



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-449	30/05/2017	5.2 – Chief Executive’s Report and Integrated Performance Report	To share a pictorial version of A&E Operations Senior Management Team structure chart with Board colleagues.	Divisional Commander North and East (PM)	31/08/2017 - It was confirmed this had been circulated. Action closed.	August 2017	August 2017
Complete	PB-450	30/05/2017	5.4 – Emergency Preparedness Resilience and Response (EPRR) and Special Operations Bi-annual Report Oct 2016-Mar 2017	PM/PS to liaise with relation to the content of future Resilience Board papers.	Divisional Commander North and East (PM) / Non-Executive Director (PS)	31/08/2017 – PS and SS had discussed this. Action closed.	August 2017	August 2017
Complete	PB-452	30/05/2017	5.4 – Emergency Preparedness Resilience and Response (EPRR) and	PM and BS To liaise with relation to EPRR queries outside of the meeting.	Divisional Commander North and East (PM) / Non-Executive	31/08/2017 – BS advised that he would pick this up outside of the meeting. Action closed.	August 2017	August 2017

31/08/2017

			Special Operations Bi-annual Report Oct 2016-Mar 2017		Director (BS)			
Complete	PB-455	31/08/2017	1 Pre Presentation.	An update on the Bright Ideas scheme to the Public Board in August 2018.	Trust Secretary	31/10/2017 – Scheduled for August 2018. Action complete.	September 2017	Oct 2017
Complete	PB-456	31/08/2017	3.3 Board Assurance Framework	To consider the wording of Risk 766: Hospital Handover and reconsider risk rating.	Executive Director of Quality, Governance and Performance Assurance	31/10/2017 – Action completed. Action closed.	September 2017	Oct 2017
Complete	PB-457	31/08/2017	3.4 Chief Executive's Report and Integrated Performance Report	To consider BAF Risk 4a ' Impact of external system pressure and changes in wider health economy' and whether this needed to make specific reference to STPs requirements for customised services from YAS.	Executive Director of Quality, Governance and Performance Assurance	31/10/2017 – Action completed. Action closed.	September 2017	Oct 2017
Complete	PB-458	31/08/2017	3.4 Chief Executive's Report and Integrated Performance	A report to be presented to Quality Committee in relation to overtime update,	Divisional Commander West	06/11/2017 – The report was being prepared for the 14 December 2017 Quality Committee. Action closed.	September 2017	November 2017

31/08/2017

			Report	meal breaks and end of shift overtime and actions being taken to resolve these issues.				
Complete	PB-459	31/08/2017	4.2 Diversity and Inclusion Strategy	A report to Quality Committee to include a timeframe for delivery of the Diversity and Inclusion objectives and how these will be performance managed at TMG.	Head of Diversity and Inclusion/ Executive Director of Quality, Governance and Performance Assurance	31/10/2017 – To be provided at March Quality Committee. Action closed.	September 2017	Oct 2017
Complete	PB-460	31/08/2017	4.6 Patient Transport Service – Embedding the Learning from Feedback Received	To consider how good practice undertaken with the renal patient/unit engagement can be shared across the whole of YAS.	Director of Planned and Urgent Care/ Executive Director of Quality, Governance and Performance Assurance/ PTS Renal Engagement Lead	06/11/2017 – CD to discuss with Communications team how to approach the x-YAS learning on engagement roles across YAS and external stakeholders. Action closed.	September 2017	October 2017
Complete	PB-461	31/08/2017	4.6 Patient Transport Service – Embedding the Learning from Feedback Received	To consider publishing a piece on the good practice with the renal patient/unit engagement in the	Director of Planned and Urgent Care/ Executive Director of Quality, Governance and	06/011/2017 – CD to discuss with Communications the publication of the learning. Action closed.	September 2017	October 2017

31/08/2017

				NHSJ and/or academic publication	Performance Assurance/ PTS Renal Engagement Lead			
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