



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-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 CS teams briefed at Sept Team Brief. 24/09/2013 - DW confirmed PDR work 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. 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. 28/01/2014 - DW confirmed vast majority of CS PDRs now completed. Around 24 extra people had been recruited to CS	24/09/2013 26/11/2013 28/01/2014	28/01/2014

						establishment and several of these PDRs were still to be completed. Generally, Trust continued to make good progress with a 75% completion year to date. Progress had been tracked carefully at TEG level and vast majority would be completed by year end. Action closed		
Complete	PB-242	24/09/2013	6.1. Chief Executive's Report & IPR	Board to be provided with information 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. 28/01/2014 - RH stated a lot of detailed activity had taken place with improvement showing in West Yorks but not yet across the board. 4 clinical bays had gone live in Hudds and York and Scarborough were taking more proactive approach. West Yorks locality mgrs and CSs were in daily contact with hospitals &	26/11/2013 28/01/2014 25/03/2014	14/03/2014

improvement could be seen. Chairman stated facilities were now in each hospital to electronically capture how long it took YAS' staff to handover patients to the hospitals and there had been marked improvement across the whole patch. The time it took to get vans ready to be used again was in YAS' control and there were still some issues with this area. RH stated work was under way to try to ascertain reasons why some crews were quicker than others in preparing vans for next use. DW stated part of the £215m Government allocation of funds for challenged acutes was to be used for improvements to meet four-hour targets. As York was one of these acute trusts it was right to pick up the initiative at Executive level. Action remains open. 20/02/2014 – RH met Wendy Quinn - Directorate Manager, Emergency Medicine at York. Key points are: overall the situation has improved considerably - performance within 15 minutes being at 81.9% in

						<p>Jan: overall performance is affected by the results in Scarb (part of same trust) which has consistently been running at c66% Oct-Dec. As a result Nicola Mawson is spending a full day in Scarb with lead nurse to look at the processes there & take in good practice from elsewhere along with local ops team. York ED has 13 bays and overall comparatively less overall beds. Therefore blockages have a larger disproportionate impact than elsewhere. To counter this they are building currently on a 3 month lead time 7 additional assessment bays in the ED. Relationships with YAS staff appear good with positive feedback for NM & Paul Farthing along with the CS community. RH has committed to further visibility of CSs due to changes made to response levels on Bronze which allow more effective use of time on this type of issue. Also heavily involved in local liaison meetings. RH has confidence the processes</p>		
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						in place combined with the relationships & building work currently being undertaken will lead to further improvements. Action closed.		
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	28/01/2014 - DW stated the Trust was currently in 2014/15 contract negotiations. The review would take place at the end of this period. Action remains open. 14/03/2014 – DW to provide update at May meeting. Action remains open.	25/02/2014 25/03/2014 20/05/2014	
Complete	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 - AA confirmed a pilot was to take place with the Chairman before the system was rolled out more widely for the rest of the NEDs. A meeting is due to take place with IT to discuss the options and an update provided at next Board meeting. 13/03/2014 – meeting with Chairman and ICT took place; actions in hand. Action closed.	28/01/2014 25/02/2014 25/03/2014	25/03/2014

Complete	PB-253	6/11/2013	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 - RB confirmed the process was underway. It was agreed the action should be redirected to RTSC Action Log. Action closed.	28/01/2014	28/01/2014
Complete	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. 28/01/2014 - SP confirmed a selection of documents had been circulated and an Urgent Care steering group had been established. Part of its work would be to look at staff communication and engagement & some product from the group should be seen shortly. Action remains open. 14/03/2014 – DW/SP confirmed draft Urgent Care Development Plan had been drafted and was on agenda for meeting on 25/03/14. Communication material will now be produced in line with the Plan for circulation in April. Action closed.	25/02/2014 25/03/2014	25/03/2014

