**Summary of Actions from the Board meeting on 29 November 2017**

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| **Relevant Item** | **Action** | **Responsibility** |
| **Actions held over from previous meetings on 26 April and 24 May 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*** *– action from February 2017 was pending reworking of performance reporting (as presented to the Board meeting on 26 April 2017 and to the private meeting in October 2017). Next reporting scheduled for January or February 2018.* | MW |
| **Actions from the meetings on 28 June 2017 and 26 July 2017** | | |
| BOD 100/17(b) | **Chronic Fatigue Syndrome/Myalgic Encephalomyelitis (CFS/ME) service**  To provide an update on determining the pathway of care for CFS/ME (for follow-up in a few months’ time after June 2017).  ***Status:*** *on hold for update in January 2018.* | DH |
| BOD 121/17(b)  BOD 167/17(b) | **Proposed new structure for Operations**  The Trust Chair requested that the Board continue to be kept updated on the development of the new structure for Operations.  ***Status: closed –*** the proposed new operating structure would be split into 4 operating divisions as follows:   * *Buckinghamshire Service* * *Oxfordshire Mental Health (including Swindon, Wiltshire and BaNES)* * *Oxfordshire Community Service* * *Specialist Services*   *The proposal will go to the Nomination, Remuneration and Terms of Service (NRATS) Committee.* | DH |
| **Actions from the meeting on 25 October 2017** | | |
| BOD 166/17(a) | **Declarations of Interests**  Further updates to:   * remove Mike Bellamy’s interest in the University of West London as this was now time expired; and * include updates from Sue Dopson.   ***Status: complete and on the agenda for the meeting*** | HS |
| BOD 170/17(f) | **Performance reporting to transform practices**  To try and identify how the Performance team could support teams to use the outcome of performance data to transform practices e.g. through a report or a group.  ***Status: completed –*** *on the agenda.* | MW |
| BOD 170/17(h) | **Delayed Transfers of Care (DToCs) briefing**  The next Board Seminar to receive a wider system briefing on DToCs.  ***Status: completed –*** *at the Board Seminar on 15 November 2017.* | HS |
| BOD 172/17(h) | **Whistleblowing reporting to be included in Workforce reporting**  To include reporting on whistleblowing as part of the regular Workforce Performance Report to Board.  ***Status: completed.*** | MME |
| BOD 173/17(e) | **Themes for learning from review of deaths – Quality Account**  To check that themes for learning from the review of deaths were reflected in the Quality Account.  ***Status: completed*** | RA |
| BOD 175/17(d) | **Patient Story – Learning Disability service**  To consider: (i) sharing the patient story with local authorities/county councils; and (ii) using the theme around needing to support inter-generational transition within people’s lives in the Quality Account. It should be predictable that as service users and carers aged, they would transition into needing different support; this could feed into the Quality Account.  ***Status: completed*** | RA |
| BOD 176/17(d) | **Workforce Performance Report**  To provided more information about the cost to the Trust to meet staffing requirements as a result of increased demand and how increased patient acuity and workload pressures related to increased usage of agency staff.  ***Status: completed*** | MME |
| BOD 180/17(b)-(c) | **Board Assurance Framework (BAF)**  To update the following:   * risk at SO 2.3 around financial exposure to separate out the risk relating to achievement of CIP; and * workforce risks at SO 5.1(A&B) and 5.2 to revise narrative and description   ***Status: in progress*** *– for next BAF update January 2018.* | HS |
| **Actions from the meeting on 25 October 2017** | | |
| BOD 187/17(a) | **Declarations of Interests**  The Chair presented the report BOD 142/2017 which set out the Register of Directors’ Interests. The Board noted the following updates to make:   * remove Alyson Coates interest in Oxford Brookes University as her term as governor had ended; and * remove Chris Hurst’s interest in Healthcare Financial Management Association (HFMA) as he has stood down as a Board Trustee.   ***Status: tbc*** | HS |
| BOD 190/17(o) | **General Data Protection Regulation (GDPR)**  The Trust Chair asked for an update on GDPR implementation at a future meeting.  ***Status: tbc*** | HS |
| BOD 192/17 (f) | **Performance Report**  It was agreed to undertake a deep dive of specific performance areas at the Caring and Responsive Quality Sub Committee and report back to Quality Committee and Board. The priority areas identified were:   * Out of Hours * CAMHS Waiting Times * IAPT Waiting Times; and * Delayed Transfers of Care.   ***Status: tbc*** | MW |