

**MATTERS ARISING FROM THE BOARD MEETING HELD IN PUBLIC  
on 27 July 2017**


	Minute No:	Matters Arising:	Action Owner:	By When:	Update/Status:	
1	17.01.115	<b>Declarations of Interest</b> Ms Aitken and Mr Vernon advised changes to their declared interests. Details should be forwarded to the Board Office and the register of interests updated.	Ms Aitken / Mr Vernon / Mr Zielinski	31/08/17	<b>Completed</b>	<b>G</b>
2	17.01.019	<b>MA 4 - 6: Development of the quarterly Performance Report</b> (c/fwd as next report due at September 2017 meeting) Development of this report should continue with the next submission containing data on those with a length of stay of less than 3 or more than 50 days, reporting the actual length of stay in the case of those exceeding 50 days.	Mr Rogers	11/09/17	<b>Completed.</b> See Q1 Board Performance Report on this meeting's agenda.	<b>G</b>
3		The next version of the report should provide a clearer focus, and more information, on community services given that is the Trust's main workload, detailing community waiting time data if this would be useful to the Board.	Mr Rogers	11/09/17	<b>Completed.</b> See Q1 Board Performance Report on this meeting's agenda.	<b>G</b>
4		The Board should be advised on externally reported IAPT performance data in addition to the currently provided internal data.	Mr Rogers	11/09/17	<b>Completed.</b> See Q1 Board Performance Report on this meeting's agenda.	<b>G</b>

	<b>Minute No:</b>	<b>Matters Arising:</b>	<b>Action Owner:</b>	<b>By When:</b>	<b>Update/Status:</b>	
5	17.01.122	<p><b>Preparation for CQC Inspection</b></p> <p>All team leaders would be reminded to encourage those making informal compliments to consider posting their feedback on public sites.</p>	Ms Harris-Birtles	11/09/17	<b>Verbal update to be provided.</b>	<b>A</b>
6	17.01.125	<p><b>Annual Risk Management Report 2016/17</b></p> <p>The data on incidents on violence and aggression and incidents of restraint should be reviewed and it ensured that the lower rate of restraint did not mask any underlying issue with staff being slow to respond to violence and aggression.</p>	Mr Rogers	11/09/17	<b>On-going.</b>	<b>A</b>
7	17.01.127	<p><b>Recruitment and Retention Update</b></p> <p>The impact of Human Resources Roadshows in reducing turnover, and subsequent vacancy rates, should be collated and reported back at a future meeting.</p>	Ms Quinn	TBA	<b>C/fwd.</b> This will be reported in the Q2, 2017/18 workforce performance report.	<b>A</b>
8		An update on the success of the new staff 'buddy' programme should be provided at a future meeting.	Ms Quinn	TBA	<b>C/fwd.</b> This will be reported in the Q2, 2017/18 workforce performance report.	<b>A</b>
9	17.01.128	<p><b>Month 3, 2017/18 – Financial Position</b></p> <p>The format and content of the regular finance report should be re-visited to make it a more strategic report that includes more detail on management actions to improve the financial position, their timeline and an evaluation of whether they are working. External factors likely to impact on the Trust's finances should also be evidently considered and reported.</p>	Mr Wragg	11/09/17	<b>Verbal update to be provided.</b>	<b>A</b>

	<b>Minute No:</b>	<b>Matters Arising:</b>	<b>Action Owner:</b>	<b>By When:</b>	<b>Update/Status:</b>	
10	17.01.131	<p><b>Research and Development Annual Report 2016/17</b></p> <p>Ms Aitken is to discuss potential communications specific to the creation of an Institute for Mental Health with the Head of Communications.</p>	Ms Aitken	11/09/17	<b>Verbal update to be provided.</b>	A
11	17.01.133	<p><b>Proposed Board / Committee Dates for 2018</b></p> <p>It should be ensured that all Audit &amp; Risk Committee meetings are schedule ahead of Board, when in the same month.</p>	Mr Zielinski	11/09/17	<b>Completed.</b>	G

	Minute No:	Matters Arising:	Action Owner:	By When:	Update/Status:	
12	17.01.138	<p><b>Items for Communication to the Trust</b></p> <p>The following items <b>should be communicated</b> throughout the Trust, or to the individuals concerned, as appropriate:</p> <ul style="list-style-type: none"> <li>• That the CQC paid a mental health visit to Garnet Ward. The Board were pleased to hear that initial feedback was positive and look forward to receiving the final report.</li> <li>• The Board received an interesting and informative service user story presentation on a peer coaching trial conducted within primary care. The use and benefits of coaching would be considered further when reviewing the Trust's Recovery Strategy.</li> <li>• The Board fully supported the planned preparations for the forthcoming CQC Trust-wide inspection in December 2017. The Board would retain a keen overview of activity to support staff in the provision of the best possible services.</li> </ul>	Mr Summers (Communications)	11/09/17	<b>Completed.</b>	<b>G</b>

Code:  Completed / Not yet due.

 Review /action required at meeting.