

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

Minute ref	Action	Owner	Due date	Update	Complete?
March 2022					
1.5	To look at creating an internal QN (Queen's Nurse) network which could provide mentors for future aspiring QN applicants and identify and support key research projects to enhance patient care.	Anita Pisani / Liz Webb	September 2022	Professional Education team are looking into the best way of establishing this network. The team have supported this year's applicants with the process and encouragement via both 1.1s and Comms Cascade.	In progress
May 2022					
5.3 – 4 th bullet point	To brief the Infrastructure Committee on the impact of inflation on capital projects	Mark Robbins	August 2022	Incorporated into Infrastructure discussion.	Complete
6.3 – 6 th bullet point	To get an external view on the CQC 'Must Do' action next steps and report to the Clinical Operational Board (COB); a recommendation would come from the COB to the Board.	Kate Howard	July 2022	Incorporated into 3.2 below.	Complete
6.3 – 8 th bullet point	To hold a conversation with Tracey Cooper on how people with complex needs were identified on waiting lists.	Dr David Vickers	July 2022	All services actively manage waiting lists to identify patients with clinical priority.	Complete
10.2	To hold a discussion with Matthew Winn and Rachel Hawkins on how workforce information would be reported.	Rachel Hawkins	June 2022	Assurance maps were now updated and would be linked with the overall assurance discussion scheduled for Non-Executive Directors.	Complete
July 2022					

1.3	To send a formal thank you to Lisa Wright who helped to pull together the digital story	Chair	July 2022	A formal thank you was conveyed to Lisa Wright.	Complete
3.2 - 2 nd bullet point	To bring the evidence relating to completed CQC 'Must Do' action plan to the Board towards end of year.	Kate Howard	November 2022	Not due yet	
4.1 – 9 th bullet point	To check whether the Trust arrangements to support staff transitioning from full time work into retirement were fit for purpose.	Angela Hartley	September 2022	Yes, the Trust has arrangements in place to support staff. These include Pre-Retirement Planning Course to support staff transitioning from full time work into retirement.	Complete
5.2 - 5 th bullet point	To set up a staff champion network for the Green Plan.	Mark Robbins	November 2022	Recruitment has started.	
5.3 - 1 st bullet point	To send a thank you letter to iCaSH team for their response to Monkeypox.	Chair	July 2022	A thank you letter was sent to the team.	Complete
5.3 – 2 nd bullet point	To agree a target for Quality Improvement.	Rachel Hawkins	December 2022	To be agreed and updated to the Board at the next planned QI session in December	In progress
5.3 - 3 rd bullet point	A deep dive on how all the protected characteristics (Developmental Health Inequalities Indicator 2e) would be addressed would be undertaken and scheduled for October Board Development session.	Dr David Vickers	October 2022	Incorporated into October Board Development session Health Inequalities discussion.	Complete
5.3 - 4 th bullet point	To identify the key determinants for Pass/Fail criteria for Bedfordshire Care Alliance (BCA).	Bruce Luter	September 2022	Success in 22-23 may be evidenced by successful delivery of the BCA workplan. The Executive Team receives a quarterly update on progress with the work-plan and this could be summarised in the Chief Executive's report to the Board.	Complete

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	Not due yet	
5.3 - 8 th bullet point	To add some of the early milestones into the Green Plan 'Trust deliverables' table.	Karen Mason	September 2022	Text updated to refer to phased nature of digital platform project, with implementation from 2023-25.	Complete
5.4	To update the assurance matrix to include Clinical Audits and Assurance from the Quality Safety and Improvement Committee	Rachel Hawkins	September 2022	Assurance matrix updated and recirculated to chairs and lead executives	Complete
6.5	To include an update on quality of appraisal in the next bi-annual workforce review.	Angela Hartley	November 2022	Not due yet	
6.7	To clarify the criteria for research projects approval.	Dr David Vickers	July 2022	Criteria clarified; post meeting note added to the minutes.	Complete
6.9 – 2 nd bullet point	To reset vaccination payment expectations with NHSE/I going forward	Mark Robbins	September 2022	Action now complete.	Complete
7.1 -6 th bullet point	To hold a conversation with Anita Pisani and Catherine Dugmore in relation to risks scoring high for a long time.	Rachel Hawkins	September 2022	BAF 3163 and 3164 assurance risks reviewed and reduced	Complete
7.1 -7 th bullet point	To arrange a session prior to October Board Development session to discuss the Trust approach to risks.	Rachel Hawkins	October 2022	Meeting with arranged for 26 th September with the Non Executives to discuss the BAF	Complete
7.1 -8 th bullet point	A further discussion on cumulative risks to be scheduled for October Board Development session	Rachel Hawkins	October 2022	Session arranged for December Board development session and internal audit invited to attend	Complete

7.1 -9 th <i>bullet point</i>	To hold a conversation with Catherine Dugmore about the governance arrangements including risk oversight.	Rachel Hawkins	August 2022	To be discussed as part of the meeting with the Non Executives on 26 th September	Complete
7.1 -10 th <i>bullet point</i>	To clarify the process for incident reporting and provide the context to Catherine Dugmore. The information relating to incidents reporting in the Audit Committee escalation report to be clarified.	Kate Howard	August 2022	Email clarification sent to Catherine (22,08.22), due to meet as part of Catherine's induction so for further review at that point as needed, A paper outlining next steps for the incident audit will be going to QISCom on 7 th September.	Complete
7.1 -14 th <i>bullet point</i>	Reporting arrangements for workforce strategy would be revisited after sharing workforce assurance maps	Rachel Hawkins	September 2022	Reporting of the different priorities of the workforce strategy will still be into the Trust Board	Complete
7.1 – 30 th <i>bullet point</i>	To liaise with Mark Robbins and ensure that violence and prevention was assigned to the Infrastructure Committee	Mercy Kusotera	September 2022	Covered as part of Health and Safety report presented to the Infrastructure Committee.	Complete
9.1	To incorporate Guardian of Safe Working update into the Medical Revalidation Report scheduled for September Board meeting.	Dr David Vickers	September 2022	Incorporated into September Board meeting agenda.	Complete