

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

Minute ref	Action	Owner	Due date	Update	Complete?
March 2021					
1.4 -4 th <i>bullet point</i>	To hold an offline discussion on how to make videos accessible in other languages. The Trust has ReciteMe app which can translate videos from English to other languages.	Karen Mason Jenna MacLaren	March 2021	Plans being developed to transcribe each of the videos so text can be added to public website and translated using the ReciteMe function. Timescale for completion to be advised.	Complete
1.4 – 5 th <i>bullet point</i>	To explore whether Charitable Funds could be used to support patients who needed digital equipment and access to IT.	Mark Robbins	March 2021	Charitable Funds (CF) can be used, and Dreamdrops have been supporting with the provision of used laptops to support home schooling. In BLMK NHS funding has been utilised to provide iPads into Care Homes, and CF funds could be used to expand this further alongside the existing of Assitive	Complete
1.4 -6 th <i>bullet point</i>	To discuss about the impact, cost implications and learning on services. This action would be captured during Board Development session	Kate Howard	June 2021	Incorporated into Board Development session discussion.	Complete
4.1	To remind staff via Comms cascade that the EU Settlement Scheme deadline was 30 th June 2021	Anita Pisani	March 2021	A message reminding staff about the deadline was included in Comms cascade on 18 th March 2021	Complete
4.2 –14 th <i>bulletin point</i>	BAME staff had undertaken a survey on vaccination; results would be discussed at the next BAME meeting on 24 th March 2021.	Anita Pisani	March 2021	Results from the survey were shared at the network meeting on 24 th March 2021.	Complete
4.3	To convey the Board's thanks to all staff involved in mass vaccination programme and also the Comms Team.	Anita Pisani	March 2021	Email message was circulated to all staff working in the mass vaccination programme as agreed.	Complete

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
4.5- 4 th <i>bullet point</i>	The number of Committee meetings not met due to the pandemic would be documented and presented to the Audit Committee	Mercy Kusotera	July 2021	Incorporated into July Audit Committee meeting.	Complete
4.7	To review the 'reducing the burden plan' in June 2021	Rachel Hawkins	June 2021	This would be part of the recovery plan.	Not yet due
5.2 -8 th <i>bullet point</i>	A review of the Health and Safety Executive findings was being undertaken by IPAC and would be escalated to the Quality Improvement and Safety Committee and then to the Board in May 2021	Kate Howard	May 2021	Incorporated into May Board meeting agenda.	Complete
5.3- 1 st <i>bullet point</i>	To convey thank you message from the Board to the Safeguarding Team for providing detailed safeguarding data.	Kate Howard	March 2021	Message conveyed verbally and via email.	Complete
5.3 -7 ^h <i>bullet point</i>	To reflect on the risk grading for the risk relating to the impact of Covid 19 on health outcomes (risk 3260) and ensure the risk was correctly scored.	Kate Howard David Vickers	March 2021	A review was undertaken which included Service Directors and the risk has been increased to 16.	Complete
5.5 -3 rd <i>bullet point</i>	To share with the Chair the highlights of the Trust's response to CQC consultation review.	Kate Howard	March 2021	An email was sent to the Chair.	Complete
5.6	To review 'collaborate with others' section in the Integrated Governance Report.	Anita Pisani	June 2021	NOT DUE YET	

5.7	Contract performance continued to be paused. To hold conversations with Commissioners once the operational planning guidance became available.	Mark Robbins	May 2021	Operational Planning guidance for 21/22, Q1 – Q2 carry over of existing 20/21 C-19 arrangements and guidance due June 2021 for Q3 and Q4	Complete
6.1	The Trust BAME and Long Term Conditions and Disabilities (LTCD) networks would be asked to discuss the staff survey results.	Angela Hartley	March 2021	Both networks discussed the staff survey results on 24 th March 2021.	Complete
6.2 -2 nd bullet point	To review the Trust Working from Home Policy to mirror best practice for remote working; this would include taking some legal advice on employment relationships. The review would be part of the recovery plan.	Angela Hartley	May 2021	HR input complete and policy now sitting with Rob Freak, policy owner, for completion.	Complete
6.2 -4 th bullet point	To hold an offline discussion with Fazilet Hadi re- WRES and WDES response	Angela Hartley	March 2021	A conversation was held.	Complete
7.1	There was a new national guidance to change the terminology (BAME) to ethnic minority staff. The BAME network to propose the change for the network name during their meeting on 24 th March 2021.	Anita Pisani	March 2021	The network proposed to change its name to Diversity network.	Complete
7.2	To hold an offline discussion on Baby Friendly evidence	Angela Hartley Anna Gill	May 2021	Arrangements in place re-holding an offline conversation with Baby Friendly Leads.	Complete