

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

Minute ref	Action	Owner	Due date	Update	Complete?
November 2017					
8.2	To speak with the Chief Executive of Luton and Dunstable Hospital and the lead at Luton Clinical Commissioning Group about the BCG issue.	Matthew Winn Anita Pisani	31 March 2018	Update included in Luton Children & Adults key issues report.	Ongoing
9.13	To implement the new people participation Board subcommittee by April 2018.	Taff Gidi	31 Mar 2018	Terms of Reference on the Agenda	Y
11.8	To review the Board/Subcommittee assurance map with the Chair and lead executive for each committee. Members to also review all other maps.	Taff Gidi	28 Feb 2018	Update Assurance Map on the agenda	Y
January 2018					
1.12 & 1.13	To ensure the issues raised in relation to equipment and facilities in Dynamic Health gyms are addressed and consideration given to these in all future builds.	Mark Robbins	31 Mar 2018	Verbal update to be provided	ongoing
3.4	To update minutes of the previous meeting in line with the changes agreed by the Board	Taff Gidi	31 Mar 2018	Minutes updated	Y
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	Waiting for confirmation of availability from Dr Zimbron.	ongoing
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		Not yet due
4.13	To include trend analysis in future reports.	Jorge Zimbron	31 Mar 2018	Action moved to the forward planner for the next update to the Board.	Y

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4.21	To present a report on the findings on learning from deaths including sources of assurance in March 2018.	David Vickers Julia Sirett	31 Mar 2018	Included in March Quality Board report	Y
5.6	To include cost improvement plans for 2018/19 and 2019/20 where possible in the finance report.	Mark Robbins	31 Mar 2018	2018/2019 cost improvement planning update included in Finance report. 2019/2020 to be included in next Trust Board finance report in May 2018.	ongoing
5.8	To consider setting internal stretch cost improvement plan targets which are better than NHS Improvement targets by division.	Mark Robbins	31 Mar 2018		Not yet due
6.2	Future Key Issues and escalation points from Clinical Operational Boards reports to include details of the variance and how long a KPI had not been met.	Taff Gidi	31 Mar 2018	Revised Key Issues report presented to Board in March.	Y
6.7	Cambridgeshire Universal Children's Services appraisal rate 71.4%. Compliance levels to be closely monitored by Clinical Operational Board.	Anita Pisani	31 Mar 2018	Appraisal levels within Cambridgeshire Universal Children's Services increased to 83.12% in January 2018. Progress with compliance will be further reported to April Clinical Operational Board.	Y
6.9	To discuss with the service director and ensure an action plan for meeting KPIs at year end was included in the next clinical operational board report. The update was to also include an action plan on appraisals.	Mark Robbins	31 Jan 2018	Performance report includes year end forecast position for KPIs	Y
8.5	To ensure risk 1349 is updated to clarify that this refers to physiological health needs.	Taff Gidi	31 Mar 2018	Risk has been updated	Y
8.11	To ensure refreshed board assurance framework is updated in line with the discussions at the Board meeting.	Taff Gidi	31 Mar 2018	Completed	Y
9.1	To ensure the venue for Board away day is arranged being mindful of the Quality Improvement and Safety Committee	Taff Gidi	31 Mar 2018	completed	Y

Minute ref	Action	Owner	Due date	Update	Complete?
	meeting to be held in the morning.				