



**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 - <del>23/07/2013</del> 30/10/2013	

						<p>complete and BS has received strong (verbal) assurance re IPR production process. IA report being drafted for consideration at next AC meeting.</p> <p>04/06/2013 – update due at July meeting.</p> <p>23/07/2013 - BS confirmed assurance process was on-going. Further written and verbal assurance had been received from IA re IPR at recent AC meeting. Process of reviewing IPR remained on-going and would be discussed further at October AC meeting.</p>	<p>End Q1 –  <del>23/07/2013</del>  30/10/2013</p>	
Complete	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	<p>Analysis currently being undertaken. Will be presented at BDM on 25 June.</p> <p>23/07/2013 - NC confirmed paper produced for TEG to come to a BDM for discussion. More focussed action plan has been produced and the possibility of using pulse surveys to supplement the Staff Survey also being considered. Chairman suggested it would be useful to include a session on NHS Staff Survey at BDM on either 7 or 20 August. See action 209.</p>	<p>25/06/2013  07/08/2013</p>	07/08/2013

Complete	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. 23/07/2013 - EM stated RB had confirmed as the funds were not classified as Charitable Funds it was not appropriate to include the BASICS Scheme in the Committee's ToR at current time. RB stated money was classified as Exchequer funds rather than Charitable funds. He had produced an audit trail and would speak to JM about the matter outside the meeting. Action complete.	31/05/2013 31/07/2013	23/07/2013
Complete	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 would be picked up by TEG at end of July. 23/07/2013 - RB confirmed Cath Balazs was leading on piece of work to report back by the end of month. The results would be published in the IPR. Action complete.	31/07/2013	23/07/2013

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	DW 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. 15/07/2013 – taking ECT funding through A&E Contract Board. 23/07/2013 - DW confirmed formal response still not received. It was agreed CEO should continue to chase as the decision had caused significant embarrassment and action should remain open as it remained a 'live' issue.	<del>31/07/2013</del> 24/09/2013	
Complete	PB-209	23/07/2013	3. Action Log	AA to liaise with NC re inclusion of item to discuss Staff Survey at a forthcoming Board Development Meeting	Director of Corporate Affairs & Trust Secretary		07/08/2013	07/08/2013
Active	PB-210	23/07/2013	3. Action Log	RB to liaise with JM re BASICS Scheme funds outside of meeting.	Executive Director of Finance & Performance		24/09/2013	
Active	PB-211	23/07/2013	4. Chairman's Report	AA to find out whether regional Governors' meetings were still taking place and share information with Board.	Director of Corporate Affairs & Trust Secretary		24/09/2013	

Active	PB-212	23/07/2013	4. Chairman's Report	Chairman to share details of TDA's NHS Trust Chairmen's appraisal process with Board colleagues.	Chairman		24/09/2013	
Complete	PB-213	23/07/2013	5.2. NHS TDA Returns	DW to discuss proposed route for feedback of assurance with TEG and report back to Board.	Chief Executive	21/08/2013 – agreed that monthly reviews would be built into TEG forward plan and feedback to Board via Audit Committee.	24/09/2013	21/08/2013
Active	PB-214	23/07/2013	5.3. BAF and Corporate Risk Register	SP to ensure discussion re risk 3b included as agenda item for September Quality Committee meeting to allow Committee to take a "fresh look" at the risk.	Executive Director of Standards & Compliance		10/09/2013	
Active	PB-215	23/07/2013	5.3. BAF and Corporate Risk Register	F&IC to consider wording of risk 8b at September meeting.	Non-Executive Director, EB		10/09/2013	
Active	PB-216	23/07/2013	6.2. Standing Orders & Standing Financial Instructions	AA to email updated Designated Board Leads & Appointments document to Board.	Director of Corporate Affairs & Trust Secretary		24/09/2013	
Active	PB-217	23/07/2013	6.2. Standing Orders & Standing Financial Instructions	RB to amend wording in F&IC point 3 to include element of risk.	Executive Director of Finance & Performance		24/09/2013	

Active	PB-218	23/07/2013	7.1. Chief Executive's Report & IPR	DW to explore possibility of NEDs attending an UCB meeting as an observer.	Chief Executive	21/08/2013 – agreed that DW would amend current version of TEG report.	24/09/2013	
Active	PB-219	23/07/2013	7.1. Chief Executive's Report & IPR	DW/RB to discuss timing of Trust's COG elections with TDA.	Chief Executive		24/09/2013	
Active	PB-220	23/07/2013	7.1. Chief Executive's Report & IPR	DW to agree with TEG best way in which to include updates on higher level strategic messages in IPR.	Chief Executive		24/09/2013	
Active	PB-221	23/07/2013	7.1. Chief Executive's Report & IPR	RB to discuss NHS 111 marketing campaign at next meeting with Lead Commissioners.	Executive Director of Finance & Performance		24/09/2013	
Active	PB-222	23/07/2013	7.1. Chief Executive's Report & IPR	DW to raise issue of Clinical Supervisor completion of PDRs at TEG to report back at September Board Meeting.	Chief Executive		24/09/2013	
Active	PB-223	23/07/2013	7.1. Chief Executive's Report & IPR	KW to interrogate HCP complaints in more depth.	Executive Director of Standards & Compliance		24/09/2013	
Active	PB-224	23/07/2013	7.1. Chief Executive's Report & IPR	KW to liaise with VL re May Friends & Family result for East & notes about outliers to be added to future IPRs.	Executive Director of Standards & Compliance		24/09/2013	

Active	PB-225	23/07/2013	7.1. Chief Executive's Report & IPR	TEG to review Business Continuity Plan section of IPR to make information provided more meaningful.	Chief Executive		24/09/2013	
Active	PB-226	23/07/2013	7.1. Chief Executive's Report & IPR	RB to review ICT section of IPR to ensure it focusses more on Trust's strategic objectives, etc.	Executive Director of Finance & Performance		24/09/2013	