

## Cambridgeshire Community Services Trust Board (Public)

### Action points from previous meetings

Minute ref	Action	Owner	Due date	Update	Complete?
<b>September 2020</b>					
1.5	Continue to work with both Addenbrookes Hospital and Bedford Hospital to formulate the right package of care for oncology services in the community going forward.	Matthew Winn	January 2021 – <i>(revised to March 2021)</i>	Children’s Community Nursing Service across Bedfordshire is now operating over 7 days. Team has now recruited the additional staff to be able to do this and this includes specialist oncology provision.	<b>YES</b>
6.5	Non-Executive Directors could be more involved with the virtual induction sessions.	Anita Pisani	January 2021	AP discussed with Chair and agreed that virtual induction is already full of information giving and more suited to Executive leads.	<b>YES</b>
<b>January 2021</b>					
1.4 -6 <sup>th</sup> <i>bullet point</i>	Digital Information sharing process (raised during the patient story) to be followed up at Infrastructure Committee.	Mark Robbins		Incorporated into the Infrastructure Committee agenda.	<b>Complete</b>
1.4 – 7 <sup>th</sup> <i>bullet point</i>	To follow up with services re - communication with patients about the management of waiting lists.	Kate Howard	January 2021	The management of waiting lists and how patients are being supported are identified within the COB reports and the Integrated Governance report.	<b>Complete</b>
1.4 -8 <sup>th</sup> <i>bullet point</i>	Mark Thomas (Chief Information Officer BLMK), was leading some work outside of ICS boundaries re - getting clinical systems all linked up. Anita Pisani would check how this would fit with other providers outside of the Trust boundaries.	Anita Pisani	February 2021	Incorporated into February Board Development session.	<b>Complete</b>

1.4 – 9 <sup>th</sup> <i>bullet point</i>	Pete Reve (Service Director, Luton Adults Services) to link with his counterparts in Hertfordshire and discuss how to have a systematic process and keep in contact with patients to avoid patients falling between boundaries. Anita Pisani to check with Pete Reve	Anita Pisani	February 2021	Anita Pisani has contacted Pete Reve; he will link up with his counterparts in Hertfordshire to discuss the process. Pete will pick this up post-pandemic.	<b>Complete</b>
4.3	An information pack on cyber security was being pulled together and the Board would have sight of it. Mark Robbins to follow this up with James Gingell.	Mark Robbins	February 2021	Shared with Gary Tubb for review on 23 <sup>rd</sup> February 2021	<b>Complete</b>
5.3 - 1 <sup>st</sup> <i>bullet point</i>	To re-issue the correct graph (risk by risk type) to replace the wrong graph (risk by directorate) included in the Board Assurance Report.	Rachel Hawkins	February 2021	The correct graph was emailed to Board members.	<b>Complete</b>
5.3 – 5 <sup>th</sup> <i>bullet point</i>	Definitions for green colours on the assurance matrix to be clarified.	Rachel Hawkins	March 2021	Incorporated into the BAF report.	<b>Complete</b>
7.2	To extend the Board's congratulatory message to Dr Tamsin Brown who was awarded a British Empire Medal in the New Year's Honours for the inspirational service she had delivered to children and families across Cambridgeshire.	Kate Howard	January 2021	Congratulatory email sent to Dr. Brown	<b>Complete</b>
7.3	There was need for clarity on roles and responsibilities for the Trust as a Lead Provider and the NHSE/I. Anita Pisani to follow this up with NHSE/I	Anita Pisani	February 2021	Incorporated into February 2021 Board Development session	<b>Complete</b>
7.7	Mark Robbins to check and confirm bank spend colour coding.	Mark Robbins	March 2021	Colour coding checked; incorporated into the IGR report	<b>Complete</b>