



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-412	26/01/2016	5.3 – Trust Executive Group Report and Integrated Performance Report	A paper to be presented at the Quality Committee around the Ambulance Quality Indicators (AQIs) that were ranked in the bottom half of the table and what plans were in place to improve on these.	Executive Director of Standards and Compliance	18/03/2016 – Scheduled for May agenda. 24/05/2016 This had been reported to Quality Committee. Action closed.	12/05/2016	12/05/2016
Complete	PB-422	29/03/2016	5.2 - Chief Executive's Report and Integrated Performance Report (IPR)	For the targets and dates to be updated against the Business Plan Objectives on pages 15/16 of the IPR report.	Interim Executive Director of Finance and Performance	24/05/2016 - Targets and dates to be updated against the Business Plan Objectives on pages 15/16 of the Integrated Performance Report (IPR – RB advised that responsibility for the process was transferring	24/05/2016	24/05/2016

24/05/2016

						from the Interim Executive Director of Finance to the Executive Director of Quality, Governance and Performance Assurance. SP confirmed the information would be updated. Action closed.		
Complete	PB-423	29/03/2016	5.2 - Chief Executive's Report and Integrated Performance Report (IPR)	A report to be presented at a future Board Development Meeting on the Trusts demand and activity and the effect on performance.	Executive Director of Operations	24/05/2016 - RB advised this item was scheduled for 28 June 2016. Action closed.	28/06/2016	24/05/2016
Complete	PB-424	29/03/2016	6.1 – Communications and Engagement Strategy	That the Panels system tender document and process be taken to Finance and Investment Committee.	Communications and Engagement Consultant	12/05/2016 – Discussed at Quality Committee 12/05/2016 and the tender document is with TEG for approval. Action remains open. 24/05/2016 - RB advised that the Trust Executive Group was currently reviewing this, adding that the new Communications lead for the Trust was due to start the following week	12/05/2016	24/05/2016

						and that they would also review the proposals. Action closed.		
Complete	PB-425	29/03/2016	7.3 – Use of Trust Seal	For the Director of Estates to cross reference the use of the Trust’s Seal against the buildings registered to the Trust.	Interim Executive Director of Finance and Performance	24/05/2016 - RDT confirmed he was confident that Trust’s Seal was being used appropriately and that the Head of Estates had liaised with the Trust Secretary regarding the cross checking of information. Action closed.	24/05/2016	24/05/2016
Complete	PB-427	29/03/2016	7.7 - Finance & Investment Committee: Minutes of the meeting held on 3 December 2015 and Chairman’s Report of the last meeting held on 3 March 2016	To schedule a demonstration of the PLICS system for a future BDM.	Trust Secretary	24/05/2016 - This had been scheduled for the June meeting. Action closed.	28/06/2016	24/05/2016
Complete	PB-428	24/05/2016	5.2 – Chief Executive’s Report and IPR	A report to be provided to the Joint Quality Committee and Finance and Investment Committee on the financial impact and opportunities	Interim Director of Workforce and Organisational Development	12/07/2016 – Paper presented to Joint Quality Committee and Finance and Investment Committee. Action closed.	15/07/2016	12/07/2016

24/05/2016

				the apprenticeship levy presented to the Trust.				
Complete	PB-429	24/05/2016	5.2 - Chief Executive's Report and IPR	For consideration to be given to issues around presentation of some of the data within the IPR.	SP/RBa	12/07/2016 – Discussed at Quality Committee. Action Closed.	July 2016	12/07/2016
Complete	PB-430	24/05/2016	6.1 – Community Resilience End of Year Report	To email a letter to volunteers who formed part of YAS' community first responder schemes from the Board thanking them for their hard work (DM) and continued support and for a letter of thanks to go to the Community Resilience Team (RB).	DM/RB	19/07/2016 – Completed – Letter of thanks sent to Resilience Team. Action closed.	July 2016	19/07/2013
Complete	PB-431	24/05/2016	6.2 – Northern Ambulance Alliance Terms of Reference.	To build the Quality Impact Assessment process into the decision making process in the NAAB ToR.	RB	19/07/2016 – Quality Impact Assessment has been incorporated into NAAB agreed Governance documentation. QIA's will be brought back into Quality Committee.	July 2016	19/07/2016

Complete	PB-432	24/05/2016	YAS Charity Strategy	For EM to ask the Charitable Funds Committee to increase the amount allocated to employee wellbeing.	EM	19/07/2016 – EM has requested this at the Charitable Funds Committee, to be monitored through that forum. Action closed.	July 2016	19/07/2016
Active	PB-433	24/05/2016	6.3 – Restart a Heart Presentation	To consider an appropriate way for the Trust Board to take part in the Restart a Heart Day on the 18 October 2016 as part of the Trust Board meeting.	JM	19/07/2016 – JM is still considering an appropriate way for the Trust Board to take part in the Restart a Heart Day. Action remains open.	July 2016	
Closed	PB-434	31/05/2016	3.4 – Quality Account 2015/16	To note against the CCG performance table that the Trust was not commissioned at that level.	SP	07/07/2016 – This had been included in the final version of the Quality Account.	June 2016	07/07/2016