**Summary of Actions from the Board meetings on 22 February 2017 and 29 March 2017**

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| **Relevant Item** | **Action** | **Responsibility** |
| **Actions held over from previous meeting on 22 February 2017** | | |
| 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/(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 the agenda for the private Board meeting*** *– action was on hold pending completion of budget-setting (April/May 2017).* | MMcE |
| 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 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: on the agenda****.* | RA |
| 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 |
| **Actions from the meeting on 29 March 2017** | | |
| BOD 39/17(c) | **Workshops to Raise Awareness of Prevent (WRAP)**  To report on the work being done on WRAP and to contribute to the Prevent initiative (as part of the Quality & Safety Report: Effectiveness).  ***Status: completed / on the agenda*** | RA/MHa |
| BOD 41/17(i) | **Finance committee oversight of FY18 Oxfordshire contract**  To provide an update on Oxfordshire CCG’s proposal that the finance committees of the Trust, OUH and the CCG provided joint NED oversight of the contract.  ***Status: tbc in meeting*** | LW |
| BOD 41/17(j) | **FY18 Oxfordshire contract risk – ultra vires check**  To consider whether it would be ultra vires for the Trust to spend on services which it was not contracted to provide and did not manage, as part of any system-wide response to the Oxfordshire risk share  ***Status: tbc in meeting*** | KR |
| BOD 42/17 (d) | **Chief Operating Officer’s Report – triangulation with safety and quality**  To include more information about safety and quality especially in relation to the Adult Directorate. Performance Team and the Interim Director of Performance to link more with the Safety and Quality Team  ***Status: tbc in meeting*** | MW/DH |
| BOD 42/17(f) | **Individual measures relating to New Birth Visits**  To be circulated separately.  ***Status: tbc at meeting*** | MW |
| BOD 44/17(d) | **Triangulation of CAMHS issues at Board level**  To schedule CAMHS teams for discussion in more detail at Board or in a Board Seminar.  ***Status: in progress*** – *C&YP Directorate scheduled for Directorate Focus presentation at Board Seminar on 10 May.* | DH/HS |
| BOD 47/17(3) | **Workforce/HR**  To report back in more detail in May 2017.  ***Status: in progress*** | TB/MMcE |
| BOD 52/17(b) | **Constitution**  Approved subject to some formatting/numbering corrections to make and minor updates to the text such as updating references to the Trust Secretary and Monitor and including in the Engagement Policy the mechanism for Board members to raise concerns about governors  ***Status: in progress*** | KR |