

ADULTS AND HEALTH COMMITTEE MINUTES - ACTION LOG

This is the updated action log as at 5 December 2023 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).	20.04.23 request sent to NHS E for update awaiting response. 09.05.23 Chaser sent. 07.06.23 We have had confirmation that NHSE colleagues have left and are now chasing directly with Addenbrookes. 25.09.23: A response will be requested at the next Cambridge University Hospitals Quarterly liaison meeting.	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.	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	
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.	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.	In progress	

Meeting 5 October 2023

Minute No.	Report Title	Action to be taken by	Action	Comments	Status	Review Date
195.a	Adult Social Care Workforce Provider Support Plan	Donna Glover	requested a comparison of figures for the programme quantitative KPIs against statistical neighbours as well as the national average.	Slide circulated on 4 December 2023	Closed	
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	

198.	Rough Sleeper Drug and Alcohol National Grant Funding	Jyoti Atri/Val Thomas	requested further detail on the outcomes of the programme as it developed, including how many individuals removed from homelessness, how many individuals taking up the programme etc. The Chair stated that it was key to understand the effectiveness of these programmes to affect these issues. The Director of Public Health stated that officers would come back to a future committee meeting with an update on the programme and outlining the key outcomes for the programme.	A report will be taken to spokes on the impact of the additional Drugs and Alcohol grants. This will be in January 2024.	Closed	
200.a	Customer Care Annual Report 01 April 2022 – 31 March 2023	Fran Marshall/Liz Cook	a member requested that the format be reviewed so that the data remained but so that the same format and wording was not used year on year and also to include the voices of those that had complaints that still had not been satisfied. Officers agreed to review the format of the report and include the voice of complainants.	The Customer Care Manager is revising the format and content of the annual report to take forward the feedback from the member in the next annual report (2024-2025). Executive Director, PSW and Customer Care Manager will give consideration as to how the voices of those who were not satisfied with their complaint response can be included in the report. This raises a potential challenge as it should not impact / cross over on the complaint escalation process, which deals with dissatisfactions. The voice of complainants will be included in the next annual report	Closed	

200.b	Customer Care Annual Report 01 April 2022 – 31 March 2023	Fran Marshall/Liz Cook	a member requested bar charts to show percentage terms.	Percentages will be included in graphs going forward	Closed	
201.a	Adults, Health and Commissioning Risk Register Update	Patrick Warren Higgs	a member questioned why there was not a risk on the register on the physical condition of care homes and queried if there were regular inspections. The Executive Director for Adults, Health and Commissioning explained that the Care Quality Commission (CQC) were responsible for inspecting care homes and the authorities responsibilities were around quality of care. He explained that there was a council team that inspected homes alongside the CQC and this was done on a continual basis. He explained that he would add some relevant wording in to the quality of care risk.	AHC Risk Register is being reviewed and updated and will form part of an update to AH Committee in March 2024	Closed	

201.b	Adults, Health and Commissioning Risk Register Update	Patrick Warren Higgs	a member questioned how the financial risk H in relation to the Councils financial position and the continued pressures in Adult Social care finances had played out in terms of the triggers and the mitigating actions that had been in place over the last few years and how this had affected the likelihood. The Executive Director for Adults, Health and Commissioning commented that there had been a deep dive recently on debt risk and concerns in this area had been addressed. He explained that he could report back on the mitigations in this area.	AHC Risk Register is being reviewed and updated and will form part of an update to AH Committee in March 2024	Closed	
204.a	Adult and Health Committee agenda plan, training plan and committee Appointments	Jyoti Atri	A member requested a report at the December Committee on the resolution to the three outstanding recommendations overdue by three months in the actions in relation to the internal audit progress report that went to the last Audit and Accounts Committee, in relation to the Healthy Child Programme and the Integrated Drugs and Alcohol Systems Contract.	Report circulated on Friday 24 November 2023	Closed	

204.a	Adult and Health Committee agenda plan, training plan and committee Appointments	Tamar Oviatt-Ham	A member requested that a report come to committee on the council's strategy as a major employer on employing individuals with learning disability and autism, following a previous motion at Full Council. The Leader of the Council confirmed that this would be on the agenda for Staffing and Appeals Committee in November.	Update provided in the Peoples Strategy Report at Staffing and Appeals Committee on 7 November.	Closed	
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.	A provisional review meeting date has been set for 8 th December 2023.	In progress	
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.	To be reviewed by Spokes on 23 rd November 2023	In progress	
207.b	Health scrutiny training and future work plan	Richenda Greenhill	An action-log style document would be introduced to ensure that committee recommendations were recorded and tracked.	This will be included in the published papers for the December committee meeting.	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.	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.	In progress	
207.d	Health scrutiny training and future work plan	Richenda Greenhill	A training session around dentistry this would be beneficial.	Timing to be confirmed once the Committee's 2024/25 workplan has been agreed.	In progress	
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.	To be discussed by Spokes on 23 rd November 2023.	In progress	