**Summary of Actions from the Board meeting on 22 February 2017**

|  |  |  |
| --- | --- | --- |
| **Relevant Item** | **Action** | **Responsibility** |
| BOD 21/17 (b) & BOD 32/17(b) | **Strategic Partnerships Report**  Future reporting to include more evaluation of whether progress achieved was as expected. Development pending completion of substantial reworking of all performance reporting due in the new financial year 2017/18.  As reporting developed: the relative scale of the partnerships to be set out as these were quite diverse and some had more long term strategic objectives than others; consideration be given as to the governance and management arrangements in place to deliver on the partnerships; the amount of funding involved to be included; the amount of relative risk to the Trust to be included.  ***Status: on hold*** *– pending reworking of performance reporting and next scheduled updates to the Board (May, September and November 2017).* | DH |
| BOD 21/17(d) | **Oxfordshire contract – risk sharing**  To follow-up response from OUH to Trust concerns in relation to the governance of how shared risks were to be managed.  ***Status: tbc in meeting*** | MGH/SB |
| BOD 21/17/(e) | **Operational Plan FY18-19 – set out early warning signs in key areas (if a cluster deteriorated simultaneously then this could cause significant issues)**  To be set out once the detailed budget-setting process had been completed, and key cost pressures and risks had been identified,  ***Status: on hold*** *– pending completion of budget-setting (April/May 2017).* | MMcE |
| BOD 21/17(e) | **Quality & Safety Report: Safety**  To start to include more information about the impact of actions and analysis of how effective improvement actions had been so that the Board could be provided with more evidence-based assurance.  ***Status: on the agenda*** | RA |
| BOD 21/17(h) | **Chronic Fatigue Syndrome/Myalgic Encephalomyelitis (CFS/ME) Service – taking the pilot project forward and following up on the research results**  To provide an update in due course (this item to be kept on the Summary of Actions list for the time being for ongoing updating).  ***Status: tbc in meeting*** | RA/SD |
| BOD 23/17(i) | **Oxford AHSN**  To look into AHSN withdrawal from funding the South of England Mental Health Collaborative  ***Status: tbc at meeting*** | SB |
| BOD 24/17(d) | **Proposals to merge Mental Health services for Older People and Adults**  To provide more detail on the proposed merger to a future meeting.  ***Status: tbc at meeting*** | DH |
| BOD 24/17(l) | **Prevent Training and Workshops to Raise Awareness of Prevent (WRAP)**  To provide a paper to the Board in due course on the work being done on WRAP and to contribute to the Prevent initiative.  ***Status: tbc at meeting*** | RA |
| BOD 25/17(a)-(b) | **Nasogastric tube misplacement**  To have completed actions by the end of April 2017 and to provide a further update to the Board. To look into the Trust participating in a peer review exercise around nasogastric tubes with another organisation.  ***Status: in progress*** *- hold for further update to be provided to the Board. On the work plan for the Board for April 2017.* | RA |
| BOD 27/17(d) | **Inpatient Safer Staffing (Nursing)**  To consider for future reporting whether to include more detail on how close the Trust may have got to having to close beds, for example by referencing that particular options were being used but that the situation had not yet reached the stage of requiring bed closures.  ***Status: tbc at meeting*** | RA |
| BOD 28/17(b) & BOD 31/17(a) | **Workforce Performance Report**  To amend/remove the incorrect reference to a time lag of invoicing having had an impact on agency spend (in the final version published).  ***Status: completed*** *– final version now available on Trust website* | MMcE |
| BOD 30/17(e) | **Performance Report**  As reporting develops, reporting to become more graphic; and more commentary to be included upon the full suite of 25 (rather than 21) indicators which were available in order to explain what the data meant, whether there were problem areas and what action was being taken.  ***Status: in progress / on the agenda*** | MW/DH |
| BOD 31/17(c)&(e) | **Staff Bank development**  To provide more detail on the work taking place to develop the staff bank to the next meeting.  To also link update on workforce with the outcome of budget setting and financial planning work and consider what assumptions could be made going forwards as to the likely success of initiatives to convert temporary staff from agency to staff bank work.  ***Status: tbc at meeting. Note budget setting due to complete April 2017.*** | MMcE |