**Summary of Actions from Board meeting on 24 September 2014**

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| **Relevant Item** | **Action** | **Responsibility** |
| BOD 119/14 (b) | **Service Remodelling – overview**  Provide an overview of what each Service Directorate covered.  ***Status****:* ***completed*** | YT |
| BOD 119/14 (c) | **Staff Survey and staff Friends and Family Test**  Survey results and corresponding action plans would be presented in either the next Workforce Report to Board (in October) or alongside the patient experience report (due in November).  ***Status: Update Required*** | MMcE |
| BOD 119/14 (d) | **Executive and Non-Executive Visits**  Circulate updated paper on visits.  ***Status****:*  ***Update Required*** | RA |
| BOD 119/14 (e) | **NHS Constitution Compliance Report**  Discuss and agree who should take responsibility for this report.  ***Status: not yet auctioned*** *(to be discussed when RA returns from leave)* | RA / JCH |
| BOD 120/14 (d) | **Joint Committee on Warneford Hospital Site**  With the University of Oxford, establish a joint committee on the Warneford Hospital Site and include within the Trust’s governance system.  ***Status: in progress*** | SB/ JCH |
| BOD 121/14 (a) | **AGM**  Seek Council feedback on the AGM.  ***Status: on the agenda*** *(for next Council meeting)* | MGH / JCH |
| BOD 124/14 (c) | **SIRIs**  Agree general themes (and action plans) relating to SIRIs and ensure recommendations from investigations reference back to relevant themes (rather than develop their own action plans).  ***Status****:*  ***Update Required*** | RA |
| BOD 124/14 (d) | **Quality and Safety Report**  Amend report prior to publication.  ***Status****:* ***completed*** | RA |
| BOD 125/14 (a) | **Inpatient Safe Staffing**  Present six monthly establishment report to Board in October 2014.  ***Status: on the agenda*** | RA |
| BOD 125/14 (b) | **Inpatient Safe Staffing**  Continue to work on linking staffing level data with other data sets to try and show the impact of staffing levels.  ***Status****:*  ***Update Required*** | RA |
| BOD 125/14 (c) | **Inpatient Safe Staffing**  For future reports, Consider showing more clearly the initiatives taken to narrow the gap between planned and actual levels and consider how this report linked with the Workforce Report.  ***Status****:*  ***Update Required*** | RA |
| BOD 125/14 (d) | **Inpatient Safe Staffing**  Discuss with Sue Dopson and CLAHRC opportunities to undertake research using Trust published data.  ***Status: in progress*** *(being raised where appropriate)* | SB |
| BOD 127/14 (b) | **Equality Objectives**  Include reference to LD in the objectives and ensure the report focuses on all counties (and not just Oxfordshire).  ***Status****:*  ***Update Required*** | RA |
| BOD 127/14 (c) | **Equality Objectives**  Provide clarity on the approach being taken with regards Objective 10 following the earlier discussion at Integrated Governance Committee.  ***Status****:*  ***Update Required*** | RA |
| BOD 128/14 (b) | **SID**  Present SID proposal to Council for approval.  ***Status: on the agenda*** *(for next Council meeting)* | MGH / JCH |
| BOD 128/14 (c) | **Strategy**  Present to Board in October 2014 the proposed approach to Board involvement in strategy discussions.  ***Status: on the agenda*** | CM |
| BOD 129/14 (b) | **Finance Report**  Ensure future finance reports (that are published) provide more detail on how the Trust was addressing the emerging problems.  ***Status****:*  ***Update Required*** | MMcE |
| BOD 131/14 (b) | **Occupational Health / Staff Support Service**  Consider reviewing options for occupational health / staff support service.  ***Status****:*  ***Update Required*** | RA / MMcE |