



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-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 negotiations 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 29/01/2013 - Action still open - DW&S - feedback received from other Ambulance Trusts - to be discussed further with DCA & reported back to Board. 07/03/2013 - Combined with PB-174.	31/07/2012 25/09/2012 29/01/2013 26/03/2013	07/03/2013

Complete	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.		29/01/2013
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. 29/01/2013 - item to be considered further at Audit Committee on 12/02/2013 - further update to be provided at March Board meeting. 15/03/2013 – BS update assurance re IPR is now referred to in the Audit Committee Report to the Board. The matter is being progressed although is not yet closed.		
Complete	PB-174	29/01/2013	3. Matters Arising	Further discussions with AA to take place re time allowances for Staff Governors prior to report being presented to Board at meeting in March 2013.	Deputy Chief Executive/Executive Director of Workforce & Strategy	Included in CEO/IPR update for 26/03/2103 meeting.	26/03/2013	26/03/2013
Complete	PB-175	29/01/2013	5.2. Service Transformation Programme Board	"Completeness check" review of projects to be carried out to ensure all milestones are being monitored effectively.	Executive Director of Standards & Compliance	Discussed with Chair of Audit Committee and Head of Internal Audit – to be scheduled into 13/14 Internal Audit Plan		18/03/2013

Complete	PB-176	29/01/2013	6.2. Trust Board Committees' Terms of Reference - Updated	Discussion to take place at March Quality Committee meeting re PTS Associate Director representation of Quality Committee.	Executive Director of Standards & Compliance	Position reviewed outside Committee. Service is represented on Committee by Executive Director with Associate Director for PTS in attendance to present assurance reports as part of Committee work plan.	05/03/2013	05/03/2013
Complete	PB-177	29/01/2013	6.2. Trust Board Committees' Terms of Reference - Updated	Trust Chairman to be updated on discussions re process for management of key risks.	Executive Director of Standards & Compliance	Chairman briefed on new arrangements.		18/03/2013
Complete	PB-178	29/01/2013	6.2. Trust Board Committees' Terms of Reference - Updated	Information re job title amendments in TORs to be given to Director of Corporate Affairs outside of meeting.	Deputy Chief Executive/Executive Director of Workforce & Strategy	Amendments made – action closed	30/01/2013	30/01/2013
Complete	PB-179	29/01/2013	6.3. Trust Board and Committees' Planner – 2013/14	August meeting dates “break” to be clarified with Chairman.	Director of Corporate Affairs	Confirmed with Chairman – no August Board / Committee meetings.		01/02/2013
Complete	PB-180	29/01/2013	6.3. Trust Board and Committees' Planner – 2013/14	Discussions to take place with Chair of Charitable Funds Committee re timings of future meetings.	Director of Corporate Affairs	Action closed – any changes to be agreed with Chairman in advance via DCA&TS		07/03/2013
Complete	PB-181	29/01/2013	6.3. Trust Board and Committees' Planner – 2013/14	NED attendance at ALF Conference to be discussed with Chairman.	Chief Executive	NED representation at ALF Conference agreed – final names to be confirmed.		18/03/2013
Complete	PB-182	29/01/2013	7.1. Chief Executive's Report and Integrated Performance Report	A&E Workforce Plan to be scheduled for discussion at March Board meeting.	Director of Corporate Affairs	On agenda for 26/03/2013	26/03/2013	26/03/2013

Active	PB-183	29/01/2013	7.1. Chief Executive's Report and Integrated Performance Report	Board Absence Turnaround Group to be given detailed breakdown of information re Operations.	Deputy Chief Executive/Executive Director of Workforce & Strategy	15/03/2013 – permanent changes to IPR currently being worked through.	30/04/2013	
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