



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-411	26/01/2016	5.3 – Trust Executive Group Report and Integrated Performance Report	For a discussion to take place around the incidents involving controlled drugs at a Quality Committee meeting	Executive Medical Director	12/05/2016 – Paper discussed at Quality Committee 12 May. Action closed.	12/05/2016	12/05/2016
Active	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.	12/05/2016	
Complete	PB-420	29/03/2016	5.2 - Chief Executive's	A report on retention of staff to	Interim Executive Director of Workforce and	12/05/2016 – Discussed at Quality Committee on 12 May 2016.	12/05/2016	12/05/2016

			Report and Integrated Performance Report (IPR)	be presented at Quality Committee.	Organisational Development			
Complete	PB-421	29/03/2016	5.2 - Chief Executive's Report and Integrated Performance Report (IPR)	A report on YAS' Staff Bank to be presented at Quality Committee.	Interim Executive Director of Workforce and Organisational Development	12/05/2016 – Discussed at Quality Committee on 12 May 2016. A project is underway to review the requirement for an in-house bank in line with organisational requirements of temporary staff. The review will go to the Quality Committee in July 2016. Action closed.	12/05/2016	12/05/2016
Active	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	
Active	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		28/06/2016	
Active	PB-424	29/03/2016	6.1 – Communications and Engagement	That the Panels system tender	Communications and Engagement Consultant	12/05/2016 – Discussed at Quality Committee 12/05/2016 and the tender	12/05/2016	

12/05/2016

			Strategy	document and process be taken to Finance and Investment Committee.		document is with TEG for approval. Action remains open.		
Active	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	
Complete	PB-426	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	For an update on PTS to be brought to a Trust Meeting in Private.	Chief Executive	12/05/2016 – PTS is on the Private Agenda 24/05/2016. Action closed.	24/05/2016	24/05/2016
Active	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	12/05/2016 –	28/06/2016	

12/05/2016
