



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-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. 21/05/2013 – PBW confirmed paper has gone through TEG & Quality Com received it on 14/05/2013. Elements will now be implemented and tracked. DW confirmed that information was fed back to Clinical supervisors as part of new Team Brief. PD confirmed that this item will remain a priority on Quality Com agenda.	31/05/2013	21/05/2013
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	
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. 21/05/2013 – EM confirmed that work was on track – action remains open.	31/05/2013	

Complete	PB-193	21/05/2013	4. Chairman's Report	Formal feedback on Exercise Amber to be requested from YAS staff who attended.	Chief Executive	Included in CEO/NED Brief on 31/05/2013.		31/05/2013
Complete	PB-194	21/05/2013	4. Chairman's Report	Feedback to be provided to Board colleagues following attendance at NHS TDA Board meeting in London on 23 May.	Chairman	Feedback circulated prior to 4 June Board meeting.		31/05/2013
Complete	PB-195	21/05/2013	4. Chairman's Report	Board to be provided with information about NHS TDA Board members.	Deputy Chief Executive / Executive Director of Workforce & Strategy	Link to information provided on 22 May		22/05/2013
Complete	PB-196	21/05/2013	5.3. Board Statements: Updated	Version control to be introduced on Board Memorandum on Quality Governance & Board governance statements.	Executive Director of Standards & Compliance	Actioned		22/05/2013
Complete	PB-197	21/05/2013	5.4. Francis Report Action Plan	Jo Kane to be asked to liaise with NEDs re their attendance at a Clinical Governance Group meeting.	Director of Corporate Affairs	Liaison actioned and known CGG meetings being actioned by NEDs		24/05/2013
Complete	PB-198	21/05/2013	7.1. Chief Executive's Report and Integrated Performance Report	Summary IBP to be put onto YAS Website.	Deputy Chief Executive / Executive Director of Workforce & Strategy	Request to Corporate Communications actioned on 22 May.		22/05/2013
Active	PB-199	21/05/2013	7.1. Chief Executive's Report and Integrated Performance Report	Follow up to be carried out on Trust's current use of data to carry out trends analysis.	Executive Director of Finance & Performance			

Active	PB-200	21/05/2013	7.1. Chief Executive's Report and Integrated Performance Report	Formal notification / reason for withdrawal of funding for the Enhanced Care Team to be requested from the Specialist Commissioning Board.	Chief Executive	Met Andy Buck, NHS England on 28/05/2013. Now pursuing through CCG Commissioning Meeting.		
Active	PB-201	21/05/2013	7.1. Chief Executive's Report and Integrated Performance Report	Headings in IPR re NHS 111 call volumes to be re-worded.	Executive Director of Standards & Compliance			
Active	PB-202	21/05/2013	7.1. Chief Executive's Report and Integrated Performance Report	TEG to give additional focus to the recruitment of vacant clinical supervisor posts.	Chief Executive	Recruiting to funded establishment. Update to Quality Committee on 07/07/2013.	07/07/2013	
Complete	PB-203	21/05/2013	7.3. Audit Committee Report	Streamlining meeting to be attended by BS, PD, EB, SP & RB to be arranged to take place as soon as possible	Director of Corporate Affairs	Meeting scheduled by JK.		24/05/2013
Complete	PB-204	21/05/2013	7.6. Board Review & Feedback	Chairman to be provided with details of how the Public meeting had been publicised.	Director of Corporate Affairs	Details provided verbally. Future publicity to be strengthened by Head of Corporate Communications.		24/05/2013