



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
Complete	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 Dec 12.29/01/2013 - item to be considered at AC 12/02/2013 - further update to be provided at Mar Board. 15/03/2013 – BS update assurance re IPR is now referred to in AC Report to Board. Matter being progressed although not yet closed. 26/03/2013 – RB & BS in discussions with IA 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 complete and BS has received strong (verbal) assurance re IPR production process.	End Q1 - 23/07/2013 30/10/2013	26/11/2013

						IA - report being drafted for consideration at next AC meet. 04/06/2013 – update due July meeting. 23/07/2013 - BS confirmed assurance process was on-going. Further written and verbal assurance received from IA re IPR at recent AC meet. Process of reviewing IPR remained on-going and would be discussed further at Oct AC meet. 26/11/2013 - BS confirmed IA's assurance re IPR was currently strong. DW agreed IPR was much improved in terms of accuracy, etc. Action was closed with assurance that it remained an item of scrutiny for the Audit Committee.	End Q1 – 23/07/2013 30/10/2013	26/11/2013
Complete	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 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. Agreed CEO should continue to chase.	31/07/2013 24/09/2013 26/11/2013	26/11/2013

						<p>Decision caused signif embarrassment and action still open as it remained a 'live' issue. DW met with Stuart Ide 29/8/13 who agreed to raise issues and response back.24/09/2013 - RB confirmed matter on agenda for next contract meet. 18/11/2013 – DW confirmed that matter being pursued through A&E contract arrgts. Action remains open. 26/11/2013 DW confirmed this was part of YAS' 2014/15 commissioning discussions on which RB and team leading. RB confirmed item had been flagged as a priority at first 2014/15 planning meeting previous week. Item also agenda item at Yorkshire Air Ambulance meetings and JM continued to work with reps from armed forces in addition to considering other alternatives. It was agreed the action should be closed on the proviso that DW kept the Board updated on future progress.</p>		26/11/2013
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Complete	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	EB confirmed matter was considered at Sept F&IC meeting. Wording would be formally agreed at the Committee's next meeting and reported back at Nov Board Meeting. Action remains open. 26/11/2013 - EB confirmed wording changed. Action closed.	10/09/2013 26/11/2013	26/11/2013
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 Sept 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. Update given to QC 12/11/2013. 19/11/2013 – Deputy Dir of Ops confirmed all PDRs would be completed by Dec 2013. Action remains open. 26/11/2013 - Action remains open completion date extended to Jan 14. DW stated focus now on overall completion.	24/09/2013 26/11/2013 28/01/2014	

Complete	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 she had received process but still had some concerns, including source of feedback against which she was to be measured. She would discuss concerns with Yasmin Choudhry from TDA at their meet on 4 Oct and report back at Nov meet. Action remains open. 15/11/2013 – Chairman completed 360 degrees section of process. Feedback call arranged for 22/11/2013. Action remains open. 26/11/2013 Chairman confirmed 360 degree process completed and thanked everyone for their feedback. TDA would now take over to carry out new in-year review of the Chairman's performance, etc. Action closed.	30/09/2013 26/11/2013	26/11/2013
Complete	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 Director of Finance & Performance	26/11/2013 - RB confirmed IPR, through Transformation Prog, had expanded process to show reasons, etc which would be seen in next month's IPR. Action closed.	26/11/2013	26/11/2013
Complete	PB-241	24/09/2013	6.1. Chief Executive's Report &	Exception reporting to be introduced in the Safeguarding training	Executive Director of Standards &	19/11/2013 – work on-going - analysis of figures, etc taking place. Action	26/11/2013	26/11/2013

			Integrated Performance Report	section of the IPR.	Compliance	remains open. 26/11/2013 - SP stated there were no signif concerns as the compliance rate was over 80%. New Safeguarding Level 2 workbook was due to be issued in 2-3 weeks. DW confirmed Safeguarding and Statutory and Mandatory workbook completion were monitored at TEG. Action closed.		
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 Operations	19/11/2013 – Update to be provided at meeting on 26/11/2013 DW confirmed he had met with reps from poorest performing acute trusts and been reassured by the approach and commitment being shown. Confirmed improvements still needed re post-handover wrap up times, etc so work was under way with crews to help with this. Action remains open.	26/11/2013 28/01/2014	
Active	PB-245	26/11/2013	3. Action Log	Consideration to be given to format of a possible short review of the first 6 months of working with new CCGs, etc.	Chief Executive		25/02/2014	

