



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. 04/06/2013 – update due at July meeting.	End Q1 – 23/07/2013	
Active	PB-188	26/03/2013	5.8. NHS Staff Survey Results	Revised action plan and timescales to be shared with Board.	Executive Director of Workforce & Strategy	Analysis currently being undertaken. Will be presented at BDM on 25 June. 04/06/2013 – confirmed update due at BDM on 25/06/2013.	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.	Non Executive Director - Erfana Mahmood	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. 04/06/2013 – work on-going. Michelle Scott to amend ToR to go back to Committee prior to coming back to Board. Action completion date moved to 31/07/2013.	31/05/2013 31/07/2013	
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	04/06/2013 – DW confirmed action would be picked up by TEG at end of July.	31/07/2013	

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. 04/06/2013 – formal response not yet received. DW will continue to chase up response. 15/07/2013 – taking ECT funding through the A&E Contract Board.	31/07/2013	
Complete	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	04/06/2013 – SP confirmed that headings in IPR had been changed for next iteration. Action closed.		04/06/2013
Closed	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 going to Quality Committee on 09/07/2013. 04/06/2013 – DW confirmed TEG needed further clarity on numbers to be recruited – update to be provided at July meeting. 15/07/2013 – Advert placed for CS vacancies w/c 15/07/2013.	23/07/2013	15/07/2013
Complete	PB-205	04/06/2013	2.1. Annual Report: 2012/13	Feedback on draft Annual Report to be returned to EG, copied to AA by Monday 10 June.	All	Feedback returned		10/06/2013

Complete	PB-206	04/06/2013	2.1. Annual Report: 2012/13	Updated Remuneration Report to be included in Annual Accounts.	Executive Director of Finance & Performance	Item included in Annual Accounts. Action Closed.		10/07/2013
Complete	PB-207	04/06/2013	2.1. Annual Report: 2012/13	YAS internal timetable re production of Annual Report and Financial Summary to be updated and shared with Board.	Director of Corporate Affairs & Trust Secretary	Information shared by email 08/06/13		08/06/2013
Complete	PB-208	04/06/2013	2.2. Annual Accounts & Disclosure Statements: 2012/13	Track changed version of updated ISA260 to be circulated to Board members.	Executive Director of Finance & Performance	Circulated to Board members on 16/07/2013. Action closed.		16/07/2013