Complete	PB-263	28/01/2014	1. Questions from Public	Hester Rowell to liaise with Cllr Viv Kendrick re opportunities for stakeholder engagement	Director of People & Engagement	14/07/2014 – IB confirmed HR had contacted Cllr VK whose main concern was that she had received no information from YAS re updated developments. Trust distribution lists now up-to-date. Action closed.	25/03/2014	14/03/2014
Complete	PB-264	28/01/2014	3. Action Log	Meeting to be arranged between Chairman and ICT re paperless Board meeting options.	Director of Corporate Affairs & Trust Secretary	Chairman authorised meeting to go ahead on 18/03/2014 in her absence. AA/JK to feed back. Action closed.	28/02/2014 18/03/2014	18/03/2014
Complete	PB-265	28/01/2014	3. Action Log	Action re market testing of current leasing levels of Exec Dirs' vehicles to be moved to RTSC action log.	Director of People & Engagement	Action moved to RTSC action log. Action closed.	28/02/2014	25/03/2014
Complete	PB-266	28/01/2014	6.1. YAS Forum Draft Terms of Reference	'Governor' to be changed to 'Member' throughout document.	Director of Corporate Affairs & Trust Secretary	Amendments made. Action closed.	01/02/2014	29/01/2014
Complete	PB-267	28/01/2014	6.1. YAS Forum Draft Terms of Reference	Statement clarifying dissolution of Forum when YAS became an FT to be included.	Director of Corporate Affairs & Trust Secretary	Statement included. Action closed.	01/02/2014	29/01/2014
Complete	PB-268	28/01/2014	6.1. YAS Forum Draft Terms of Reference	Statement clarifying membership of Forum would not count as one of the 2 allowed terms of membership of COG.	Director of Corporate Affairs & Trust Secretary	Statement included, Action closed.	01/02/2014	29/01/2014
Complete	PB-269	28/01/2014	6.1. YAS Forum Draft Terms of Reference	'Attendance' section to be amended to remove reference to 'quorum'.	Director of Corporate Affairs & Trust Secretary	Amendment made. Action closed.	01/02/2014	29/01/2014

Complete	PB-270	28/01/2014	6.1. YAS Forum Draft Terms of Reference	Phrase to be included in TOR relating to Forum's ability to comment on and help to develop Constitution.	Director of Corporate Affairs & Trust Secretary	Phrase included. Action closed.	01/02/2014	29/01/2014
Complete	PB-271	28/01/2014	6.1. YAS Forum Draft Terms of Reference	Amended version of paper to be emailed to Board for final approval.	Director of Corporate Affairs & Trust Secretary	Paper circulated. Action closed.	10/02/2014	29/01/2014
Active	PB-272	28/01/2014	7.1. Chief Executive's Report and Integrated Performance Report	Exit interviews to be focussed on over next 3-6 months, probing reasons for people leaving organisation in more detail.	Director of People & Engagement	13/03/2014 – work ongoing. Action remains open.	20/05/2014	
Complete	PB-273	28/01/2014	7.1. Chief Executive's Report and Integrated Performance Report	Short statement to be drafted and circulated to Board members re future format of Committee updates at Trust Board Meetings in Public.	Director of Corporate Affairs & Trust Secretary	Future format agreed. Action closed.	10/02/2014	30/01/2014
Complete	PB-274	28/01/2014	7.1. Chief Executive's Report and Integrated Performance Report	Committee Chairmen to test out new process at March Trust Board Meeting in Public.	Non-Executive Directors – BS/EB/PD/EM	Action closed.	25/03/2014	25/03/2014
Complete	PB-275	28/01/2014	7.2. Charitable Funds Committee	Meeting to be arranged with DW, EM and RH to consider options re purchase of 3 additional SMUs.	Executive Director of Finance & Performance	18/03/2014 – JK organising meeting to take place in April 2014. Action closed.	25/03/2014	18/03/2014

Complete	PB-276	28/01/2014	7.2. Charitable Funds Committee	End-of-year update report to be provided at March Trust Board Meeting in Public	Non-Executive Director – EM	On agenda – action closed.	25/03/2014	25/03/2014
Complete	PB-277	28/01/2014	7.3. Audit Committee	Possible timings of Board, F&IC & Quality Committee self-assessments to be considered and discussed with Board.	Director of Corporate Affairs & Trust Secretary	Chairman agreed: Board Effectiveness Review feedback on agenda, BDM 24 June 2014. F&IC completed March 2014. Quality – SP to action. Charitable Funds – not applicable. Action closed.	28/02/2014	25/03/2014
Complete	PB-278	28/01/2014	7.4. Quality Committee	Action logs to be shared promptly after production of draft minutes.	Director of Corporate Affairs & Trust Secretary	Action closed.	25/03/2014	13/03/2014
Complete	PB-279	28/01/2014	7.5. Finance & Investment Committee	Update on NED pre-budget meeting to be requested from J Kane.	Director of Corporate Affairs & Trust Secretary	Meeting held 11/03/2014. Action closed.	01/02/2014	25/03/2014
Complete	PB-280	28/01/2014	7.6. Board Review	Information re Public Members' registration for Public Board Meetings to be shared with Board colleagues prior to each meeting.	Director of Corporate Affairs & Trust Secretary	Actioned for March. Action closed.	25/03/2014	25/03/2014
Complete	PB-281	28/01/2014	7.6. Board Review	Proposed timings for early morning Private Board, followed by mid-morning Public Board meeting to be circulated to Board members for their approval.	Director of Corporate Affairs & Trust Secretary	Circulated; comments considered by Chairman. New phasing to be effective May 2014.	25/02/2014	25/02/2014