



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-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 Board at a future meet.	Executive Director of Standards & Compliance	16/07/2012 – Report will come back to the Board in September 2012.	31/07/2012 25/09/2012	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 - revised date of 25/09/2012 is proposed for this item to ensure TU recognition agreement review does not conflict with current workforce plan negotiations with Staff Side. 18/05/2012 (DW&S) - Staff Side Recognition & Partnership Agreement currently under review. Paper to Board 31/07/2012. 14/11/2012 (DW&S) – report is now being renegotiated because it has been realigned to 5-year CIP and workforce plan.	31/07/2012 25/09/2012 29/01/2013	

Complete	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 14/11/2012 – on agenda for 27/11/2012 meeting.	25/09/2012	27/11/2012
Complete	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.	Executive 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	25/09/2012
Complete	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.	Executive Medical Director	05/09/2012 - On agenda of next Quality Committee. Went to Quality Committee meeting on 06/09/2012	16/09/2012	06/09/2012
Complete	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.	Executive Director of Finance & Performance	Circulated w/c 05/09/2012	14/08/2012	05/09/2012
Complete	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.	Executive Director of Finance & Performance	Issued 13/09/2012	31/08/2012	13/09/2012

Complete	PB-130	31/07/2012	8.1 Integrated Performance Report	Integrated Performance Report should be further developed following input from Non-Executive Directors.	Trust Executive Group	05/09/2012 – Review currently being carried out. Meeting to be held 26/09/2012 with MW/EB/PBW.		26/09/2012
Complete	PB-131	13/09/2012		Hillsborough Independent Panel report to be issued to NEDs.	Executive Director of Standards & Compliance	14/09/2012 – report circulated.		14/09/2012
Complete	PB-132	13/09/2012	6.1 '111' – Update	Discussion to take place outside meeting re signing of contracts.	Chief Executive / Executive Director of Standards & Compliance	14/09/2012 – discussion completed.		14/09/2012
Complete	PB-133	13/09/2012	6.2 Board Assurance Framework including Corporate Risk Report	Risks 103 & 104 to be reworded because not new risks.	Executive Director of Standards & Compliance	Risk wording amended after meeting.		Complete
Complete	PB-134	13/09/2012	6.2 Board Assurance Framework including Corporate Risk Report	BS/SP to meet re risk management regime.	Executive Director of Standards & Compliance	Meeting held and email correspondence exchanged.		01/10/2012
Complete	PB-135	13/09/2012	6.3 Health & Safety Annual Report	Extra Board meeting to be included in Board Planner for consideration of all annual reports.	Director of Corporate Affairs & Trust Secretary	Extra meeting held on 13/09/2012 and to be programmed in annually thereafter.		13/09/2012
Complete	PB-136	13/09/2012	6.3 Health & Safety Annual Report	Kevin Wynn to present new RIDDOR reporting process at a forthcoming Board Development meeting.	Director of Corporate Affairs & Trust Secretary	Agreed with Chairman it was appropriate to circulate a paper prepared by Kevin Wynn.		25/09/2012

Complete	PB-137	13/09/2012	7.1 Foundation Trust Constitution	Version control to be added to the document.	Director of Corporate Affairs & Trust Secretary	Completed – V 29 appended.		14/09/2012
Complete	PB-138	13/09/2012	7.3 Foundation Trust Membership Strategy	Appendix 5 headings to be amended to read: “North, East, South and West.”. “Yorkshire” to be deleted	Director of Corporate Affairs & Trust Secretary	Amended 30/09/2012.		30/09/2012
Complete	PB-139	13/09/2012	7.3 Foundation Trust Membership Strategy	Document to be recirculated following inclusion of amendments highlighted.	Director of Corporate Affairs & Trust Secretary	Amendments included and document re-circulated 30/09/2012.		30/09/2012
Complete	PB-140	13/09/2012	7.4 NHS Staff Survey 2012 – additional questions	Chairman to receive update on additional questions to be included in Staff Survey	Deputy Chief Executive/Executive Director of Workforce & Strategy	Chairman updated 30/09/2012.		30/09/2012
Complete	PB-141	13/09/2012	8.1 Performance Monitoring	Board Development Plan to be circulated to Board members following Chairman’s approval.	Director of Corporate Affairs & Trust Secretary	Re-circulated and on agenda for 27/11/2012.		27/11/2012
Complete	PB-142	25/09/2012	5. TEG Report	Representatives of staff seconded to Olympics to be invited to address November Public Board meeting.	Director of Corporate Affairs & Trust Secretary	Pre-Board presentation on 27/11/2012.		27/11/2012
Complete	PB-143	25/09/2012	5. TEG Report	Commentary re actions taken to improve outcomes to be included in future reports.	Chief Executive	Completed 30/10/2012		30/10/2012

Complete	PB-144	25/09/2012	6.2 '111' – Update	Mobilisation plan and key milestones to be shared with Board.	Executive Director of Standards & Compliance	Completed 30/09/2012.		30/09/2012
Complete	PB-145	25/09/2012	6.2 '111' – Update	Meeting to be arranged with Union reps to discuss arrangements for transfer of staff.	Deputy Chief Executive/Executive Director of Workforce & Strategy / Executive Director of Standards & Compliance	Completed 30/09/2012		30/09/2012
Complete	PB-146	25/09/2012	7.2 Risk Management & Assurance Strategy & supporting Risk Escalation & Reporting procedures	Most appropriate means of sharing information to be considered.	Executive Director of Standards & Compliance	Documents circulated via Board meeting, through circulation to SMG / inclusion in document library.		01/10/2012
Complete	PB-147	25/09/2012	7.3 Draft Stakeholder Communications & Engagement Strategy	Amendments to be made in line with feedback received during meeting.	Director of Corporate Affairs & Trust Secretary	Amendments made – 27/11/2012 agenda item.		12/11/2012
Complete	PB-148	25/09/2012	8.1 Integrated Performance Report – August 2012	PTS attendance to be scheduled in for a future Board meeting	Director of Corporate Affairs & Trust Secretary	Scheduled to attend BDM on 11/12/2012.		12/11/2012

Complete	PB-149	25/09/2012	8.1 Integrated Performance Report – August 2012	Commentary to be included in Support Services section & typos to be amended in ICT summary table.	Executive Director of Finance & Performance	19/11/2012 - Amendments made to IPR report for October 2012.		19/11/2012
Complete	PB-150	25/09/2012	8.1 Integrated Performance Report – August 2012	Board / Audit Committee to be provided with Information Governance / loss of data report.	Executive Director of Standards & Compliance	Information presented at Quality Committee meeting on 08/11/2012		08/11/2012
Complete	PB-151	25/09/2012	8.1 Integrated Performance Report – August 2012	Turnaround group to be formed with NED engagement to further consider issue of sickness management.	Deputy Chief Executive/Executive Director of Workforce & Strategy	Turnaround Group instigated including NED representation (Nov 2012).		01/11/2012
Complete	PB-152	25/09/2012	8.2 Quality Committee – Chairman's report of last meeting	Quality Committee meeting dates for Jan & Mar 13 to be changed on forward planner	Director of Corporate Affairs & Trust Secretary	Amended on Board Planner		26/09/2012