



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-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.	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 brought back regarding on time commitments and facilities granted to staff governors.	Deputy Chief Executive/Executive Director of Workforce & Strategy	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 (DW&S) - confirms Staff Side Recognition & Partnership Agreement currently under review. Paper to Board 31/07/12.	31/07/2012 25/09/2012	

Complete	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	20/09/2012 - On agenda for meeting on 25/09/2012. Action Closed. 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	25/09/2012
Complete	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	15/08/2012 - Added to Audit Committee Agenda for October 2012. Action Closed. 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	15/08/2012
Complete	PB-120	29/05/2012	8.1 Integrated Performance Report	Further information should be circulated regarding the Trust Business Continuity Plans.	Director of Operations	15/08/2012 - Paper circulated. Action Closed. 17/07/2012 - Associate Director of Resilience will circulate a paper.	31/08/2012	15/08/2012
Active	PB-122	31/07/2012	5. Chief Executive's Report	The Chief Executive Report should be aligned to the Annual Business Plan and a half year review of the Annual Business Plan should be sent to the Board.	Chief Executive	(Half Yearly Business Plan Review added to the Forward plan for November 2012.)	25/09/2012	
Active	PB-123	31/07/2012	6.2 Risk Management & Assurance Strategy	The Risk Management & Assurance Strategy should be amended in line with the Board requests. The Risk Escalation and Reporting Procedure should be shared with the Board on 25 September 2012.	Director of Standards & Compliance	05/09/2012 – The Risk Management & Assurance Strategy and the Risk Escalation and Reporting Procedures is on the agenda of the 25/09/2012 meeting.	25/09/2012	

Active	PB-124	31/07/2012	6.3 Research & Development Annual Report	Information regarding finances around research should be sent to the Quality Committee for a review.	Medical Director	05/09/2012 - On agenda of next Quality Committee.	16/09/2012	
Complete	PB-125	31/07/2012	6.3 Research & Development Annual Report	A Board Development Meeting should be scheduled regarding Research & Development	Medical Director / Director of Corporate Affairs & Trust Secretary	15/08/2012 - Added to Board Development Meeting Action Log. Date to be confirmed. Action Closed.		15/08/2012
Active	PB-126	31/07/2012	6.4 Performance Management Strategy	The Performance Management Strategy should be amended and circulated to the Board within 2 weeks.	Director of Finance & Performance		14/08/2012	
Active	PB-127	31/07/2012	7.1 Estates Strategy	The Estates Strategy should be amended and circulated to the Board by the end of August 2012.	Director of Finance & Performance		31/08/2012	
Complete	PB-128	31/07/2012	7.2 Business Conduct for Staff - Interests, gifts, hospitality and Sponsorship Policy	Any additional comments should be emailed to the Chief Executive for inclusion prior to the Trust Executive Group approval.	All	05/09/2012 - Action Complete.		05/09/2012
Complete	PB-129	31/07/2012	7.2 Business Conduct for Staff - Interests, gifts, hospitality and Sponsorship Policy	A report on the implementation of the Business Conduct for Staff - Interests, Gifts, Hospitality and Sponsorship Policy should be brought to the Board in 6 months.	Chief Executive	15/08/2012 - Added to the Public Trust Board Forward Plan for January 2013. Action Closed.		15/08/2012

Active	PB-130	31/07/2012	8.1 Integrated Performance Report	The Integrated Performance Report should be further developed following input from Non-Executive Directors.	Trust Executive Group	05/09/2012 – Review currently being carried out.		
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