

## Trust Board Action Log

Meeting Date	Minute Ref	Topic	Action	Exec Lead	By When	Status	Comment/Update
13 March 2013	TB47/13	Quality Report	The methodology for carrying out cleaning assessments is to be analysed and presented to a future meeting of the Quality Committee	Chief Nurse	10 July 2013	Open	This was considered by the Quality Committee on 12 June 2013.
			A dashboard giving details of performance of non-clinical services is to be presented to a future meeting of the Finance and Performance Committee	Director of Development and the Estate	11 September 2013	Open	This has been included on the agenda for the Finance and Performance Committee in August.
8 May 2013	TB65/13	Minutes of the meeting held on 13 March 2013	A paper on introducing flexibility into recruitment process is to be presented to the next Board meeting	Director of Workforce	10 July 2013	Completed	The requirement to deliver a flexible workforce is the key focus of 2013/14 workforce planning aligned to budgets and CIP. A brief update is provided in the Finance Report. Detail will be presented to the next Finance and Procurement Committee Meeting.
8 May 2013	TB66/13	Matters arising from the minutes	Joint working arrangements between the Trust and the University of Oxford and the escalation of issues through the joint working governance structure is to be considered at a Board seminar	Director of Assurance	24 July 2013	Completed	This has been added to the draft seminar programme.
8 May 2013	TB69/13	Chief Executive's Report	A post-build report is to be presented to the Board following the completion of the NICU expansion project highlighting lessons to be learnt for similar schemes	Director of Development and the Estate	10 July 2013	Completed	This has been included on the Trust Board forward agenda planner.
8 May 2013	TB70/13	Patient Story	An analysis of the reasons for the deterioration in the quality of care from specialist wards is to be presented to a future Board meeting	Director of Clinical Services	TBC	Open	
			A report on steps being taken to reduce pharmacy delays at discharge is to be presented to a future Board meeting				
8 May 2013	TB71/13	Quality Report	Progress on addressing quality concerns raised by clinical staff is to be routinely reported to the Board	Medical Director	10 July 2013	Completed	This is included in the Quality Report.
			A report on changes to the methodology for assessing cleaning scores is to be presented to the June meeting of the Quality Committee	Chief Nurse	12 June 2013		This was considered by the Quality Committee on 12 June 2013.
			A report on the time lag between the reporting of 2 SIRIs and their declaration as SIRIs is to be presented to the June meeting of the Quality Committee	Medical Director	12 June 2013		This was considered by the Quality Committee on 12 June 2013.

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8 May 2013	TB72/13	Quality Priorities 2013/14	The local CQUINs are to be presented to the Board for approval once they have been agreed with Oxfordshire CCG	Director of Clinical Services	10 July 2013	Completed	The detail of the local CQUINs was reported to the Finance and Performance Committee on 12 June 2013 (FPC2013.25 Commissioning Contract 2013-14 CQUINs.pdf) A copy of the paper is available on request to the Head of Corporate Governance.
8 May 2013	TB73/13	Immediate actions arising from the Francis Report	Examples of staff engagement work that has been done with the divisions are to be presented at the next meeting of the Finance and Performance Committee	Director of Workforce	11 September 2013	Open	This has been included on the agenda for the Finance and Performance Committee in August.
			A briefing on the possibility of criminal sanctions being issued against Trust directors and staff is to be presented to the Board	Director of Assurance	10 July 2013	Completed	This has been included within the draft seminar programme.
			TME is to consider the recommendations set out in the paper and present an action plan to the Board	Medical Director	11 September 2013	Open	TME are due to consider the recommendations during July 2013 and report to the Trust Board on 11 September 2013.
8 May 2013	TB74/13	Update on review of Chipping Norton Midwifery led unit action plan	Quality updates relating to the Chipping Norton unit are to be presented at 6 and 12 months following the unit's reopening	Director of Clinical Services	08 January 2014	Completed	Reviews are scheduled to be presented in January 2014 and July 2014.
8 May 2013	TB80/13	Financial Performance for 2012/13	A detailed analysis of the financial accounts is to be presented to the Finance and Performance Committee	Director of Finance and Procurement	12 June 2013	Completed	This was presented to the Finance and Performance Committee on 12 June 2013 (FPC2013.20 Financial Performance 2012-13)
8 May 2013	TB84/13	Annual Governance Statement	The final draft of the AGS is to be reviewed to address the issues raised at the May meeting	Director of Assurance	Immediate	Completed	The issues raised have been addressed and the relevant amendments have been made to the final draft version of the AGS