



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-321	30/09/2014	4.2. Chief Executive's Report and Integrated Performance Report (IPR)	Chairman and NEDs to be provided with a further update re industrial action arrangements in his weekly briefing.	Chief Executive	11/11/2014 – completed and on-going as further industrial action identified. Action closed.	17/10/2014	17/10/2014
Complete	PB-322	39/09/2014	4.2. Chief Executive's Report and Integrated Performance Report (IPR)	Sickness absence trajectory information to be shared with the Chairman and NEDs.	Executive Director of People & Engagement	17/11/2014 – information circulated to NEDs by IB. Action closed.	25/11/2014	17/11/2014
Complete	PB-323	30/09/2014	4.2. Chief Executive's Report and Integrated Performance Report (IPR)	TEG to scrutinise in more depth sickness levels in several functions to satisfy itself that current trajectories, etc are appropriate	Chief Executive	11/11/2014 – TEG-led sessions being arranged with functions with high absence levels. Will be completed by end of Dec 2014. Action closed.	25/11/2014	11/11/2014
Complete	PB-324	30/09/2014	4.2. Chief Executive's Report and Integrated Performance Report (IPR)	TEG to consider further actions to reduce level of sickness absence in the Trust and report back to full Board.	Chief Executive	11/11/2014 – improvement trajectories estimated for areas of highest absence to be monitored through Service Line Quality and Performance Review meetings. Action closed.	25/11/2014	17/11/2014

Complete	PB-325	30/09/2014	4.2. Chief Executive's Report and Integrated Performance Report (IPR)	Zeal Associates' presentation re Cultural Barometer to be shared with Board colleagues.	Executive Director of People & Engagement	17/11/2014 – presentation circulated to Board. Action closed.	31/10/2014	30/09/2014
Active	PB-326	30/09/2014	4.2. Chief Executive's Report and Integrated Performance Report (IPR)	RB to provide Chairman and NEDs with information about August dip in average responses per day (IPR page 2.1)	Executive Director of Finance & Performance		31/10/2014	
Complete	PB-327	30/09/2014	4.2. Chief Executive's Report and Integrated Performance Report (IPR)	Narrative about the data on pages 2.4 and 2.4a to be included on the IPR	Chief Executive	12/11/2014 – additional narrative will be included on IPR re these sections to identify the relationship between the indicators. Action closed	31/10/2014	12/11/2014
Active	PB-328	30/09/2014	4.2. Chief Executive's Report and Integrated Performance Report (IPR)	IB to liaise with MW re her suggestion of the development of more read across between sections of the IPR.	Executive Director of People & Engagement	17/11/2014 – meeting to discuss MW's suggestions to be arranged with IB/DM as soon as possible. Action remains open.	16/12/2014	
Complete	PB-329	30/09/2014	4.2. Chief Executive's Report and Integrated Performance Report (IPR)	Detailed information about expected timescales for appraisals, etc to be communicated to line managers as soon as possible.	Executive Director of People & Engagement	17/11/2014 – information circulated to line managers by CEO. Action closed.	31/10/2014	31/10/2014

Active	PB-330	30/09/2014	6.1. Charitable Funds Committee	EM to look into how the YAS Benevolent Fund could link into the national Ambulance Benevolent Fund and report back to Board at a future meeting.	Non-Executive Director - EM		25/11/2014	
Complete	PB-331	30/09/2014	6.5. Board Review and Feedback	Hard copy of IPR to be provided in addition to the document being uploaded onto Boardpad.	Committee Services Manager	11/11/2014 – Hard copies will be printed on receipt of IPR prior to each Public Board meeting. Action closed.	25/11/2014	11/11/2014