Winn	January 2023	Matthew Winn has discussed with two other CEOs from Community Trusts and will develop options with them and report back on progress when agreed.	Complete

6.6 – 6 th <i>bullet point</i>	To include in the next People Strategy update to the Board information on other indicators for example complaints and serious incidents	Anita Pisani	May 2023	Not due yet	Not due yet
6.6 – 7 th <i>bullet point</i>	To schedule staff survey results for March 2023 Public Board meeting.	Anita Pisani	March 2023	Incorporated into March Public Board meeting.	Complete
6.8 1 st <i>bullet point</i>	There were plans to revise the level of research information provided to the Board. It was agreed to revise the research section of the next Integrated Governance Report.	Dr David Vickers	March 2023		
6.8 - 3 rd <i>bullet point</i>	To link up Dr Richard Iles with the Research Team as part of the Trust induction	Dr David Vickers	January 2023		
6.10 - 3 rd <i>bullet point</i>	To explore how the information relating to rolling block contracts could be shared with the Board going forward.	Mark Robbins	2023/24	Future session in Private in the coming financial year.	Not due yet