

**YORKSHIRE AMBULANCE SERVICE NHS TRUST ACTION LOG - PUBLIC TRUST BOARD MEETING**

							<b>PB.1213.03b</b>
<b>Action Ref</b>	<b>Action</b>	<b>Lead</b>	<b>Matter Arising</b>	<b>Agenda Item</b>	<b>Target Closure Date</b>	<b>Current Position</b>	<b>Status</b>
<b>PTB Meeting - 24 May 2011</b>							
PTB 2011-62	<b>Insurance Requirements</b> - Scope Trust's current insurance arrangements and the personal liability insurance required by Board members when YAS is an FT	<b>DS&amp;C FTPD</b>		v	PTB 29.05.12	18/05/12 (DS&C) - new date to be identified for report to Board. Manager identified to undertake scoping work and fieldwork to be conducted in February. Proposals will be considered initially at TEG (date to be confirmed though likely to be 03.03.12). <b>Revised timescale - TEG 13.04.12.</b>	Open
<b>Trust Board in Public - 24 January 2012</b>							
PTB 2012-02	Circulate the patient survey instrument to board members for information.	<b>DS&amp;C</b>					Open
PTB 2012-03	The Director of Standards & Compliance and the Chairman of the Quality Committee should consider the role of the new Quality Committee in gaining additional assurance on patient survey processes.	<b>DS&amp;C</b>					Open
PTB 2012-04	The final amendments should be made to the Trust Board Annual Cycle as suggested by the Board and the final document should be published of the programme of board activity for the year ahead.	<b>FTPD</b>					Open
<b>Trust Board in Public - 27 March 2012</b>							
PTB 2012-05	The action on Ambulance Quality Indicators (AQI) for the Acting Director of Operations had been moved to the Trust Executive Group (TEG). The Action log should be updated.	<b>CEO</b>				14/05/2012 Action Log updated - Proposed Closed.	Closed
PTB 2012-06	The presentation given to the Yorkshire Ambulance Service and Yorkshire Air Ambulance by the Medical Director should be circulated to Board Members	<b>MD</b>				18/05/12 (MD) - confirms circulated to Board members. Proposed Closed	Closed
PTB 2012-07	A review of Board action logs should be carried out to give assurance that, for the period of the last 18 months, items were appropriately closed or recorded in the correct place	<b>DCA</b>				29/05/2012 - Lead Manager identified and has carried out the review. Agenda item on Public Trust Board on this date - Proposed closed.	Closed
PTB 2012-08	A criteria for items to be placed on the Private Board Agenda should be drafted.	<b>DCA</b>				On Agenda for 29/05/2012 - Proposed Closed.	Closed
PTB 2012-09	Attendance at the Trust Board should be added to the Annual Report for 2011-2012	<b>DCA</b>				29/05/2012 - Head of Corporate Communications tasked on 29/03/2012 - proposed closed.	Closed

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PTB 2012-10	A risk should be added to the Corporate Risk Register regarding the potential for Board business to be compromised due to timeliness of Board papers.	DS&C				29/05/2012 - Entered on Corporate Risk Register 29/03/2012. Controls identified. Leadership and management processes to deliver - Proposed closed.	Closed
PTB 2012-11	An email should be circulated to the Board members regarding commentary for Aspects of Clinical Care and Response	DS&C				18/05/12 (DS&C) - confirms email circulated. Proposed Closed.	Closed
PTB 2012-12	Further analysis of non-primary reasons for complaints/claims should be provided at the Board for a future meeting.	DS&C			31/07/2012	29/05/2012 - Actioned for update - report back to the Public Trust Board.	Open
PTB 2012-13	Action Plans and benchmarking information around key targets eg PTS service transformation, should be brought to a future meeting	DS&C					Open
PTB 2012-14	The 6 monthly Significant Incidents and Lessons Learned reports should be added to the Board Annual Cycle commencing in June 2012.	DCA				29/05/2012 - Put on Annual Cycle - Proposed closed	Closed
PTB 2012-15	BGAF external assessment: a covering letter should be sent with the submission to the SHA advising that the Board had not had full sight of what would be received for the £30k commitment.	DCA				29/05/2012 - Letter sent 30/03/2012. Proposed Closed.	Closed
PTB 2012-16	The Audit Committee Terms of Reference should be brought to the Public Trust Board on 29/05/2012	DCA				29/05/2012 - On Agenda - Proposed closed	Closed
PTB 2012-17	The Charitable Funds Committee Terms of Reference should be brought to a later meeting of the Board.	DCA				29/05/2012 - Added to Trust Board Forward Plan. Proposed Closed.	Closed
PTB 2012-18	Amendments should be made to Annual Business Plan as requested by the Board.	DF&P					Open
PTB 2012-19	A copy of the Draft Annual Business Plan (ABP) 2012-13 should be circulated in advance of the papers for the next meeting to allow Members the time to read it and make comments.	DF&P			Private Trust Board 24/04/2012 / Public Trust Board 29/05/2012	On Agenda for 29/05/2012 - Proposed Closed.	Closed
PTB 2012-20	Regular updates should be provided to the Board on progress from the Strategic Commissioning Group.	Dops / DF&P				29/05/2012 - On agenda for this date and included in the forward plan. Proposed closed.	Closed
PTB 2012-21	The amendments suggested by the Board should be made to the Constitution.	DCA				29/05/2012 - Action completed through Trust Foundation Trust solicitors - verbal update to be given at Trust Board on 29/05/2012 - Proposed closed.	Closed
PTB 2012-22	Further Legal Advice should be sought regarding the amendments requested by the Board and any implications should be reported to the Board.	DCA				29/05/2012 - Action completed through Trust Foundation Trust solicitors - verbal update to be given at Trust Board on 29/05/2012 - Proposed closed.	Closed

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PTB 2012-23	A report should be brought back regarding on time implications of staff commitments (Foundation Trust Governors and Staff Side Representatives)	DW&S					Open
PTB 2012-24	The requested amendments should be made to the Governance Rationale and legal advice sought for the queries raised by the Board.	DCA				29/05/2012 - Action completed through Trust Foundation Trust solicitors - verbal update to be given at Trust Board on 29/05/2012 - Proposed closed.	Closed
PTB 2012-25	The amendments requested by the Board should be made to the Membership Strategy.	DCA				29/05/2012 - The Membership Strategy has been amended as requested - proposed closed.	Closed
PTB 2012-26	Clarification should be provided in the commentary of the Integrated Performance Report where there was a significant "in month" variance between planned and actual cash balances within the body.	DF&P					Open
PTB 2012-27	Clarification should be given to the Board regarding the process for Criminal Records Bureau checks for contractors contained in the report to Trust Executive Group and to circulate it to Board members by end of March.	DW&S					Open