



**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
Active	PB-83 (Formerly 2011-62)	22/11/2011	15. Conflict of Interest Policy for Trust Board Members	Scope of all insurance requirements for the Trust	Director of Standards & Compliance Director of Corporate Affairs & Trust Secretary	29/06/2012 - TEG agreed transfer owner to Director of Corporate Affairs. Target closure date changed to 25/09/2012. 29/05/2012 - Target Closure dates changed to 31/07/2012. 18/05/12 (Director of Standards & Compliance) - new date to be identified for report to Board. 24/01/2012 - Manager identified to undertake scoping work and fieldwork to be conducted in February. Proposals will be considered initially at Trust Executive Group on 13/04/2012.	29/05/2012 31/07/2012 25/09/2012	
Complete	PB-88 (Formerly 2012-03)	24/01/2012		The Director of Standards & Compliance and the Chairman of the Quality Committee should consider the role of the new Quality Committee in gaining additional	Director of Standards & Compliance	16/07/2012 – Built into Quality Committee WorkPlan. Action Complete. 29/05/2012 - Target closure date changed to 31/07/2012	29/05/2012 31/07/2012	16/07/2012

				assurance on patient survey processes.				
Active	PB-98 (Formerly PTB 2012-12)	27/03/2012	6.2 Significant Incidents and Lessons Learned	Further analysis of non-primary reasons for complaints/claims should be provided to the Board for a future meeting.	Director of Standards & Compliance	16/07/2012 – Report will come back to the Board in September 2012. Actioned for update report back to Public Trust Board.	31/07/2012 25/09/2012	
Active	PB-109 (Formerly PTB 2012-23)	27/03/2012	7.5 Foundation Trust (FT) Development	A report should be back regarding on time commitments and facilities granted to staff governors.	Deputy Chief Executive & Director of Workforce	16/07/2012 - A revised closure date of 25/09/2012 is proposed for this item to ensure that the trade union recognition agreement review does not conflict with current workforce plan negotiations with the Staff Side. 18/05/12 (DCEO/EDW&S) – confirmed that work was underway to review Staff Governor paid facilities as part of the overall review of the Trade Union Recognition & Partnership Agreement. Paper to was proposed to be submitted to the Board for 31/07/12.	31/07/2012 25/09/2012	
Complete	PB-114	29/05/2012	5. Chief Executive's Report	Confirmation should be made regarding what the figures in 2.5 were measured against.	Chief Executive	Overall increase in activity for the year 2011/12 was 2.5% based on the increase above outturn on plan to end of February 2012. Action Closed.	31/07/2012	20/07/2012
Active	PB-115	29/05/2012	6.3 Board Action Logs – Review Sept 2010 – Mar 2012	The Trust Executive Group should manage action logs going forward and assurance should be brought back to the Board's September meeting	Trust Executive Group / Director of Corporate Affairs & Trust Secretary	17/07/2012 - Action logs are being managed through the Trust Executive Group and a report will be brought back to the September Board.	25/09/2012	
Complete	PB-116	29/05/2012	7.2 Annual Business Plan	The final version of the Annual Business Plan should be circulated.	Director of Finance & Performance	20/07/2012 – Version C was circulated following the Board Development Meeting on 10/07/2012. Action Closed.	06/06/2012	10/07/2012

Complete	PB-117	29/05/2012	7.4 Register of Interests	The register of interests should updated to include changes to current NEDs information and to include new NEDs details	Director of Finance & Performance	20/07/2012 – A new policy has been written and is going to the Public Trust Board Meeting on 31/07/2012 for approval (Agenda item 7.2). Action Closed.		31/07/2012
Active	PB-118	29/05/2012	7.5 Standing Orders: Bailers – Patients' Property	A policy should be developed regarding the management of patients' lost property and to report back at 31 July meeting	Director of Operations	17/07/2012 – Policy has been agreed at the Trust Executive Group and will be presented to the Board in September 2012.	31/07/2012 25/09/2012	
Complete	PB-119	29/05/2012	7.8 Foundation Trust Development – Governance Rationale (Updated)	The issue regarding the change of text to state that the Council of Governors hold the Non-Executives to account rather than the Board should be referred to the solicitors for further clarification	Director of Corporate Affairs & Trust Secretary	03/07/2012 - Solicitor advised that this change is due to the new Health Bill. Action Closed.		03/07/2012
Active	PB-120	29/05/2012	8.1 Integrated Performance Report	Further information should be circulated regarding the Trust Business Continuity Plans.	Director of Operations	17/07/2012 - Associate Director of Resilience will circulate a paper.	31/08/2012	
Complete	PB-121	29/05/2012	8.1 Integrated Performance Report	The Occupational Health Tender should be shared with the Chairman.	Deputy Chief Executive & Director of Workforce	16/07/2012 - The draft Occupational Health Service tender document was shared with the Chairman during June 2012 and comments were received which are in the process of being incorporated into the final tender document. Action Closed.		16/07/2012