Complete	PB-246	26/11/2013	5.3. Service Transformation Programme Board Report	Evidence of investment and achievements to date to be included in next Service Transformation Board report.	Executive Director of Standards & Compliance	Included as part of the Service Transformation Board paper going to Quality Committee meeting on 6 February. Action complete.	28/01/2014	21/01/2014
Complete	PB-247	26/11/2013	5.3. Service Transformation Programme Board Report	Information re programme's inter-relationships, including SLM, to be included in next Service Transformation Board report.	Executive Director of Standards & Compliance	Included as part of the Service Transformation Board paper going to Quality Committee meeting on 6 February. Action complete.	28/01/2014	21/01/2014
Complete	PB-248	26/11/2013	5.4. Register of Interests – Updated	MFD entry relating to elected position in BP to be deleted.	Director of Corporate Affairs & Trust Secretary	30/12/2013 - MFD entry deleted. Action complete	31/12/2013	30/12/2013
Active	PB-249	26/11/2013	5.5. Board Assurance Framework including Corporate Risk Register	Chairman to meet with AA to discuss NED access to YAS Intranet.	Director of Corporate Affairs & Trust Secretary	14/01/2014 – request actioned with ICT – action remains open.	28/01/2014	
Complete	PB-250	26/11/2013	5.5. Board Assurance Framework including Corporate Risk Register	Ownership of PTS risks to be moved to Finance & Performance directorate.	Executive Director of Standards & Compliance	Included as part of the Risk paper going to Quality Committee meeting on 6 February. Action complete.	28/01/2014	21/01/2014
Complete	PB-251	26/11/2013	6.1. Risk Management and Assurance Strategy – Updated	“Combined Code on Corporate Governance” on page 15 to be replaced with “UK Corporate Governance Code 2012”.	Executive Director of Standards & Compliance	Alteration made in final version. Action complete	28/01/2014	14/01/2014

Complete	PB-252	26/11/2013	6.2. Lease Vehicles for Executive Directors	Wording to be amended to clarify approval process for Executive Directors' vehicles.	Executive Director of Finance & Performance	Wording amended. Action complete.	31/12/2013	31/12/2013
Active	PB-253	26/11/2013	6.2. Lease Vehicles for Executive Directors	Market testing of current leasing levels of Executive Directors' vehicles to be carried out.	Executive Director of Finance & Performance	21/01/2014 – work underway. Verbal update to be provided at meeting. Action remains open.	28/01/2014	
Complete	PB-254	26/11/2013	6.2. Lease Vehicles for Executive Directors	Wording to be amended in section 1.4 to state "Remuneration and Terms of Service Committee.	Executive Director of Finance & Performance	Wording amended. Action complete.	28/01/2014	21/01/2014
Complete	PB-255	26/11/2013	6.2. Lease Vehicles for Executive Directors	Wording in section 3.3.9 to be clarified to ensure meaning was more explicit re refunds for underutilisation of vehicles.	Executive Director of Finance & Performance	Wording amended. Action complete.	28/01/2014	21/01/2014
Complete	PB-256	26/11/2013	6.2. Lease Vehicles for Executive Directors	Wording in section 3.2.9 to be tightened re cost alternatives and second full stop to be removed.	Executive Director of Finance & Performance	Wording amended. Action complete.	28/01/2014	21/01/2014
Complete	PB-257	26/11/2013	7.1. Chief Executive's Report and Integrated Performance Report	Chairman and NEDs to be provided with a copy of Urgent & Emergency Care Review Phase 1 report.	Chief Executive	14/01/2014 – DW distributed an electronic link. Action closed.	31/12/2013	14/01/2014

Active	PB-258	26/11/2013	7.1. Chief Executive's Report and Integrated Performance Report	Liaison to take place re production of YAS Briefing sheet re Urgent & Emergency Care Review Phase 1 report.	Chief Executive / Executive Director of Standards & Compliance	Being considered as part of work plan for new Urgent Care Steering Group. Action remains open.	25/02/2014	
Complete	PB-259	26/11/2013	7.1. Chief Executive's Report and Integrated Performance Report	Letter to Secretary of State expressing Trust's concerns re current situation re additional winter funding, particularly re the 111 service to be prepared.	Chief Executive	14/01/2014 – notification of funding received for both 999 and 111. Therefore letter not sent.	31/12/2013	14/01/2014
Complete	PB-260	26/11/2013	7.1. Chief Executive's Report and Integrated Performance Report	SP to meet with EM to discuss actions taken to overcome possible data protection risks arising from manual processing of patients' forms.	Executive Director of Standards & Compliance	21/01/2014 – call took place with EM to discuss subject. Action complete.	28/01/2014	21/01/2014
Complete	PB-261	26/11/2013	7.1. Chief Executive's Report and Integrated Performance Report	RB/SP to liaise in relation to compilation of information for an update report on injury benefit compensation payments.	Executive Director of Finance & Performance / Executive Director of Standards & Compliance	Included in Claims report going to Quality Committee meeting on 6 February 2014. Action complete.	28/01/2014	21/01/2014
Complete	PB-262	26/11/2013	7.5. Finance & Investment Committee Report	Standard wording to be used for the report recommendations from Level 2 Committees going forward.	Director of Corporate Affairs & Trust Secretary	14/01/2014 – standard wording developed for future recommendations / approval wording in Board minutes. Action closed.	28/01/2014	14/01/2014