



Actions from the minutes of the Public Trust Board
 (Completed items will be shaded for information and then removed for the subsequent meeting)

Current Status	Action No	Meeting date	Item No & Title	Action Required	Action allocated to	Comments/progress update	Due Date	Completed Date
Complete	PB-462	28/11/2017	2.1 - Fit and Proper Persons Policy	Ensure it was explicit within the Fit and Proper Persons Policy that employment with the Trust could only commence once all required checks had been completed.	Director of Workforce and Organisational Development	13/03/2018 – Action on the agenda at Item 4.3. Action closed.	February 2018	13/03/2018
Complete	PB-463	28/11/2017	2.1 - Fit and Proper Persons Policy	Rather than list all senior roles within the policy it be captured by using the term 'Very Senior Managers' (VSM) as well as the Chairman, and Non-Executive Directors.	Director of Workforce and Organisational Development	13/03/2018 – Action on the agenda at Item 4.3. Action closed.	February 2018	13/03/2018

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Complete	PB-464	28/11/2017	2.2 Quality Improvement Update Including Patient Experience	SP report back the procurement of the QI/external facilitator for an external review.	Executive Director of Quality, Governance and Performance Assurance	19/01/18 – See comments at PB-465. Action closed.	March 2018	January 2018
Complete	PB-465	28/11/2017	4.1 Freedom to Speak Up – Six Monthly Review	A report on how the FTSU, Quality Improvement and the assessment of SECamb aligned/informed the wider organisational culture piece to be brought to the Board of Directors Meeting in Public in February 2018	Executive Director of Quality, Governance and Performance Assurance/ Director of Workforce and Organisational Development	19/01/2018 - Paper update on QI Strategy Progress including update on well-led external assessment, behavioural framework implementation and alignment to SECamb report to be presented at 27 February Board meeting. QI Strategy paper for approval 24 May Board Meeting and Pre-Board presentation 24 May Public Board formal launch. Action closed.	Feb 2018	January 2018
Complete	PB-466	28/11/2017	4.1 Freedom to Speak Up – Six Monthly Review	An update on FTSU to be presented at a Board of Directors Meeting in Public in August 2018.	Executive Director of Quality, Governance and Performance Assurance	19/01/2018 - On Board forward Plan August 2018 (AA). Action closed.	August 2018	January 2018
Complete	PB-467	28/11/2017	5.1 Chief Executive's Report and Integrated Performance Report	To clarify the PTS calls answered within 3 minutes to 68% in October and report to BS outside of the meeting.	Director of Urgent Care and Integration	28/11/2017 – LM clarified this with BS after the meeting. There was short term sickness in the team which had impacted on performance. Action closed.	November 2018	November 2017

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Complete	PB-468	28/11/2017	5.1 Chief Executive's Report and Integrated Performance Report	For an implementation plan of the Values and Behavioural Framework to be brought to a Board meeting in February 2018.	Director of Workforce and Organisational Development	19/01/2018 - See PB-465, update provided as part of this item. Action closed.	February 2018	January 2018
Active	PB-469	28/11/2017	5.4 Charitable Funds Committee –Chairman's Verbal Update of the Meeting held on 11 August 2017 and 23 November 2017	Fundraising Strategy to be presented to Board in February 2018.	Executive Director of Finance / EM	19/01/2018 - Timing of Charity Fundraising Strategy to be further discussed.	February 2018	