



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-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 proposed for item to ensure TU recognition agreement review does not conflict with current work force plan negot with Staff Side 18/05/2012 (DW&S) - Staff Side Recognition & Partnership Agreement under review. Paper to Board 31/07. 14/11/2012 (DW&S) – report being renegotiated - realigned to 5-year CIP & workforce plan. 22/01/2013 – verbal update to be provided 29/01/2013	31/07/2012 25/09/2012 29/01/2013	
Active	PB-153	27/11/2012	4. Chairman's Report	Legal advice required on the contents of the Health Service Journal article re TUPE / transfer of staff to private organisations.	Deputy Chief Executive/Executive Director of Workforce & Strategy / Executive Director of Standards & Compliance	22/01/2013 – update to be provided as part of 111 presentation to Board on 29/01/2013.		

Complete	PB-154	27/11/2012	4. Chairman's Report	Date for inclusion of NHS Mandate on the agenda of a future BDM meeting to be agreed with Chairman.	Director of Corporate Affairs & Trust Secretary	Date agreed and entered into Board Forward Plan.		10/01/2013
Complete	PB-155	27/11/2012	4. Chairman's Report	Copy of Mandate and 2013/14 Planning Framework to be circulated to Board.	Chief Executive	Documents circulated.	30/11/2012	30/11/2012
Complete	PB-156	27/11/2012	4. Chairman's Report	Date for inclusion of re-consideration of Professional Standards Agency document on the agenda of a future BDM to be agreed with the Chairman.	Director of Corporate Affairs & Trust Secretary	Date agreed and entered into Board Forward Plan.		10/01/2013
Complete	PB-157	27/11/2012	4. Chairman's Report	Duty of Care / Meal Breaks to be added to future Private Board meeting agenda.	Director of Corporate Affairs & Trust Secretary	Date agreed and entered into Board Forward Plan.		10/01/2013
Complete	PB-158	27/11/2012	6.2. Integrated Performance Report – October 2012	Early warning indicators to be reviewed and reported back to Board at meeting on 29/01/2013.	Executive Director of Standards & Compliance	On agenda for meeting on 29/01/2013.	29/01/2013	29/01/2013
Complete	PB-159	27/11/2012	6.2. Integrated Performance Report – October 2012	Clear definition of KPI-3 to be obtained and shared with Board.	Chief Executive	Lengthy response emailed to NEDs via Chief Executive's weekly update	29/01/2013	25/01/2013
Complete	PB-160	27/11/2012	6.2. Integrated Performance Report – October 2012	Information re servicing of equipment in ambulances to be communicated out to staff.	Executive Director of Finance & Performance	Information will be included in Operational update on 25/01/2013.		25/01/2013

Active	PB-161	27/11/2012	6.2. Integrated Performance Report – October 2012	Investigate how we gain assurance that the IPR contains complete & accurate information.	Non-Executive Director, Barrie Senior	22/01/2013 – work to commence on receipt of IPR for December 2012.		
Complete	PB-162	27/11/2012	6.2. Integrated Performance Report – October 2012	Items with insufficient data to be flagged as red.	Executive Director of Standards & Compliance	Agreed and actioned		15/01/2013
Complete	PB-163	27/11/2012	6.2. Integrated Performance Report – October 2012	Board to be provided with details re age profile of workforce.	Deputy Chief Executive/Executive Director of Workforce & Strategy	Information supplied 09/01/2013.		09/01/2013
Complete	PB-164	27/11/2012	6.2. Integrated Performance Report – October 2012	Contents and size of IPR, colours used in charts, etc to be considered by TEG to make IPR more user-friendly.	Chief Executive	IPR is being updated, reformatted, etc between now and end of the year.		21/01/2013
Complete	PB-165	27/11/2012	6.2. Integrated Performance Report – October 2012	Concerns, Complaints and Compliments figures to be interrogated by locality to identify any outliers.	Executive Director of Standards & Compliance	Included in significant events report.		29/01/2013
Complete	PB-166	27/11/2012	6.3. Significant Incidents & Lessons Learned Report	Additional details of Road Traffic Collisions (RTCs) to be provided in next report.	Executive Director of Standards & Compliance	Included in significant events report.		29/01/2013
Complete	PB-167	27/11/2012	6.4. Board Assurance Framework	Wording in 3.3 to be amended from a “Non-Executive Directors turnaround group” to a “YAS Turnaround Group with Non-Executive Director membership”.	Executive Director of Standards & Compliance	Completed		15/01/2013

Complete	PB-168	27/11/2012	6.6. Foundation Trust Constitution (V29); and Solicitor's Letter of Legal Conformity	Legal advice to be requested on the appropriateness of the wording: "Bradford and Airedale PCT/North Yorkshire & York PCT or its successor in commissioning commissioned by the PCT"	Director of Corporate Affairs & Trust Secretary	Legal advice obtained. Item on Board agenda for 29/01/2013.		29/01/2013
Complete	PB-169	27/11/2012	6.6. Foundation Trust Constitution (V29); and Solicitor's Letter of Legal Conformity	Legal advice to be requested re amendments to the wording re the Police Force Governor.	Director of Corporate Affairs & Trust Secretary	Legal advice obtained. Item on Board agenda for 29/01/2013.		29/01/2013
Complete	PB-170	27/11/2012	8. Performance Monitoring	NEDs to ensure that they submit written reports for future meetings of the Committees they respectively chair.	NEDs	Actioned		29/01/2013
Complete	PB-171	27/11/2012	8.5. Board Review & Feedback	Discussion to take place with Chairman re position of IPR on agenda.	Director of Corporate Affairs & Trust Secretary	IPR and CEO Report to be combined and item retained at Item 7 – Performance Monitoring.		29/01/2013
Complete	PB-172	27/11/2012	8.5. Board Review & Feedback	Exception report to be created for front of IPR.	Executive Director of Finance & Performance	Actioned		21/12/2013
Complete	PB-173	27/11/2012	8.5. Board Review & Feedback	Board to be updated re DH phase of FT application at BDM on 11 December 2012.	Executive Director of Finance & Performance	RB and Alex Crickmar presented update to Board on 11/12/2012.	11/12/2012	11/12/2012