**Summary of Actions from Board meeting on 29 April 2015**

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| **Relevant Item** | **Action** | **Responsibility** |
| BOD 62/15 (b) | **Freedom to Speak Up Report**  Provide an update to Board in July 2015 on the progress made against the Freedom to Speak Up Report. | SB |
| BOD 62/15 (c) | **Mental Health Services in Schools**  Look into services the Trust could offer to colleges and universities (in addition to schools) and consider approaching the college nurses association. | RA |
| BOD 62/15 (e) | **Whiteleaf**  Present a Whiteleaf Centre programme close-down report to the Board in May 2015. | RA |
| BOD 62/15 (g) | **Bank & Agency**  Set aside time for a board-to-board with Oxfordshire CCG (OCCG) and Oxford University Hospitals NHS Trust (OUH) to be held late May to early June 2015. | SB / MGH |
| BOD 63/15 (g) | **Chief Executive’s Report**  Look to provide an update on the Care Certificate and the implications on the career development of HCA staff in the workforce strategy discussion planned for May 2015 Board meeting. | MMcE |
| BOD 65/15 (a) | **Quality and Safety Report – for publication**  Amend prior to publication and include more analytical narrative against the data. | RA |
| BOD 65/15 (d) | **Quality and Safety Report – for publication**  Amend prior to publication to provide further narrative on the section on SIRIs in the report, in particular the actions a year or more behind completion. | RA |
| BOD 65/15 (d) | **Quality and Safety Report – next appropriate report**  In the next appropriate report, provide an update on the development of SIRI themes (to move away from having individual actions following each SIRI). | RA |
| BOD 65/15 (e) | **Ligature risks – report to Quality Committee**  Present a report which sets out what has been achieved to address ligature risks, against the proposed programme, to the Quality Committee. | RA |
| BOD 66/15 (b) | **Quality Account 2015/16 and Quality Report 2014/15**  Amend and update following receipt of further comments. | RA |
| BOD 67/15 (b) | **Wintle Ward**  To congratulate the ward on efforts to manage problems posed by staff vacancies. | RA/YT |
| BOD 67/15 (c) | **Inpatient Safe Staffing (Nursing) report**  Future reports to show:   * benchmarking data to given an indication of how the Trust compared to similar trusts; and * actions implemented to mitigate against known problems and ensure safe staffing levels | RA |
| BOD 68/15 (b) | **Non-Executive visits**  Non-Executives to feed back their experiences of visits out-of-session. | All NEDs |
| BOD 69/15 (b) | **Finance Report – commissioner surpluses**  To confirm the position on commissioner surpluses and whether these would be returned to HM Treasury. | MMcE |
| BOD 71/15 (c) | **Workforce report – retention rates**  Future reports to sub-categorise retention rates to enable the Board to identify areas of particular concern. | MMcE |
| BOD 71/15 (d) | **Recruitment, retention and vacancies**  The approach being taken to recruit new staff, retain existing staff and provide solutions to managing vacancies to be picked up during the Board’s strategy discussion on workforce in the confidential meeting in May 2015. | MMcE |
| BOD 74/15 (c)-(d) | **Business Plan Report**  Future reporting to be reviewed as the Q4 report was very dense and provided too much detail for the Board and some comments seemed out of date. Careful consideration to be given to what was included in the 2015/16 plan and reported to the Board. | MMcE |
| BOD 75/15 (b) | **Board Assurance Framework – Risk 5.1A**  To be amended to explicitly mention problems with retaining staff. | MMcE |
| BOD 75/15 (c) | **Board Assurance Framework – Risk 2.3 (CIP)**  Rating on the “where we are” matrix to be amended to 5/5 (almost certain and catastrophic), given that concerns around achieving CIP had largely materialised. A Board sub-committee to be tasked with responsibility to oversee this risk and the mitigating actions. To also be reviewed by the Finance and Investment Committee and Quality Committee with both reporting progress to the Board. | MMcE/JCH |
| BOD 75/15 (d) | **Board Assurance Framework – extreme and high risks**  All extreme and high risks to be allocated to a Board committee for regular review. | JCH |
| BOD 79/15 (b)-(c) | **Patient Engagement Strategy**  Special stand-alone event to be convened (before the summer holidays) whereby the Board could meet with relevant stakeholders. Update to be provided on who would take this work forward when the Trust Secretary had departed. | SB |