



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-361	26/05/2015	5.6. Charitable Funds Committee Review of Benevolent Fund	EM to liaise with MA about means by which staff knowledge of the Trust's Charity and Benevolent Funds could be improved.	Non-Executive Director - EM	28/07/2015 - EM confirmed that the meeting had taken place and some suggestions had been made in terms of raising the charity's profile that she had raised with the Corporate Comms team. These actions would be monitored through the Committee with an update to come back to Board at an appropriate time. Action closed.	28/07/2015	28/07/2015
Active	PB-363	26/05/2015	6.1. Workforce Plan	A more detailed update about the Workforce Plan to be presented at a Trust Board meeting in the near future.	Executive Director of Operations / Executive Director of People & Engagement	28/07/2015 - It was noted that the deadline date for this action was not until September 2015. Action remains open.	29/09/2015	
Active	PB-365	26/05/2015	6.3. Clinical Quality Strategy 2015-2018	The possible contents and introduction of a strategy for a 'softer' support mechanism to be considered and an	Executive Director of Operations / Executive Director of	28/07/2015 - It was noted that the deadline date for this action was not until September 2015. Action remains open. Update to	10/09/2015	

				update provided at a future Quality Committee meeting.	Standards & Compliance	be presented in September Quality Committee.		
Complete	PB-366	26/05/2015	6.4. Employee Wellbeing Strategy	The possibility of the Trust accessing external resources such as free/reduced membership fees of sports clubs, to be investigated to help with staff Wellbeing.	Executive Director of People & Engagement (SOL)	27/07/2015 – verbal update to be provided during meeting. Action remains open. 28/07/2015 - IB stated that the action had been passed on to the Health and Wellbeing Steering Group. Robert Dimsdale (RD) was taking the lead and information would be made available as an appendix to the current Health and Wellbeing Strategy. Action closed.	28/07/2015	28/07/2015
Complete	PB-367	26/05/2015	6.4. Employee Wellbeing Strategy	A progress update on the implementation of the Employee Wellbeing Strategy to be presented at the September Trust Board Meeting in Public.	Executive Director of People & Engagement	28/07/2015 - IB confirmed that RD was due to attend the September Trust Board Meeting in Public. Action closed.	29/09/2015	28/07/2015
Complete	PB-368	28/07/2015	3. Action Log	IB to liaise with Robert Dimsdale re YAS Forum Staff Representative membership of Health and Wellbeing Steering Group.	Executive Director of People & Engagement	18/09/2015 – Simon Talbot is a member. Action closed.	29/09/2015	18/09/2015
Complete	PB-369	28/07/2015	5.2. TDA Returns	RB to respond directly to BS outside the meeting following consideration of his questions.	Chief Executive	23/09/2015 – RB responded to BS' emailed queries. Action closed.	29/09/2015	23/09/2015

Complete	PB-370	28/07/2015	5.3. Chief Executive's Report and Integrated Performance Report (IPR)	RB to chase TDA re ORH contract approval request.	Chief Executive	23/09/2015 – queries dealt with and contract signed off. Action closed.	29/09/2015	23/09/2015
Complete	PB-371	28/07/2015	5.3. Chief Executive's Report and Integrated Performance Report (IPR)	AA to share BS' email with RB to enable him to review and reply to all questions outside the meeting.	Trust Secretary	16/09/2015 - Actioned accordingly. Action completed.	29/09/2015	16/09/2015
Complete	PB-372	28/07/2015	5.3. Chief Executive's Report and Integrated Performance Report (IPR)	IB to share absence management 'deep dive' report with Board colleagues outside the meeting.	Executive Director of People & Engagement	18/09/2015 – information delivered at Quality Committee on 10 September. Action closed.	29/09/2015	10/09/2015
Active	PB-373	28/07/2015	5.3. Chief Executive's Report and Integrated Performance Report (IPR)	IB/NC to provide September F&IC meeting with a detailed breakdown of overtime take up.	Executive Director of People & Engagement / Interim Executive Director of Finance	21/09/2015 - This information will be taken to F&IC in December. Action remains open	29/09/2015	
Complete	PB-374	28/07/2015	5.3. Chief Executive's Report and Integrated Performance Report (IPR)	IB to present an update on the rules relating to overtime in the organisation at the September F&IC meeting.	Executive Director of People & Engagement	18/09/2015 – National agreement rules apply. Individual departments apply their own restrictions. Action closed.	29/09/2015	18/09/2015
Active	PB-375	28/07/2015	5.3. Chief Executive's Report and Integrated Performance Report (IPR)	IB to provide the September Quality Committee meeting with a project plan re roll out of PDRs over the next 12 months.	Executive Director of People & Engagement	18/09/2015 – discussed at Quality Committee - further work on-going. Action remains open.	29/09/2015	

Complete	PB-376	28/07/2015	5.3. Chief Executive's Report and Integrated Performance Report (IPR)	JM to present update report re increase in dropped morphine vial incidents at September Quality Committee meeting.	Executive Medical Director	22/09/2015 – Delivered to Quality Committee on 10/09/2015. Action Closed	29/09/2015	10/09/2015
Active	PB-377	28/07/2015	5.5. Bi-Annual Report: Significant Incidents /Lessons Learned	IB/SP to analyse OH management reports to see if they could identify any correlation between attacks on staff and use of OH.	Executive Director of People & Engagement / Executive Director of Standards & Compliance	23/09/2015 – HR compiling available information. Action remains open.	29/09/2015	
Complete	PB-378	28/07/2015	5.9. YAS Forum Annual Report 2014/15	AA/AR to add note of explanation re Staff Forum expenses.	Trust Secretary	04/09/2015 - Note added. Action completed.	29/09/2015	04/09/2015
Complete	PB-379	28/07/2015	5.9. YAS Forum Annual Report 2014/15	AA to liaise with AR re inclusion of a membership form in the YAS Forum Annual Report.	Trust Secretary	04/09/2015 - Actioned accordingly. Action completed.	29/09/2015	04/09/2015
Complete	PB-380	28/07/2015	5.9. YAS Forum Annual Report 2014/15	AA to raise legibility of the report in terms of colour schemes and fonts used with AR and LT.	Trust Secretary	04/09/2015 - Actioned accordingly. Action completed.	29/09/2015	04/09/2015
Complete	PB-381	28/07/2015	6.1. Annual Review of Standing Orders, Reservation and Delegation of Powers & Standing Financial Instructions	NC to ensure that information about contracts going to the TDA for approval was brought to the next meeting of the F&IC.	Interim Executive Director of Finance	23/09/2015 – Information is included in the Audit Committee paper (Contract award activity over £100k and STWs) going to the meeting on 2 October. Action completed.	29/09/2015	23/09/2015

Complete	PB-382	28/07/2015	6.2. Committees of the Trust Board – Review of Terms of Reference	AA to clarify quoracy of Audit Committee with BS and amend ToR wording as appropriate.	Trust Secretary	04/09/2015 - Clarification sought; Final Version TOR amended accordingly. Action Completed.	29/09/2015	04/09/2015
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