



**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-305	22/07/2014	3. Action Log	Board to be provided with an update following investigation into the issue around the clinical hub and its CIP position.	Chief Executive	Clinical hub CIP and trajectory currently being updated for next Finance and Investment Committee meeting. Action closed.	31/08/2014	21/08/2014
Complete	PB-306	22/07/2014	3. Action Log	Date in closed action PB-295 to be amended to 12/08/2014.	Committee Services Manager	21/08/2014 – date amended. Action closed.	02/09/2014	21/08/2014
Complete	PB-307	22/07/2014	5.2. NHS Trust Development Authority (TDA) Returns	Board Statements to be amended as outlined in the minutes prior to submission of June return.	Chief Executive	21/08/2014 – Board Statements were amended with additional information regarding performance and financial surplus. Action closed.	31/07/2014	21/08/2014
Complete	PB-308	22/07/2014	5.4. Chief Executive's Report and Integrated Performance Report (IPR)	Update on ongoing Equality and Diversity work to be presented at a future Quality Meeting.	Executive Director of People & Engagement	26/08/2014 – item to be included as an agenda item at December Quality Committee meeting. Action closed	11/09/2014	26/08/2014

Complete	PB-309	22/07/2014	5.4. Chief Executive's Report and Integrated Performance Report (IPR)	Crediting of East Riding CCG invoice to be discussed with BS outside the meeting.	Executive Director of Finance & Performance	26/08/2014 – Conference call organised between RB and BS. Action closed.	31/07/2014	26/08/2014
Complete	PB-310	22/07/2014	5.4. Chief Executive's Report and Integrated Performance Report (IPR)	Action to be taken to ensure precise expected completion dates to be included going forward in all sections of the IPR	Chief Executive	21/08/2014 – Exec Directors and Associates reminded to insert actual dates for completion of actions in IPR – not to use 'ongoing' or similar terminology. Action closed.	31/08/2014	21/08/2014
Complete	PB-311	22/07/2014	5.5. Board Memorandum on Quality Governance	KW to amend wording in section 4.7 to state that the Audit Committee 'receives and reviews controls and assurances'.	Executive Director of Standards & Compliance	31/07/2014 – wording amended for final version. Action closed.	31/07/2014	31/07/2014
Complete	PB-312	22/07/2014	5.6. Committee Terms of Reference – Updated	Each Committee's ToR to be amended to take into account the amendments outlined in the body of the minutes.	Trust Secretary	21/08/2014 – ToR amended; final versions forwarded for relevant approvals. Action closed.	31/08/2014	21/08/2014
Complete	PB-313	22/07/2014	5.7. Annual Review of Standing Orders, etc.	Reference to Director of Corporate Affairs' responsibility for Freedom of Information requests to be taken out of SOs.	Executive Director of Finance & Performance	26/08/2014 – SOs amended as discussed. Action closed.	31/08/2014	26/08/2014

Active	PB-314	22/07/2014	5.9. Board Assurance Framework including Corporate Risk Register	KW to update BAF to reflect comments received during the latest round of Board and Committee meetings.	Executive Director of Standards & Compliance	26/08/2014 – amendments included for version to be considered at September meetings of Quality and F&I Committees. Action remains open.	11/09/2014	
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