



Trust Board Meeting In Public				25 September 2012	
Title	Review of Board Action Logs			Paper Ref	3b
PURPOSE (X)	Information		Strategic Objective	Business Plan Objective	
Approval	Decision				
Assurance	x	Discussion	All	All	
Purpose of the paper	To provide assurance to the Trust Board regarding a backdated review of all Board Action Logs requested at the Trust Board meeting in Public on 27 March 2012.				
Recommendation	The Trust Board is asked to receive this report as assurance regarding the validity of the Action Logs.				
Author	Karen Kanee, Head of FT Development	Accountable Director:	Anne Allen, Director of Corporate Affairs & Trust Secretary		
RISK ASSESSMENT				Yes	No
Changes to the Corporate Risk Register and/or Board Assurance Framework					No
Resource Implications					No
Legal implications					No
ASSURANCE/COMPLIANCE					
CQC Registration Outcome(s)	Auditors' Local Evaluation		NHSLA Risk Management Standards for Ambulance Trusts		
All	N/A		N/A		

Yorkshire Ambulance Service NHS Trust

REVIEW OF BOARD ACTION LOGS

1. PURPOSE/AIM

To provide assurance to the Trust Board regarding a backdated review of all Board Action Logs requested at the Trust Board meeting in Public on 27 March 2012.

2. BACKGROUND/CONTEXT

At the Trust Board Meeting in Public on 27 March, an issue was raised by a Non-Executive Director regarding an Action which had been removed from the relevant Action Log. The Board then requested a backdated review of all Actions Logs over the past 18 months, to include Trust Board meetings held in Public, in Private, and Board Development Meetings (previously referred to as Board Strategic Workshops).

This review was carried out and reported to the Trust Board initially on 29 May 2012 when a total of two Actions had been identified where there was insufficient assurance of closure before removing them from the Action Log. These were as follows:

1. One Action was placed back onto the Public Trust Board Action Log. This Action has now been appropriately closed through the Trust Executive Group and now been placed on the Board Forward Plan for November.
2. One Action was placed back onto the Trust Board Development Meeting Action Log. This action is still open.

3. PROPOSALS/NEXT STEPS

Since the review has been carried out a new process has been put in place for all Board Action Logs. A Master Action Log is held for each of the Public, Private and Board Development Meetings. No actions are closed without confirmation from Lead directors/senior managers.

4. RISK ASSESSMENT

It is noted that it is vital for YAS to demonstrate it is prepared to become a Foundation Trust and operate in accordance with its Constitution, the Monitor Code of Governance and any relevant statutory requirements, including the 2006 Act and the Monitor Code of Governance.

5. RECOMMENDATIONS

The Trust Board is asked to receive this report as assurance regarding the validity of the Board Action Logs.

6. APPENDICES/BACKGROUND INFORMATION

None.