



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-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. 26/03/2013 – RB & BS in discussions with Internal Audit re work on IPR which will take place once changes to format/content of IPR have been made. 09/05/2013 – BS met with RB & CB to discuss. It was agreed RB/BS to provide verbal update to Board on 21 May. IA fieldwork is	End Q1 - 23/07/2013	

						complete and BS has received strong (verbal) assurance re IPR production process. IA report being drafted for consideration at next AC meeting.	End Q1 – 23/07/2013	
Complete	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. 26/03/2013 – work in progress will be completed by April Board meeting. 07/06/2013 – changes to IPR template completed.	23/04/2013	07/05/2013
Active	PB-184	26/03/2013	5.2. Board Assurance Framework including Corporate Risk Register	Clinical Leadership deep dive to be carried out across all areas to report back to TEG and Quality Committee in May.	Executive Medical Director / Executive Director of Operations / Executive Director of Standards & Compliance	09/05/2013 – Paper going to Quality Committee on 14/05/2013. Report to Trust Board will follow on 21/05/2013.	31/05/2013	
Complete	PB-185	26/03/2013	5.2. Board Assurance Framework including Corporate Risk Register	BAF 2013/14 to be included on agenda for 23 April BDM	Director of Corporate Affairs & Trust Secretary	Item added to agenda.		23/04/2013
Complete	PB-186	26/03/2013	5.3. Service Transformation Programme Board Report	Board to be provided with information re who had / had not signed the turnaround agreements.	Executive Director of Operations	Information emailed out to Board on 10/05/2013.		10/05/2013

Complete	PB-187	26/03/2013	5.7. Draft Annual Business Plan 2013/14:NHS Trust Development Authority: Planning Guidance	Detailed feedback to be provided to Executive Director of Finance & Performance outside of meeting.	Executive Director of Finance & Performance / NED - EB	09/05/2013 – feedback from EB incorporated in to final draft.		09/05/2013
Active	PB-188	26/03/2013	5.8. NHS Staff Survey Results	Revised action plan and timescales to be shared with Board.	Deputy Chief Executive / Executive Director of Workforce & Strategy	Analysis currently being undertaken. Will be presented at BDM on 25 June.	25/06/2013	
Complete	PB-189	26/03/2013	5.8. NHS Staff Survey Results	Listening Watch process to be altered in liaison with Chairman and Jo Kane to allow for NED involvement.	Deputy Chief Executive / Executive Director of Workforce & Strategy	New process in place – JK to co-ordinate NED diaries with SMG members.		29/04/2013
Complete	PB-190	26/03/2013	5.9. Business Conduct for Staff – Interests Gifts, Hospitality & Sponsorship Policy	Register of Interests to be re-circulated to Board when revisions have been completed	Director of Corporate Affairs & Trust Secretary	Re-circulated to Board members on 07/05/2013.		07/05/2013
Active	PB-191	26/03/2013	6.4. Charitable Funds Committee: Terms of Reference	YAS BASICS Scheme to be included on a future Charitable Funds Committee agenda to consider if required to be included in Terms of Reference.	NED - EM	13/05/2013 – discussion to take place with JM outside of meeting.	31/05/2013	

Complete	PB-192	26/03/2013	7.1. Chief Executive's Report and Integrated Performance Report	Consultation document re proposals to change health services across NHS Kirklees and NHS Wakefield to be circulated to the Board	Chief Executive	Emailed from Chief Executive's office		09/05/2013
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