



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 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 – 23/07/2013 30/10/2013</p>	
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	<p>DW met Andy Buck, NHS England on 28/05/2013. Now pursuing through CCG Commissioning Meeting.</p> <p>04/06/2013 – formal response not yet received. DW will continue to chase.</p> <p>15/07/2013 – taking ECT funding through A&E Contract Board.</p> <p>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</p>	<p>31/07/2013 24/09/2013 26/11/2013</p>	

						open as it remained a 'live' issue. DW met with Stuart Ide 29/8/13 it is all with specialist commissioners. He agreed to raise issues and response back.		
Complete	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	17/09/2013 – there has been correspondence with the Chairman of the BASICS Charitable Fund and it has been agreed that it will be maintained as a separate charity for the time being. Action complete.	24/09/2013	17/09/2013
Complete	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	As far as can be ascertained, there are no regional governors meetings in place	24/09/2013	24/09/2013
Complete	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	Replaced by action 230 below	24/09/2013	03/09/2013
Complete	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	Action completed	10/09/2013	24/09/2013

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	
Complete	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	Action completed	24/09/2013	24/09/2013
Complete	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	Action completed.	24/09/2013	17/09/2013
Complete	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	UCB leads requested to raise item at UCB meetings. P D attending Bradford UCB meeting. Action complete	24/09/2013	24/09/2013
Complete	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	Raised at NHSTDA assurance meeting in September. View is following approval of application @ NHS TDA Board	24/09/2013	24/09/2013
Complete	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	21/08/2013 – agreed that DW would amend current version of TEG report. September – TEG report updated to reflect strategic messages.	24/09/2013	24/09/2013

Active	PB-221	23/07/2013	7.1. Chief Executive's Report & IPR	RB/SP to discuss NHS 111 marketing campaign at next meeting with Lead Commissioners.	Executive Director of Finance & Performance / Executive Director of Standards & Compliance	16/09/2013 – pending discussion at next formal meeting.	30/09/2013	
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	Plan in place for CS PDRs and for CS teams briefed at September Team Brief	24/09/2013 26/11/2013	Report back/review in November 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	17/09/2013 – update to be provided at Board meeting.	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	17/09/2013 – update to be provided at Board meeting.	24/09/2013	
Complete	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	Additional comments added to section to clarify position	24/09/2013	24/09/2013
Complete	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	16/09/2013 – first set of amendments made with further to follow in future months. Action complete.	24/09/2013	16/09/2013

Active	PB-227	03/09/2013	1. Questions from the Public	Chief Executive to arrange to discuss commissioning of local services with Cllr Hodgson.	Chief Executive		30/09/2013	
Active	PB-228	03/09/2013	1. Questions from the Public	Chief Executive to pass on the Board's thanks to Dave Jones for his work as a CFR	Chief Executive		30/09/2013	
Active	PB-229	03/09/2013	3. Matters Arising	Chief Executive to push Stuart Ide for response re ECT funding queries.	Chief Executive		30/09/2013	
Active	PB-230	03/09/2013	3. Matters Arising	Chairman's office to follow details of TDA's appraisal process and Chairman to share details with Board colleagues.	Chairman		30/09/2013	
Active	PB-231	03/09/2013	2.3. Health and Safety	SP/MH to organise a response bag for Board members to view.	Executive Director of Standards & Compliance		29/10/2013	