

**Cambridgeshire Community Services Trust Board (Public)
Action Points from September 2019 Meeting**

Minute ref	Action	Owner	Due date	Update	Complete?
4.10	The next Workforce Review to provide a detailed analysis of sickness absence pressures.	Anita Pisani	13 Nov 2019	To be included in the next Bi-annual workforce review. On the agenda for November Board.	Yes
May 2019					
3.23	To explore the quality of appraisals at a future Board development session	Anita Pisani	13 Nov 2019	Further feedback from staff on the quality of their appraisals will be included in the November bi-annual review.	Yes
July 2019					
1.11	To explore how volunteers could be used to reach out to other people who are living with HIV, in particular newly diagnosed patients.	Tracey Cooper/Anita Pisani	November 2019	The service is exploring HIV support groups across all iCaSH services. Further update to be provided through Ambulatory Clinical Operational Board as appropriate – action to be closed at Board level.	Yes
4.36	An update on the Cost Improvement Plans (CIP) to be provided at the Clinical Operational Boards in September.	Mark Robbins	September 2019	CIP update discussed at Wider Exec meeting on 8 th October 2019 to agree action plan.	Yes
September 2019					
1.16	To distinguish whether stories to the Board are from a Patient/Service User and update the agenda accordingly.	Mercy Kusotera	November 2019	Covered on the Patient Story item and would be monitored for all future stories.	Yes
3.2	To remove items relating to business as usual from the actions log and ensure they are included in future reports.	Mercy Kusotera	November 2019	The actions log has been updated.	Yes