**[DRAFT] Summary of Actions from the Board meetings on 29 March 2017 and 26 April 2017**

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| **Relevant Item** | **Action** | **Responsibility** |
| **Actions held over from previous meeting on 29 March 2017** | | |
| BOD 60/17(h)  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: in progress/on the agenda*** *– action from February 2017 was pending reworking of performance reporting (as presented to the Board meeting on 26 April 2017 in a new format) and next scheduled strategic partnership updates to the Board (May, September and November 2017).* | DH |
| BOD 60/17(h)  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: in progress/on the agenda*** *- budget setting was reported to the Board meeting in private on 26 April 2017; staff bank development also to be picked up as part of the presentation on the HR Strategy to the Board meeting in private on 24 May 2017.* | MMcE |
| BOD 60/17(h)  BOD 47/17(3e) | **Workforce/HR**  To report back in more detail in May 2017.  ***Status: on the agenda for the meeting in private*** | TB/MMcE |
| **Actions from the meeting on 26 April 2017** | | |
| BOD 59/17(a) | **Register of Directors’ Interests**  To amend following comments that:   * the Trust Chair reported that his wife had now retired so her employment no longer needed to be included in the register; * Alyson Coates reported that she was no longer chair of the finance committee at Oxford Brookes but remained a governor there; * Chris Hurst to make his declaration of interests; and * Ros Alstead to update her declaration   ***Status: completed and on the agenda*** | HS |
| BOD 60/17(a) | **Chronic Fatigue Syndrome/Myalgic Encephalomyelitis (CFS/ME) service – taking the pilot project forward and following up on the research results**  To provide an update once the joint review of the service, to be conducted with OUH starting in May 2017, had concluded.  ***Status: in progress*** *- to report back pending conclusion of review and to keep on Summary of Actions until then.* | RA/DH |
| BOD 60/17(c) | **Nasogastric tube misplacement**  To present an update report to the May 2017 meeting with an update on actions which had been completed.  To carry forward the action on looking into the Trust participating in a peer review exercise around nasogastric tubes with another organisation.  ***Status: on the agenda*** | RA |
| BOD 60/17(e) | **FY18 Oxfordshire contract – ultra vires check**  To report back on 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: in progress with legal advice sought/tbc at meeting*** | KR |
| BOD 62/17(l) | **Proposed new structure for Operations**  To bring back for further review by the Board in the future so the Board have an opportunity to review and input into the development of the new structure.  ***Status: on hold*** *– to keep on the Summary of Actions until completed* | DH |
| BOD 62/17(n) | **Car parking and impact on HR strategy/workforce considerations**  The Director of HR consider, in his report to the Board in May upon the HR strategy/workforce, whether car parking was having or could have an impact on staff retention, noting that this may need some site-specific discussion  ***Status: on the agenda for the meeting in private*** | TB/MME |
| BOD 63/17(e) | **Patient or Staff Story regular agenda item**  In the near future, this agenda item to cover a presentation from a junior doctor on the outcome of the Supported and Valued review in response to the national junior doctor contract discussions ***Status: in progress*** *– doctor scheduled to present to the Board on 28 June.* | HS/MHa |
| BOD 71/17(b) | **Business Plan Q4 Report**  The RAG-rating against the delivery of the Outcomes Based Commissioning contract for Adults should now be amber-rated, rather than red-rated, and the commentary against this should be revised.  ***Status: complete*** *– revised version received from Sean Summers (26 April) and published on the website as part of the Board papers* | DH/MME |
| BOD 73/17(b) | **Thames Valley & Wessex Forensic Commissioning/New Models of Care – exit options/strategy**  To seek legal advice and discuss the exit options/strategy.  ***Status: complete*** *– legal advice received and discussed with the Board at the Board Seminar on 10 May 2017, exit options considered.* | DL/KR |