

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

This is the updated action log as at 17 June 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	Ian Walker, CUHFT	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> <p>26.01.24: Update requested at the CUHFT Liaison Group meeting.</p> <p>07.02.24: Reminder sent.</p> <p>23.04.24: Reminder sent.</p>	In progress	

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	<p>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.</p>	<p>Activity is underway and an update will be provided at the next committee once finalised and KPIs are in place</p> <p>02.05.24 There has been good uptake to the Care Academy since the launch in January 2024. As at March 2024 140 care workers and 35 provider sites had signed up and we continue to see a steady rate of interest. We are currently in the process of commissioning a Training Needs Analysis to be undertaken with our care provider market. This will provide comprehensive workforce training data to identify gaps in skills and competencies, with recommendations on priority training needs and sources to inform further bespoke training offers we need to commission locally to support skills development across the sector.</p>	Complete	April '24

Meeting 14 December 2023

Minute No.	Report Title	Action to be taken by	Action	Comments	Status	Review Date
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  27/2/24 - Member engagement/training programme being developed as per request (JM)  Members development session planned for 25 <sup>th</sup> April and ongoing dates for Care Together updates scheduled.	Complete	
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	Alex Parr	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.  18.4.24 Meetings were put on hold and will now be arranged.	In progress	
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.	Completed and sent to Democratic services for circulation.	Completed	

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.	Suggested areas: Workforce Development including support provided to staff. Response times	Completed	
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Meeting 14 December 2023						
Minute No.	Report Title	Action to be taken by	Action	Comments	Status	Review Date
232.a	Adults Corporate Performance Report	Sarah Bye	Officers explained that section 42 was the council's statutory duty to make enquires around adult safeguarding, and there was a significant piece of work being undertaken in relation to the adult safeguarding service delivery plan which included the multiagency safeguarding hub (MASH) and the wider adult social care system. Officers explained that they were in the middle of reviewing all of the enquires so once they had gathered all of the data, they would be able to provide an update to committee.	22.2.24 Response to query raised has been drafted and with PWH to agree.  8.5.24 Response to be circulated to Committee.	Completed	

Meeting 7 March 2024						
Minute No.	Report Title	Action to be taken by	Action	Comments	Status	Review Date
238.	Occupational Therapy Section 75 Agreement	Diana Mackay	the Chair requested that officers informed the chair and vice chair when the agreement had been signed.			
239.	Procurement of Diagnostic of Hospital Discharge Arrangements	Patrick Warren Higgs	a member questioned if there were figures to show where the discharge to assess was not happening and why, and queried if this would form part of the diagnostic exercise. The chair asked that further information be provided by officers on this.	The diagnostic once concluded, will cover those areas where discharge to assess was not happening, or could be improved. A paper for Committee will be prepared following the diagnostic for any decisions arising from this work.	Completed	
240.a	Finance Monitoring Report – January 2024	Patrick Warren Higgs	requested a specific session for the committee on workforce.	To propose this as a topic as part of Members development sessions	In Progress	
240.b	Finance Monitoring Report – January 2024	Patrick Warren Higgs	requested a future discussion at committee on debt management to cover the responsibilities of the committee in this area and to review the adult social care debt management improvement plan.	Debt Improvement Plan actions to be circulated to committee members for information following latest updated position at the end of Q4 2023/4. Updates on the latest position of debt management will be provided as part of the quarterly finance report to Committee	In Progress	
241.	Adults, Health and Commissioning Risk Register Update	Sarah Bye	a member requested that the care academy should be referenced in the mitigating action in relation to risk 14.	This has been reviewed and added to the Risk Register	Completed	

245.a	Adult and Health Committee agenda plan, training plan and committee appointments	Patrick Warren Higgs	The Chair commented that he had been in discussion with the Vice Chair and Officers about using the April reserve date as a development day for the Committee and that this would be finalised and communicates to members shortly.	Session in the diary for 25 April 10-1 – to cover Market Shaping, Care Together and South Partnership Board	Completed	
245.b	Adult and Health Committee agenda plan, training plan and committee appointments	Patrick Warren Higgs	A member requested a briefing on the progress of the Care Academy	8.5.2024 Members have been briefed separately following the committee discussion.	Completed	
245.c	Adult and Health Committee agenda plan, training plan and committee appointments	Richenda Greenhill	The Chair asked members to consider putting their names forward for appointments to NHS Provider Liaison Groups, and asked officers to recirculate the list of groups	List circulated to members on 8 <sup>th</sup> March 2024.	Completed	
247.a	Approval Process for the Responses to NHS Quality Accounts 2023-24	Richenda Greenhill	asked that the following issues should be considered for each Quality Account: waiting lists; lack of funds; links with the County Council and the extent to which these were working or not; staff recruitment and retention; and any specific challenges faced by the Trust.	Included for consideration of each draft Quality Account.	Completed	

247.b	Approval Process for the Responses to NHS Quality Accounts 2023-24	Richenda Greenhill	sought clarification if Provider Liaison Groups discussed anything other than the Quality Accounts. It was clarified that they had a wider remit to discuss potential issues for future scrutiny sessions and current issues. A list of the groups would be circulated after the meeting.			
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