

**Cambridgeshire Community Services Trust Board (public)
Action Points and follow up – from March 2018 Meeting**

Minute ref	Action	Owner	Due date	Update	Complete?
January 2018					
4.7	To review whether to introduce a system for reporting medical vacancies similar to Cambridgeshire and Peterborough NHS Foundation Trust and how this would be reported to the clinical operational board.	Anita Pisani Jorge Zimbron Taff Gidi	31 Mar 2018	Meeting held on 4 April 2018. Dr Zimbron shared a sample of the report format used at CPFT.	Yes
4.9	To discuss alternative solutions for Dr Zimbron to meet with trainees based outside Cambridgeshire including use of technology.	David Vickers Jorge Zimbron	31 Mar 2018	In hand and to be monitored by the Trusts' post graduate education lead	Yes
5.6	To include cost improvement plans for 2018/19 and 2019/20 where possible in the finance report.	Mark Robbins	31 May 2018	2018/2019 cost improvement planning update included in March Finance report. 18/19 finalised plans to be presented to the next meetings of the clinical operations Boards. Date not yet determined for a meaningful 19/20 analysis to be written.	Yes
5.8	To consider setting internal stretch performance plan targets which are better than NHS Improvement targets by division for agency expenditure.	Mark Robbins	31 Mar 2018	To be agreed with service directors by Friday 18 th May 2018 for each division	No
March 2018					
4.7	Communications team to arrange for Non-Executive Directors to receive a Back to the Floor quarterly update	Karen Mason	30 June 2018	Not due yet	
5.2	To confirm a definitive date for implementation of NHS mail in care homes.	Anita Pisani	31 May 2018	Digitalisation Lead in Luton confirmed that all as at mid March 2018 7 care homes had access to NHS Mail. Plan is for all others to have access within 6 months.	Yes

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5.4	To check if clinical audits relating to sepsis are undertaken in Adult teams.	Julia Sirett	31 May 2018	Not currently undertaken – added to Clinical Audit plans for relevant Luton based adult teams	Yes
5.5	The Infection Prevention and Control Annual Report to include an update on sepsis.	Julia Sirett	December 2018	Not yet due	
5.7	To include regular updates on staffing levels in the bi-annual workforce review.	Anita Pisani	31 May 2018	Included within the report	Yes
5.13	To discuss with NHS Improvement on learning from deaths approach.	David Vickers	30 Jun 2018	Not yet due	
5.14	To discuss with Linda Sharkey how to share learning from the Learning from Deaths review.	Anita Pisani	31 May 2018	Not yet due	
5.15	To undertake a more detailed discussion on Quality Impact Assessments at clinical operational board.	Julia Sirett Taff Gidi	30 April 2018	Complete	Yes
5.25	Assess reason for increase in IG incidents since 2015 and report/discuss these at a future IG steering group meeting	Taff Gidi David Vickers	31 July 2018	Not due yet	