

**ADULTS AND HEALTH COMMITTEE MINUTES - ACTION LOG**

This is the updated action log as at 11 January 2024 and captures the actions arising from the most recent Adults and Health Committee meeting and updates Members on the progress on compliance in delivering the necessary actions

Meeting 9 March 2023						
Minute No.	Report Title	Action to be taken by	Action	Comments	Status	Review Date
169.	Major Trauma in the East of England and the Potential Establishment of a Second Major Trauma Centre in Norwich	Richenda Greenhill	Requested forecast data on the number of patients which would be seen by the proposed NNUH (North Norwich University Hospital) development, rather than Addenbrookes, that had an injury severity score rating above 15 (indicating the injury was life threatening or life changing).	<p>20.04.23 request sent to NHS E for update awaiting response.</p> <p>09.05.23 Reminder sent.</p> <p>07.06.23 We have had confirmation that NHSE colleagues have left and are now chasing directly with Addenbrookes.</p> <p>25.09.23: A response will be requested at the next Cambridge University Hospitals Quarterly liaison meeting.</p> <p>15.01.24: Reminder sent.</p>	In progress	

Meeting 29 June 2023						
Minute No.	Report Title	Action to be taken by	Action	Comments	Status	Review Date
189.	Cambridgeshire and Peterborough Shared Care Record	Richenda Greenhill	Digitisation in relation to social care was identified as a key issue and the committee would like to see timetables on that outside of the meeting.	29.09.23: The Shared Care Record Phase 2 (including social care records) is being scoped between now and end of December 2023. A further update will be provided when this work is complete.	In progress	February 2024
190.	Access to GP Primary Care Services	Richenda Greenhill	Requested that a copy of the ICS report on lessons learnt from Priors Field be sent to the committee once completed.	<p>20.09.23: It is expected that the report will be taken to the Integrated Care Board in November 2023. A copy will be made available to the committee at that time.</p> <p>04.12.24: The report will be reviewed in January 2024, so the earliest date it is expected to be available is February 2024.</p>	In progress	February 2024

Meeting 5 October 2023						
Minute No.	Report Title	Action to be taken by	Action	Comments	Status	Review Date
195.b	Adult Social Care Workforce Provider Support Plan	Donna Glover	a member highlighted that it was unclear what the £800,000 would be spent on and that it was important that clear targets were set and agreed for the initiative and circulated to the committee. Officers agreed to review and come back to committee on progress.	Activity is underway and an update will be provided at the next committee once finalised and KPIs are in place	In progress	
206.	Cambridgeshire and Peterborough Integrated Care System Winter Plan 2023/24	Richenda Greenhill	A Rapid Review Group was established to pursue the lines of questioning discussed informally by committee members at their scrutiny pre-meet and to provide feedback to the ICS, in consultation with Spokes.	22.11.23: A provisional review meeting date has been set for 8 <sup>th</sup> December 2023.  16.01.24: A copy of the Rapid Review Group's feedback and recommendations was sent to the Chair of the Integrated Care Board on 16 <sup>th</sup> January 2-24.	Completed	
207.a	Health scrutiny training and future work plan	Richenda Greenhill	Data on the number of health scrutiny reports considered under the previous and current Administrations to be reviewed by Spokes.	23.11.23: Data submitted to Spokes meeting on 23 <sup>rd</sup> November 2023.	Completed	

207.c	Health scrutiny training and future work plan	Richenda Greenhill	An item on improving health outcomes for people with learning disabilities would be added to the agenda plan for December, with a member briefing session arranged before the public scrutiny session.	05.12.23: This item has been added to the agenda plan for December. Work is continuing to arrange a member briefing session in advance of the meeting.	Completed	
207.d	Health scrutiny training and future work plan	Richenda Greenhill	A training session around dentistry this would be beneficial.	10.10.23: Timing to be confirmed once the Committee's 2024/25 workplan has been agreed.	In progress	February 2024
207.e	Health scrutiny training and future work plan	Richenda Greenhill	Spokes would have a preliminary discussion around a possible future health scrutiny session on excess deaths around covid.	16.11.23: Included for discussion in the Health Scrutiny Update to the Spokes meeting on 23 <sup>rd</sup> November 2023.	Completed	

