

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

Minute ref	Action	Owner	Due date	Update	Complete?
<b>July 2021</b>					
1.5(i)	To follow up with Bedfordshire and Luton Children's Services: <ul style="list-style-type: none"> <li>- to understand why D's diagnosis was given to Eva by email.</li> <li>- To check whether D's needs required a follow up after Autism diagnosis</li> <li>- on medication appointment for D and find out when it would be scheduled. If not booked in as yet, they would get one booked in and confirm with Eva.</li> </ul>	Kate Howard David Vickers		David Vickers and Kate Howard made a follow up with Bedfordshire and Luton Children's Services.	<b>Complete</b>
1.5(ii)	To share the learning from Eva's experience and the impact of communicating diagnosis by letter.	Anita Pisani	July 2021	This action has been taken forward by the service.	<b>Complete</b>
3.4	To convey a formal thank you message from the Board to the Children's and Young People's service for providing a comprehensive response to the actions relating to May Board patient story.	Kate Howard		A formal thank you message was sent to the service on 21 <sup>st</sup> July 2021.	<b>Complete</b>
3.5	To circulate the update on the context and baselines for incidents relating to Bedfordshire 0-19.	Kate Howard		The update was sent to Board members on 9 <sup>th</sup> August 2021.	<b>Complete</b>
4.3 – 2 <sup>nd</sup> bullet point	To share with staff the information on Trust position regarding staff isolation following close contact with a Covid positive case.	Kate Howard David Vickers	July 2021	Information shared with staff via Comms Cascade	<b>Complete</b>

4.3 – 5 <sup>th</sup> bullet point	To explore how information from the Clinical Operational Boards could be explicitly escalated to the Board and ensure there was transparency on backlog information; this could be included on the Integrated Governance Report cover sheet.	Rachel Hawkins		Incorporated into September 2021 Board meeting	Complete
4.3 – 6 <sup>th</sup> bullet point	To schedule discussion on how health inequalities were being addressed in the restoration and recovery plans for the Board Development session	Rachel Hawkins		To schedule as part of the October development session	Complete
5.2 – last bullet point	To present to the Board in September 2021 the revised Infection Prevention and Control (IPAC) Board Assurance Framework.	Kate Howard		Incorporated into September 2021 Board meeting	Complete
5.5 – 9 <sup>th</sup> bullet point	To schedule anti-racism strategy item for October Board development session and invite Austin Chinakidzwa (BAME network Chair) to the session.	Anita Pisani		Not due yet	
5.7 – 2nd bullet point	To liaise with Angela Hartley and schedule staff story for a future board meeting.	Anita Pisani		Staff Story schedule being pulled together.	Ongoing
5.6 - 5 <sup>th</sup> bullet point	To ensure that the Trust Business Continuity plans at service level were specific on when business could not be delivered safely	Rachel Hawkins	November 2021	Included in the updates to the service and Trust business continuity plans	Complete
5.8 -5 <sup>th</sup> bullet point	To continue getting feedback on the format for the 'collaborate with others' section and reflect on future role of ICS and how it would be reported to the Board.	Anita Pisani	December 2021	Not due yet	
5.8 – 6 <sup>th</sup> bullet point	September Integrated Governance Report would be in line with the four agreed 'collaborate with others' indicators.	Anita Pisani	September 2021		
6.2	To work out some messaging to clarify that mass vaccination was a national programme	Karen Mason	September 2021	Message agreed with Clinical Director to share with relevant staff through local channels.	Complete

<p>8.1 – 3<sup>rd</sup> <i>bullet point</i></p>	<p>To incorporate 2021 WRES, WDES and 2020 Gender Pay Gap data into the next bi-annual workforce review report to the Board. The report would include an improvement action plan.</p>	<p>Anita Pisani</p>	<p>November 2021</p>	<p>Not due yet</p>	
<p>8.1 – 7<sup>th</sup> <i>bullet point</i></p>	<p>To work with the Workforce Diversity and Inclusion Group to come up with proposals and recommendations re- meeting Model Employer Goals for 2025. This would be included in the bi-annual workforce review.</p>	<p>Anita Pisani</p>	<p>November 2021</p>	<p>Not due yet</p>	