



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-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 that 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. 20/05/2014 - DW confirmed report had been sent out the previous week. Action closed.	25/02/2014 25/03/2014 20/05/2014	20/05/2014

Complete	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 and Executive Director of Finance & Performance	13/05/2014 – report to be provided at meeting on 20/05/2014. Action remains open. 20/05/2014 – RB confirmed that there had been some discrepancies. The process had been revised to prevent this going forward. Action closed.	20/05/2014	20/05/2014
Complete	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 & Engagement	20/05/2014 – SP confirmed an update on MSK injuries included on the agenda for the June Quality Committee meeting. Action closed.	12/06/2014	20/05/2014
Complete	PB-293	20/05/2014	7.1. Chief Executive's Report and Integrated Performance Report	Board members to provide IB with comments/feedback on format of Workforce section to aid further development.	All	15/07/2014 – no feedback received. Action closed.	22/07/2014	15/07/2014
Complete	PB-294	20/05/2014	7.1. Chief Executive's Report and Integrated Performance Report	Ethnic minority recruitment policies, etc to be discussed with the Trust's higher education provider and outcome reported back to the Board.	Executive Director of People & Engagement	15/07/2014 – meeting arranged with Local Education and Training Board (LETB) Chief Executive on 23/07/2014. Action closed.	22/07/2014	15/07/2014
Complete	PB-295	20/05/2014	7.1. Chief Executive's Report and Integrated Performance Report	A 'consolidated regional picture' session to be scheduled for the July Trust Board Meeting.	Trust Secretary	07/07/2014 – session scheduled for Private Board meeting on 22/07/2014. Action closed.	22/07/2014	07/07/2014

Complete	PB-296	20/05/2014	5.3. Board Assurance Framework – Opening Position 2014/15	BAF to be amended as recorded in the body of the Minutes.	Executive Director of Standards & Compliance	15/07/2014 – amendments made as indicated in Minutes. Updates to outcomes reported in summary page. Action closed.	22/07/2014	15/07/2014
Complete	PB-297	20/05/2014	5.4. Monitor Accountability Framework	Timeline to be compiled containing details of the actions remaining in the Trust's Foundation Trust journey.	Deputy Chief Executive and Executive Director of Finance & Performance	15/07/2014 – will be circulated prior to the meeting. Action closed.	22/07/2014	15/07/2014
Complete	PB-298	20/05/2014	5.5. NHS Constitution, 2013: Assurance of Compliance	AA to be provided with feedback on the updated evidence outside the meeting.	Non-Executive Director – BS	07/07/2014 – feedback provided to AA. Action closed.	22/07/2014	07/07/2014
Complete	PB-299	20/05/2014	6.1. Membership Strategy	Map on page 15 to be replaced with a version which includes all NHS 111 geography.	Trust Secretary	08/07/2014 – AA confirmed that the map had been replaced. Action closed.	22/07/2014	08/07/2014
Complete	PB-300	20/05/2014	6.3. The Foundation Trust Constitution and Solicitor's Letter of Conformity	Liaison to take place with Trust's solicitors re correct wording / format of 49.3.2 & amended version of Constitution V.34 to be circulated to the Board.	Trust Secretary	21/05/2014 – amendments made in liaison with Trust's solicitors and amended version circulated to the Board. Action closed.	22/07/2014	21/05/2014
Complete	PB-301	03/06/2014	3.1. Annual Report 2013/14	Final amended version of Report to be shared with Chairman and DW prior to submission to External Audit on 6 Jun.	Executive Director of People & Engagement	15/07/2014 – final draft shared with Chairman and DW. Action closed.	09/06/2014	06/06/2014

Complete	PB-302	03/06/2014	3.2. Annual Accounts & Disclosure Statements	TEG to discuss most appropriate means by which to provide the NEDs with concise, key information about each area of the Trust's business prior to next Board to Board and to report back to Board.	Chief Executive	15/07/2014 – TEG will prepare detailed briefing packs for Board members ahead of Board to Board. Areas of business required to be agreed with NED colleagues. Action closed.	22/07/2014	15/07/2014
Complete	PB-303	03/06/2014	3.3. Quality Account	Inclusion of appropriate form of wording in Quality Account to be considered re who had been approached for feedback during consultation period and who had provided feedback.	Executive Director of Standards & Compliance	15/07/2014 – Quality Account amended prior to publication. Action closed.	09/06/2014	15/07/2014
Complete	PB-304	03/06/2014	3.4. Annual Governance Statement	DW and SP to meet to agree how best to reflect the concerns expressed about the Clinical Leadership risk in the AGS.	Chief Executive / Executive Director of Standards & Compliance	15/07/2014 – narrative in AGS updated to reflect concerns expressed by NEDs. Action closed.	09/06/2014	15/07/2014