**Summary of Actions from the Board meeting on 24 May 2018**

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| **Relevant Item** | **Action** | **Responsibility** |
| **Actions from the meeting on 24 May 2018** |
| BOD 82/18 (b) | **Care Quality Commission (CQC) Oxfordshire local system action plan**The Trust Chair noted that it would be useful to report progress back to the next Board meeting and that thereafter review of the CQC Oxfordshire local system action plan could be through the Quality Committee. ***Status: tbc in meeting*** | DH |
| BOD 83/18 (b) | **Trust Annual Report 2017/18**To circulate copies of final version after the meeting. ***Status: complete*** | HS |
| BOD 84/18 (k) | **Board Strategy session** To invite Fiona Wise, Executive Lead of the BOB STP, to attend a future strategy session. ***Status: tbc in meeting*** | MW |
| BOD 87/18 (h)-(i) | **Performance Report**Future reporting to:* confirm whether issues had been able to be closed and to set out which issues may be ongoing and intractable; and
* check the flagging system used, especially in the section on Adults where some red-rated indicators had been reported against green flags which rendered the overall message potentially unclear.

***Status: in progress/on the agenda*** | MW |
| BOD 88/18 (d) | **Service line reporting to include Learning & Development data such as training levels and appraisal/PDR completion rates**To develop this reporting for Board. Reporting to be by service line but to include Learning & Development data such as training levels and appraisal/PDR completion rates.***Status: tbc in meeting*** | MW |
| BOD 90/18 (d) | **Closing down actions/recommendations from Serious Incidents**To discuss recording closing down of actions with governance leads in the directorates; staff may be progressing actions but reluctant to record their closure if they thought that there were still some ongoing elements. ***Status: tbc in meeting*** | DH |
| **Actions held over from the meeting on 25 April 2018** |
| BOD 70/18 (c) | **Access to Healthcare for people with Learning Disabilities (LD) update** To develop the report to: include timescales for changing/improving RAG-ratings; make clear whether progress had been as expected; and track milestones to delivery. ***Status: on hold for next reporting in July 2018.***  | DH |
| BOD 75/18 (b) | **Board Assurance Framework**Further risks to potentially reference within the BAF, including as aspects of existing risks:* adequacy of funding for mental health services and achievement of the Mental Health Five Year Forward View, subject to the conclusion of funding and contracting discussions with commissioners, and risk appetite in this area in relation to what stance the Trust may be prepared to take. The Chief Executive noted that this may however be part of a wider discussion involving the relationship between demand, workforce and financial challenges;
* cyber security; and
* the potential risks and financial consequences if Oxfordshire did not develop its own ICS. The Chief Executive cautioned that this may need to await further developments before a clear strategic risk could be articulated.

***Status: on hold for July 2018***  | HS |
| BOD 75/18 (c) | **Board agendas – highlighting of extreme risks**To update Board agendas to remind the Board of the most extreme risks, as an extension of what was already on all public Board agendas which set out at each meeting the strategic risks on the BAF. ***Status: complete.*** | HS |

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| **Actions held over from meeting on 29 March 2018** |
| BOD 45/18 (g)  | **Out Of Hours (OOH) service – breaches of 3 of 9 performance indicators**To consider revisiting the review of the OOH service which had taken place last year and which had resulted in actions being planned against each indicator. ***Status:***  ***on hold for follow-up from May 2018***  | MW |
| BOD 49/18 (b) & (e) | **Development of R&D reporting**To consider: * future reporting starting by highlighting the impact of R&D activity on clinical practice and services, with the detail to then follow; and
* sharing the current R&D report with the Quality Committee and feeding back to authors that the Board was considering how to take more time to consider R&D activity and translating research findings into practice.

***Status: in progress for next reporting in September 2018.***  | MHa |
| **Actions held over from meeting on 25 October 2017** |
| BOD 180/17(b)-(c) | **Board Assurance Framework (BAF)**To update the following: workforce risks at SO 5.1(A&B) and 5.2 to revise narrative and description ***Status: on hold for July 2018****.*  | HS |