



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>	

						<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. 24/09/2013 - RB confirmed the matter was on agenda for next contract meeting. 18/11/2013 – DW confirmed that the matter is being pursued through the A&E contract arrangements. Action remains open.</p>		
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	<p>EB confirmed the matter was considered at the September F&IC meeting. The wording would be formally agreed at the Committee's next meeting and reported back at the November Board Meeting. Action remains open.</p>	40/09/2013 26/11/2013	
Complete	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	<p>16/09/2013 – pending discussion at next formal meeting. 24/09/2013 – SP confirmed that this would play out during the course of the winter planning exercise. Action complete.</p>	30/09/2013	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	Plan in place for CS PDRs and for CS teams briefed at September Team Brief. 24/09/2013 - DW confirmed PDR work was underway, adding 100% of PDRs would be delivered by end of financial year. PD stated she had seen an on-line PDR system that might be appropriate for YAS to use. Action remains open. 10/11/2013 – update given to Quality Committee on 12/11/2013. 19/11/2013 – Deputy Director of Operations confirmed that all PDRs will be completed by December 2013. Action remains open.	24/09/2013 26/11/2013	
Complete	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 - SP stated PTS feedback generally related to waiting times. In relation to 111 service an electronic system had been set up for healthcare practitioners to encourage feedback. Action complete.	24/09/2013	24/09/2013
Complete	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	Executive Director of Standards &	17/09/2013 – update to be provided at Board meet. 24/09/2013 - Having cross	24/09/2013	24/09/2013

				about outliers to be added to future IPRs.	Compliance	referenced with other questions, SP stated did not seem to be anything else out of line. As team was still establishing baseline it was too early to draw any conclusions. Possibility of introducing a narrative question to outline reasons for feedback was currently being explored in liaison with YAS Expert Patient. Action complete.		
Complete	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	24/09/2013 - DW confirmed a meeting had been arranged with Cllr Hodgson. Action complete.	30/09/2013	24/09/2013
Complete	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	DW confirmed that he had thanked Dave Jones by email and personally. The Chairman thanked DW for his prompt action. Action complete.	30/09/2013	24/09/2013
Complete	PB-229	03/09/2013	3. Matters Arising	Chief Executive to push Stuart Ide for response re ECT funding queries.	Chief Executive	24/09/2013 - DW confirmed he still had not received an answer was still chasing Stuart Ide for an answer. Action remains open. Duplication of action PB-200 which remains open. Action closed.	30/09/2013	10/11/2013

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	24/09/2013 - Chairman confirmed that although she had received the process she still had some concerns, including the source of the feedback against which the Chairman was to be measured. She would discuss these concerns with Yasmin Choudhry from the NHS TDA at their meeting on 4 October and report back at the November meeting. Action remains open. 15/11/2013 – Chairman completed 360 degrees section of the process – Feedback call arranged for 22/11/2013. Action remains open	30/09/2013 26/11/2013	
Complete	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	SP confirmed the response bag would be ready for Board members to view on 29 October. Action remains open. 12/11/2013 – bag taken to Private Trust Board Action Closed	29/10/2013	12/11/2013
Active	PB-232	24/09/2013	2. Matters Arising	Possibility of including information re PTS journeys aborted by acute trusts in IPR to be investigated.	Exec Dir of Standards & Compliance/ Exec Director of Finance & Performance		26/11/2013	

Complete	PB-233	24/09/2013	4.1. NHS TDA submissions	TEG to develop a statement for each of the Board Statements for monthly TDA returns.	Chief Executive	a) TEG agreed the TDA assurance statements (16/10/2013). b) Assurance supplied to Board (26/11/2013) as Appendix to monthly TDA Board statements. c) Audit Committee (10/11/2013) to receive updated assurance. d) Process in place for Board to receive assurance against each statement with monthly TDA return. Action completed.	26/11/2013	18/11/2013
Complete	PB-234	24/09/2013	4.1. NHS TDA submissions	TEG to provide the Audit Committee with the evidence underpinning the TDA returns in relation to Board Statements.	Chief Executive	As (b) above. Action completed.	26/11/2013	18/11/2013
Complete	PB-235	24/09/2013	4.3. Mid-Year Review	Sickness turnaround group meeting to be re-arranged as soon as possible.	Executive Director of People & Engagement	19/11/2013 - meeting was held on 17/10/2013. Meeting to be held in Jan 2014. Action complete	31/10/2013	17/10/2013
Complete	PB-236	24/09/2013	5.1. Risk Management & Assurance Strategy	Liaison to take place with Board colleagues re amendments to Strategy prior to its representation at November Board meeting.	Executive Director of Standards & Compliance	19/11/2013 – Agenda item for 26/11/2013 Action Closed	26/11/2013	19/11/2013

Complete	PB-237	24/09/2013	5.1. Risk Management & Assurance Strategy	Learning from NWS re quality impact and risk registers to be incorporated into Strategy.	Executive Director of Standards & Compliance	19/11/2013 – Agenda item for 26/11/2013 Action Closed	26/11/2013	19/11/2013
Complete	PB-238	24/09/2013	6.1. Chief Executive's Report & Integrated Performance Report	Board to be updated on 111 calls' performance review as part of Chief Executive's weekly update.	Chief Executive	DW updated NEDs via weekly CEO briefing on 15/11/13. Action complete.	26/11/2013	15/11/2013
Complete	PB-239	24/09/2013	6.1. Chief Executive's Report & Integrated Performance Report	Discussion about performance issues to be included on the agenda for a future Board Development Meeting.	Director of Corporate Affairs & Trust Secretary	Included in BDM Forward Plan; timescale for delivery will be agreed with CEO/Chairman. Action complete.	26/11/2013	15/11/2013
Complete	PB-240	24/09/2013	6.1. Chief Executive's Report & Integrated Performance Report	Board to be provided with further information about HR initiatives at its November meeting.	Executive Director of People & Workforce	19/11/2013 – Covered in this months updated IPR Action complete.	26/11/2013	19/11/2013
Active	PB-241	24/09/2013	6.1. Chief Executive's Report & Integrated Performance Report	Exception reporting to be introduced in the Safeguarding training section of the IPR.	Executive Director of Standards & Compliance	19/11/2013 – work on-going - analysis of figures, etc taking place. Action remains open	26/11/2013	
Active	PB-242	24/09/2013	6.1. Chief Executive's Report & IPR	Board to be provided with Info about actions being taken by Locality Directors to improve handover times.	Executive Director of Finance & Performance	19/11/2013 – Update to be provided at meeting on 26/11/2013	26/11/2013	

Complete	PB-243	24/09/2013	6.1. Chief Executive's Report & Integrated Performance Report	Meetings to be set up with the most poorly performing hospitals re improvements to handover times.	Chief Executive	Meetings took place with Leeds Teaching and Bradford FTs in October. Action complete.	26/11/2013	15/11/2013
Complete	PB-244	24/09/2013	6.1. Chief Executive's Report & Integrated Performance Report	Ian Walton to be asked to provide Board with further information in relation to YAS's business continuity / escalation (surge) plans.	Interim Executive Director of Operations	05/11/2013 – information circulated to Board members. Action complete.	31/10/2013	05/11/2013