Meeting 14 December 2023						
Minute No.	Report Title	Action to be taken by	Action	Comments	Status	Review Date
212.a	Procurement of All-Age Carers Service	Anne Betts-Walker	Officers stated that they had last years report that showed contacts and activity levels and this could be circulated to members	12-month rolling scorecard drafted and circulate to members on 11 January 2024	Completed	
212.b	Procurement of All-Age Carers Service	Anne Betts-Walker	Officers stated that they could share the information with member on how they reached the conclusions and recommendations in the report .	A&H Committee report for 25/01/24 updated to include this information. Confidential appendix detailing conclusions and recommendations	Completed	
212.c	Procurement of All-Age Carers Service	Anne Betts-Walker	The chair requested an item at the next spokes meeting on the budget and value for money on the contract.	Report at spokes on 8 January 2024	Completed	
212.d	Procurement of All-Age Carers Service	Anne Betts-Walker	A member requested that the questions raised by members be captured and circulated to the committee.	Circulated to the Committee on 19 December 2023	Completed	
215.	Falls Prevention Strategy	Emily Smith	Officers commented that this would have been the 'Stay well this winter' communications pack and officers could direct members to where this was made available	Circulated to Committee on 11 January 2024	Completed	

216.	Public Health Risk Report	Jyoti Atri	She stated that they were looking at introducing a skills mix which would help to address the shortages and stated she would be happy to raise the impact score to four (Risk E)	The risk register has been updated accordingly.	Completed	
217.	Finance Monitoring Report – October 2023	Justine Hartley	Officers agreed to go back and find out the debt right off figure for members.	From the latest debt report issued 12 January 2024: ASC debt write offs in 23/24 to end December: £366,025. This compares to a total of £1,072,746 of ASC debt written off in 2022/23. Its is expected that write off activity will increase as we approach year end and we are assuming a similar level of ASC debt write offs to last year in our forecasting for full year 2023/24.	Completed	

219.a	Adult and Health Committee agenda plan, training plan and committee appointments	Patrick Warren Higgs/Tamar Oviatt Ham	The Chair also requested that a report be brought to committee around the relevant Debt Implementation Plan but that this be reviewed to deem what would be appropriate for the committee to review.	<p>Response from Executive Director: Adults, Health and Commissioning: We will continue to report on the debt position through our financial reports.</p> <p>Response from Monitoring Officer: Social Care Debt scrutiny: Audit and Accounts Committee receive a six month report on debt management which they scrutinise as part of their role and debts relating to social care are included within that. The most recent update on social care debt having been provided to the committee on 1<sup>st</sup> December 2023. Strategy, Resources and Performance set the strategic intent in relation to recover of debt owed to the Council across all services areas.</p>	Completed	
219.b	Adult and Health Committee agenda plan, training plan and committee appointments	Patrick Warren Higgs	The Chair also sought a report on the procurement process to include a preview looking at the year ahead so that the committee could give a steer.	This will be taken through Spokes, to agree a series of training/member development sessions.	Completed	

219.c	Adult and Health Committee agenda plan, training plan and committee appointments	Jyoti Atri/Tamar Oviatt Ham	A member stated that he hoped the referral from the Audit and Accounts Committee would be considered separately in relation to the Healthy Child Programme Contract and the Integrated Drug and Alcohol Contract, and this was unusual to take place under the constitution and stated that it deserved a separate paper. The Chair explained that he had stated earlier in the meeting that this would be included in a future finance and performance report and hoped this would be acceptable. The members suggested that the Chair check with the Monitoring Officer whether this would be acceptable.	Report from Audit scheduled for Committee on 25 January	Completed	
219.d	Adult and Health Committee agenda plan, training plan and committee appointments	Jyoti Atri/Tamar Oviatt Ham	The Chair asked the committee if they wished to have a separate report on this which was agreed.	See action above	Completed	
219.e	Adult and Health Committee agenda plan, training plan and committee appointments	Patrick Warren Higgs	In relation to the training plan, the Vice Chair stated she had asked the Executive Director to put some training/ seminar in place to discuss Care Together.	PWH picking this up with Will Patten as part of a review of the wider training plan	In progress	



221.	NHS Workforce Development: Primary Care and Nursing Workforce	Claudia Iton, Chief People Officer, ICS	A note was offered after the meeting on what percentage of the local primary care workforce was recruited internationally	15.01.24: Reminder sent.	In progress	February 2024
222.	Health Scrutiny Work Plan	Richenda Greenhill	The Vice Chair suggested discussing the timing of the scrutiny of dental services at the next Integrated Care Board/ Healthwatch Liaison Group.	15.01.24: The liaison meeting scheduled for 19 <sup>th</sup> January 2024 is being re-arranged to a conflict in diaries.	In progress	February 2024
222.	Health Scrutiny Work Plan	Jyoti Atri	Health inequalities. The Chair would welcome the Director of Public Health's advice on how this might constructively be scrutinised.		In progress	
222.	Health Scrutiny Work Plan	Richenda Greenhill	The Chair and Vice Chair would feedback on potential areas for scrutiny relating to the East of England Ambulance Service after their meeting with the EEAST leadership team on 11 <sup>th</sup> March 2024.		In progress	March 2024