



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-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. 27/01/2015 - RB stated following detailed analysis by Business Information team, nothing significant had been identified to date in relation to the August dip in average responses. A detailed piece of modelling work was ongoing which would incorporate these findings. Action closed.	31/10/2014	27/01/2015
Complete	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 carry chair training.	Executive Director of Standards & Compliance / Interim Executive Director of Operations	27/01/2015 - SP stated carry chair training had been built into all on-going class room training to supplement local training with all relevant staff training due to be	27/01/2015	27/01/2015

						completed by the end of March. Action closed.		
Complete	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 - IB confirmed PAM audit of calls had been completed with the conclusion that, on occasions, conversations were not challenging enough. Appropriate action was therefore being taken in relation to the training needs, etc of PAM's call handlers. Work was also under way to improve IT systems, etc so a better standard and improved consistency of data should be seen going forward. Quality Committee would continue to monitor the situation. Action closed.	27/01/2015	27/01/2015
Complete	PB-340	27/01/2015	1. Questions from the Public	An update on the Trust's NHS 111 service to be organised as a future pre-Trust Board Meeting in Public presentation.	Trust Secretary	16/03/2015 – recorded on Board Forward Plan – provisionally scheduled for September 2015 – AGM. Action closed.	24/03/2015	16/03/2015
Complete	PB-341	27/01/2015	5.4 Chief Executive's Report & IPR	Refreshed Performance Improvement Plan to be shared with Board as soon as possible.	Interim Executive Director of Operations	11/03/2015 – detailed update provided at BDM on 24 February 2015. Action closed.	24/03/2015	24/02/2015

Complete	PB-342	27/01/2015	5.4 Chief Executive's Report & IPR	Quality Committee to pick up the issue of Safeguarding training compliance.	NED – PD / Executive Director of Standards & Compliance	17/03/2015 – update on action and current position discussed in Quality meeting on 5 February 2015. Action closed.	05/02/2105	05/02/2015
Complete	PB-343	27/01/2015	5.4 Chief Executive's Report & IPR	Board to be provided with a detailed analysis of roles undertaken by YAS' workers aged 66 and over & information about support available to those staff members.	Executive Director of People & Engagement	12/03/2015 – information circulated to Board. Action closed.	24/03/2015	12/03/2015
Complete	PB-344	27/01/2015	5.4 Chief Executive's Report & IPR	Bridge analysis of PTS planned expenditure and actual performance for 2014/15 to be presented at May meeting of F&IC.	NED – EB / Interim Executive Director of Finance & Performance	11/03/2015 – added to F&IC action log. Item to be added to meeting agenda for meeting on 07/05/2015. Action closed.	07/05/2015	11/03/2015
Complete	PB-345	27/01/2015	6.1 Planning Update 2015/16	Session about the One-Year Operating Plan on the agenda for the February BDM.	Trust Secretary	09/03/2015 – session included and took place as requested. Action closed.	24/02/2015	24/02/2015
Complete	PB-346	27/01/2015	6.1 Planning Update 2015/16	Board members to provide feedback on draft Operating Plan prior to February BDM.	Interim Executive Director of Finance & Performance	09/03/2015 – comments received incorporated into session at BDM on 24/02/2015. Action closed.	24/02/2015	24/02/2015
Complete	PB-347	27/01/2015	7.4 Finance & Investment Committee - Committee Chairman's Update.	F&IC to consider the revised paper relating to the purchase of new PTS vehicles for sign off at its meeting on 5 February 2015.	NED – EB / Interim Executive Director of Finance & Performance	11/03/2015 – added to F&IC action log. Item agreed at the meeting on 05/02/2015. Action closed.	05/02/2015	05/02/2015