**Summary of Actions from Board meeting on 28 January 2015**

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| **Relevant Item** | **Action** | **Responsibility** |
| BOD 04/15 (b) | **Finance Report**  Ensure future reports provide further detail including showing the trend against the recovery plan. | MMcE |
| BOD 04/15 (c) | **Mental Health Access Targets**  Provide a report on mental health access targets to Board in February 2015. | MMcE |
| BOD 04/15 (g) | **Safer Staffing – Nursing Training**  Provide further updates on nurse training and the recruitment / retention of the workforce in recognition of this as a major strategic risk for the Trust. | RA / MMcE |
| BOD 04/15 (i) | **Staff Award / Reward**  Present proposals for a staff award / reward schemes: in the short-term what non-financial schemes could be implemented and in the medium-term what financial schemes could be implemented. | MMcE |
| BOD 05/15 (d) | **Estate Options**  Consider options for Trust estate through a review, including developing affordable homes for staff, key working housing on Manor House site and opportunities on the Oxford Brookes University Wheatley Campus. | SB / MMcE |
| BOD 05/15 (e) | **Financial Component of the Operational Plan**  Present the financial element to the Board Seminar in February and to the Council of Governors Finance Sub-group. | MMcE |
| BOD 06/15 (c) | **Board-to-Board with OUH**  Establish a Board-to-Board meeting with Oxford University Hospitals NHS Trust to discuss issues of joint concern. | SB |
| BOD 07/15 (f) | **Quality & Safety Report**  Look to report on how various initiatives were fully implemented across the Trust; tracking this would help ensure that the Board focusses on the pace of change across the Trust. | RA |
| BOD 07/15 (g) | **Quality & Safety Report**  Include the rate alongside absolute numbers and ensure directorates were referenced in future reports. | RA |
| BOD 11/15 (b) | **Performance Report**  Review report in terms of *Cdif* numbers before publication. | MMcE |
| BOD 12/15 (b) | **Workforce Performance Report**  Review report in terms of the charts and data / analysis before publication. | MMcE |
| BOD 12/15 (e) | **Strategy Session – Workforce**  Utilise an upcoming two-hour Board strategy session to focus on the development of a robust strategic workforce plan. | MMcE / CM |
| BOD 14/15 (a) | **BAF – Workforce Risks**  Review workforce related risks and action plans in the BAF. | JCH / MMcE |
| BOD 14/15 (c) | **BAF**  Reword 4.2 to ensure that it was not too mental health focussed. | YT |
| BOD 14/15 (d) | **BAF**  Ensure BAF reflects that the highest rated risks associated with the Trust’s estate were being addressed as a priority against lower rated estates risks. | MMcE |
| BOD 15/15 (b) | **Monitor Q3 Report**  The statement associated with the CoSRR could not be confirmed and, therefore, further detail would need to be provided to Monitor in the quarterly return. | MMcE |
| BOD 16/15 (d) | **R&D Report**  Include in future reports vignettes on specific projects that explained what was looked into and what the Trust did as a consequence of the research results and diagrams to show how the R&D function fitted in with the wider Trust and networks; he suggested developing such a diagram for the dementia related work. | CM |
| BOD 16/15 (e) | **R&D Report – AHSC**  Include a wider strategic discussion on the AHSC and other R&D related matters in the future as part of one of the two-hour Board strategy sessions. | SB / CM |
| BOD 20/15 (c) | **2015 CEA Recommendations**  Include any recommendation on CEAs for 2015 within the context of recommendations for non-medical staff. | CM / MMcE |
| BOD 20/15 (d) | **2014 CEA Recommendations**  Draft reply from the Board to the consultant body following their letter on 2014 CEAs. | CM |