



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-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	25/11/2014 - RB stated historically there seemed to be a dip in performance in Aug. Work under way to identify root cause of this was not yet complete. Action remains open.	31/10/2014	
Complete	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. 25/11/2014 – MW stated a conversation about the revision of the whole of the IPR, taking Ian Bell's work into consideration was required. EB stated that revisions should include clear signposting when one section in the IPR related to other sections. Chairman suggested the current action should be closed to be replaced by a new action around the	16/12/2014	25/11/2014

						revised IPR and the timescale for its production. The Board agreed this was an appropriate decision to take. Action closed.		
Complete	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 - RB confirmed there had been a briefing in the Private Board meeting. EM stated the national Ambulance Benevolent Fund had a wider remit than YAS' Fund so the possibility of signposting to the national Fund had been discussed during the meeting. Action closed.	25/11/2014	25/11/2014
Complete	PB-332	25/11/2014	3.0 Action Log	TEG to agree contents of revised IPR, including more read across between sections and realistic timeline for its production and report back to Board.	Interim Chief Executive	20/01/2015 – paper presented at Audit Committee outline plan. Work to be completed and brought back to TEG in March 2015 and Board by 30 June 2015. Action closed.	27/01/2015	20/01/2015
Complete	PB-333	25/11/2014	5.4 Chief Executive's Report and Integrated Performance Report (IPR)	Quality Committee to be provided with information relating to the increased demand re PTS Patients in South and 'complex patients'.	Interim Chief Executive	20/01/2015 – Briefing paper to be circulated to Quality Committee ahead of the meeting on 5 February 2015. Action closed.	05/02/2015	20/01/2015
Complete	PB-334	25/11/2014	5.4 Chief Executive's Report and	Validity of the data re patients collected within 120 minutes in East	Interim Chief Executive	20/01/2015 – Hospital staff within East are declaring patients ready when first	27/01/2015	20/01/2015

			Integrated Performance Report (IPR)	Consortia during September to be double-checked and Board to be provided with update.		booking patient journeys on the system. Locality managers are liaising with hospital booking staff to ensure correct practices are adopting going forward. Action closed.		
Complete	PB-335	25/11/2014	5.4 Chief Executive's Report and Integrated Performance Report (IPR)	Reasons for aborted PTS journeys to be clarified and data shared with Board.	Interim Chief Executive	20/01/2015 – Briefing paper to be circulated to the Board prior to the meeting. Action closed.	27/01/2015	20/01/2015
Active	PB-336	25/11/2014	5.4 Chief Executive's Report and Integrated Performance Report (IPR)	SP/DM to discuss opportunities for accelerating the roll out of the Safety Thermometer training.	Executive Director of Standards & Compliance / Interim Executive Director of Operations		27/01/2015	
Active	PB-337	25/11/2014	5.4 Chief Executive's Report and Integrated Performance Report (IPR)	Board to be provided with an update re the current first day of absence reporting procedure.	Executive Director of People & Engagement	19/01/2015 – IB is still waiting for an update from PAM. Action remains open.	27/01/2015	
Complete	PB-338	25/11/2014	5.4 Chief Executive's Report and Integrated Performance Report (IPR)	Agreement to be reached with PD outside meeting format for presentation of long term sickness data to Quality Committee.	Executive Director of People & Engagement	19/01/2015 – Discussion took place and data presented alongside PDR information. Action closed.	27/01/2015	19/01/2015
Complete	PB-339	25/11/2014	6.2. Updated Terms of Reference: RTSC	Amendments to RTSC TOR to be made as follows: Section 4.4.4 applies in Section 1.1; SFIs/SOs were updated	Executive Director of People & Engagement	19/01/2015 – Amendments have all been made. Action closed.	27/01/2015	19/01/2015

				and approved in July 2014 (Section 1.1); All refs to Director of Workforce & Strategy to be changed to Executive Director of People & Engagement.				
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