

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

Minute ref	Action	Owner	Due date	Update	Complete?
March 2021					
4.5- 1 st -3 rd <i>bullet points</i>	To update the Board and Committees Terms of reference incorporating comments from the Board. The updated version would be re-circulated to the Board for approval.	Rachel Hawkins Mercy Kusotera	March 2021	Final amendments for the Infrastructure Committee have been discussed and are being updated into the ToR document. Further discussions on Ethics Committee are also underway.	Ongoing
4.7	To review the 'reducing the burden plan' in June 2021	Rachel Hawkins	June 2021	This would be part of the recovery plan which would be presented to the Board Development session in June 2021. Incorporated into June Board Development session.	Complete
5.6	To review 'collaborate with others' section in the Integrated Governance Report.	Anita Pisani	September 2021	Expanded in July Integrated Governance Report and will be updated further in September's in line with new indicators.	Complete
May 2021					
1.4 -6 th <i>bullet point</i>	The Children's and Young People's service would explore if there were other options to support new mothers and what a patient centred approach would be during a similar crisis.	Kate Howard	July 2021	Services provided feedback; attached to the action log (Annex 1).	Complete
1.4 – 7 th <i>bullet point</i>	To look at lack of continuity of care with multiple use of Just One Norfolk as a system issue and to help target and personalise care.	Kate Howard	July 2021	Feedback provided; attached to the action log (Annex 1).	Complete
4.2	To amend the Board meeting pack re – Chief Executive Report to reflect that the Head of Internal Audit Opinion was being finalised and had not been circulated to the Audit Committee as yet.	Mercy Kusotera	May 2021	The meeting pack was updated and published on the Trust website	Complete

4.5	Information relating to Quality Impact Assessment was included in the Board Assurance Framework; the context and an update to be provided to the Quality Improvement and Safety Committee.	Rachel Hawkins	September 2021	Incorporated into September Quality Improvement and Safety Committee meeting.	Complete
5.3 - 5 th bullet point	To provide context and baselines for incidents relating to Bedfordshire 0-19 and an increase in the patient safety incidents reported in February and March 2021.	Kate Howard	July 2021	Incorporated into July Integrated Governance Report.	Complete
5.3 – 9 th bullet point	To reflect on how to communicate messages relating to vaccination and symptoms re - people who had been vaccinated.	Kate Howard David Vickers	May 2021	Incorporated in Comms Cascade	Complete
5.6	To share with Board members, a 'Ted Talk' film from Chris Turner, an NHS consultant in emergency medicine. The film is about workplace behaviour.	Anita Pisani	June 2021	Film emailed to the Board on 13 th July 2021.	Complete
5.9	To bring a gap analysis and any improvement actions to a future Trust Board Development session for further discussion and sign off.	Anita Pisani	June 2021	Update given to the Board at the Board Development Session in June and also included in the Chief Executive Report (July Board meeting).	Complete
5.10 – 1 st bullet point	The Board would spend more time on Cambridgeshire and Peterborough ICS at a future Board Development session. This would include the governance and reporting structures.	Matthew Winn	June 2021	Incorporated into June Board Development Session.	Complete
5.10 – 2 nd bullet point	Future Integrated Governance Report 'collaborate with others' section to include details on the Princess of Wales (POW).	Anita Pisani	July 2021	Incorporated into July Integrated Governance Report.	Complete
6.1 – 5 th bullet point	To confirm to the People Participation Committee re- Trust assurance around Accessible Information Standards.	Mercy Kusotera	July 2021	Incorporated into August People Participation Committee meeting.	Complete