**Summary of Actions from Board meeting on 26 November 2014**

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| **Relevant Item** | **Action** | **Responsibility** |
| BOD 159/14 (b) | **Interests**All to make declarations in writing as appropriate.***Status****:*  ***completed*** *(ongoing)* | All |
| BOD 160/14 (b) | **Executive and Non-Executive Visit Report**Circulate the updated report out-of-session.Include on the agenda an item to provide oral updates***Status: Update Required***  | RAJCH |
| BOD 160/14 (d) | **Finance Report**Ensure report shows progress being made against the recovery plan.***Status: Update Required*** | MMcE |
| BOD 160/14 (e) | **Mental Health Access Targets**Present report to Board in early 2015 on mental health access targets before including the targets in the Performance Report.***Status: Update Required*** | MMcE / YT |
| BOD 160/14 (j) | **OD Strategy**Include the OD strategy in the 2015 Board seminar schedule.***Status: In progress*** | JCH |
| BOD 161/14 (b) | **CEOs Report – Forward View**Include the NHS Five Year Forward View in the Board strategy sessions and prepare a document that described what the Trust was doing to meet the View’s vision and challenges.***Status: Update Required*** | CM / JCH |
| BOD 161/14 (c) | **CEOs Report – Manor House / Tindal Centre Planning Application** Consider whether an appeal against the decision could and should be lodged, whether there were opportunities with commercial partners on developing the site (i.e. for affordable housing for Trust staff) and to follow up Anne Grocock’s contact who may be able to assist.***Status: Update Required*** | MMcE |
| BOD 161/14 (d) | **CEOs Report – Bicester Community Hospital**Ensure NHS Property Services board is made aware of the Trust’s experiences through the Bicester Community Hospital development.***Status: Update Required*** | SB |
| BOD 161/14 (e) | **CEOs Report – Oxford City Community Hospital**Look to report on the experience of moving this hospital from one site to another through the patient experience presentations to Board.***Status: Update Required*** | RA |
| BOD 163/14 (c) | **Physical Disability Physiotherapy Service**Provide confirmation that this service was subject to physician oversight given the changes being made to the service model.***Status: Update Required*** | EMcL / YT |
| BOD 164/14 (e) | **Q&S Report**Present to Quality Committee an update on compliance against the ‘Hard Truths’ responsible clinician / named nurse requirements.***Status: Update Required*** | RA |
| BOD 165/14 (b) &BOD 169/14 (b) | **HR Seminar**Provide an update on HR matters to the Board seminar in December 2014.***Status: Completed*** | MMcE / JCH |
| BOD 165/14 (c) | **Safer Staffing - HETV**Follow-up HETV requirements for nurse training levels in Thames Valley.***Status: Update Required***  | RA |
| BOD 165/14 (d) | **Safer Staffing Report**Work on future reports to show where there were ongoing concerns or trends in particular wards.***Status: Update Required*** | RA |
| BOD 166/14 (b) | **Quality Account**Ensure future reports clearly define clinical teams.***Status: In Progress*** | RA |
| BOD 166/14 (c) | **Quality Account – Trust structure**Work on improving the ‘chain of command’ across the Trust but reducing unnecessary levels and support HR’s work on developing a generic template structure for Trust services.***Status: In Progress*** | SB / MMcE |
| BOD 167/14 (c) | **Finance Report**Ensure future reports should include more detail on why the Trust had a CoSRR of 2 and the recovery plan to return it to a 3.***Status: Update Required*** | MMcE |
| BOD 172/14 (d) | **Staff Award / Recognition**Consider how to recognise the efforts of staff who are not eligible for CEAs***Status: Update Required*** | SB / MMcE |