



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-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. 25/03/2014 – DW stated that, with the Board's approval, he would like to change the action's due date to May 2014 as it had not been completed as the result of competing priorities. The Chairman agreed that extending the completion date would add to the value of the review. Action remains open.	25/02/2014 25/03/2014 20/05/2014	
Complete	PB-272	28/01/2014	7.1. Chief Executive's Report and Integrated	Exit interviews to be focussed on over next 3-6 months, probing reasons for people	Director of People & Engagement	13/03/2014 – work on-going. Action remains open. 25/03/2014 – IB confirmed the process was	20/05/2014	08/05/2014

			Performance Report	leaving the organisation in more detail.		currently being reviewed to improve the standard of information provided at exit interviews. Further information should be available by the next meeting. Action remains open. 08/05/2014 - IB confirmed new process being developed which will involve encouragement of face to face interviews together with data collection and reporting. Implementation date target 1 August 2014. Action closed.		
Complete	PB-282	25/03/2014	5.2. NHS TDA Compliance Returns	Revision of Evidence Logs attached to TDA returns prior to consideration by TEG & Audit Committee to be co-ordinated.	Trust Secretary	12/05/2014 – Updated evidence reviewed and approved by TEG on 30/04/2014. To be submitted to Audit Committee on 03/07/2014. Action closed.	20/05/2014	12/05/2014
Complete	PB-283	25/03/2014	5.4. Register of Members' Interests: Annual Formal Review 2013/14	Start and leaving dates to be included when appropriate for everyone on the Register.	Trust Secretary	Relevant dates added to Register. Action closed.	20/05/2014	12/05/2014
Complete	PB-284	25/03/2014	6.4. - Urgent Care Development Plan	Information re YAS' national and regional involvement in Urgent Care networks to be added to the Development Plan.	Executive Director of Standards & Compliance	12/05/2014 – amendments made to Development Plan as agreed. Action closed.	20/05/2014	12/05/2014

Complete	PB-285	25/03/2014	7.1. Chief Executive's Report & Integrated Performance Report	Response to be provided re 'RRV time waiting for back up' measure when more substantive detail is available.	Executive Director of Operations	12/05/2014 – information complied to be shared in email to Chairman and NEDs on 13/05/2014. Action closed.	20/05/2014	13/05/2014
Active	PB-286	25/03/2014	7.1. Chief Executive's Report & Integrated Performance Report	PTS RAG ratings v risk levels to be re-assessed and findings reported back to the Board.	Deputy Chief Executive & Executive Director of Finance & Performance	13/05/2014 – report to be provided at meeting on 20/05/2014. Action remains open.	20/05/2014	
Complete	PB-287	25/03/2014	7.1. Chief Executive's Report & Integrated Performance Report	Reasons for increase in Green complaints between Jan & Feb 14 to be analysed and information shared with Board by email.	Executive Director of Operations	12/05/2014 – information complied to be shared in email to Chairman and NEDs on 13/05/2014. Action closed.	20/05/2014	13/05/2014
Active	PB-288	25/03/2014	7.1. Chief Executive's Report & Integrated Performance Report	Quality Committee to be provided with an update on actions being taken re musculoskeletal injuries at its June meeting.	Executive Director of People and Engagement		12/06/2014	
Complete	PB-289	25/03/2014	7.1. Chief Executive's Report & Integrated Performance Report	Information re 'shadow' post-handover costs to acute trusts to be shared with Board.	Deputy Chief Executive & Executive Director of Finance & Performance	13/05/2014 – Information circulated separately. Action closed.	20/05/2014	13/05/2014

Complete	PB-290	25/03/2014	7.1. Chief Executive's Report & Integrated Performance Report	Update re implementation of Clinical Leadership Framework to be included in Operations' section of future Chief Executive's reports.	Executive Director of Operations	12/05/2014 – information contained in report to go to May Public Board meeting. Action closed.	20/05/2014	12//05/2014
Complete	PB-291	25/03/2014	7.5. – Finance & Investment Committee	Board Planner to be updated to show the two joint F&I and Quality Committee meetings.	Committee Services Manager	07/04/2014 - Planner updated and shared with Board members. Action closed.	30/04/2014	07/04/2014
Complete	PB-292	25/03/2014	7.5. – Finance & Investment Committee	Board colleagues to be provided with details of the process for NEDs attending YAS Forum meetings.	Trust Secretary	12/05/2014 – Inaugural meeting of YAS Forum due to take place on 08/07/2014. All Board Members attending part of the meeting. Future meetings CEO to be in attendance plus other Board Members by invitation. Action closed.	20/05/2014	12/05/2014