



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-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 – DS confirmed a number of items remained outstanding PD stated she would like to see the recruitment plan aligned to the workforce plan to give a better understanding of progress to date. It was agreed that, due to the sensitivity of the information, the item should go to a future Private Board meeting. Action remains open. 17/11/2015 - On the Private Board agenda 24 th November 2015. Action closed.	29/09/2015	17/11/2015

Complete	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 update provided at a future Quality Committee meeting.	Executive Director of Operations / Executive Director of Standards & Compliance	28/07/2015 - It was noted that the deadline date for this action was not until September 2015. Action remains open. Update to be presented in September Quality Committee. 29/09/2015 – SP confirmed that a detailed discussion had taken place at September's Quality Committee meeting where it was noted that the appointment of the Associate Director of Paramedic Practice should help in terms of current behavioural issues by encouraging staff, encouraging them to report concerns etc. Action closed.	10/09/2015	29/09/2015
Complete	PB-380	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 – MW confirmed that the item would be included on the agenda for the December meeting of the Finance and Investment Committee (F&IC) as a discussion was required about the general monitoring of overtime on the organisation. Action closed.	29/09/2015	29/09/2015

Complete	PB-382	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 – PD stated that the item had been discussed and agreement reached in principle although further discussion was required about the phasing and realignment of PDRs. The Quality Committee would continue to monitor progress. Action closed.	29/09/2015	29/09/2015
Complete	PB-384	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 – DS stated that the Employee Wellbeing Advisor was cross-referencing information on the Datix system against occupational health records. A further update would be provided at the next meeting. Action remains open. 17/11/2015 - . Work has been undertaken to identify assaults/ incidents in last 12 months and cross reference against OH records to establish levels of support accessed. From 71 incidents 6 members of staff accessed support	29/09/2015	17/11/2015

						from Occupational Health. As a result the PIC process has been reviewed to ensure that all staff involved in an incident are made aware of the support available. Action closed.		
Active	PB-390	29/09/2015	1. Questions from the Public	Information to be provided about current percentage of vehicles manned by Paramedics for inclusion in the action log.	Executive Director of Operations		24/11/2015	
Complete	PB-391	29/09/2015	5.2. Chief Executive's Report and Integrated Performance Report	Reasons identified for increase in safeguarding referrals to be reported back to the December Quality Committee meeting.	Executive Director of Standards and Compliance	17/11/2015 – Item added to December Quality Committee agenda. Action closed.	24/11/2015	17/11/2015
Complete	PB-392	29/09/2015	5.2 Chief Executive's Report and Integrated Performance Report	Arrangements to be made for Board members to receive 'flu' vaccinations at the October Board meeting.	Associate Director of HR (Interim)	16/11/2015 – Flu vaccinations provided for Board Members at BDM on 20/10/2015. Action Closed.	20/10/2015	20/10/2015
Active	PB-393	29/09/2015	5.2 Chief Executive's Report and Integrated Performance Report	The Estates section of the IPR (A1.2) to be developed as soon as possible.	Executive Director of Finance and Performance (Interim)	17/11/2015 - See IPR for update. This is an area of ongoing development. Action remains open.	24/11/2015	
Complete	PB-394	29/09/2015	5.2 Chief Executive's Report and Integrated	The correlation between sickness absence and refused requests for annual	Associate Director of HR (Interim) / Executive	17/11/2015 - Work is underway to collect data to be presented to the December Finance and	24/11/2015	17/11/2015

			Performance Report	leave to be considered at December Finance and Investment Committee meeting.	Director of Finance and Performance (Interim)	Investment Committee. Action closed.		
Complete	PB-395	29/09/2015	5.3 YAS' Action Plan in Response to the Care Quality Commission Report (August 2015)	A further update to be provided at November Trust Board Meeting in Public.	Executive Director of Standards and Compliance	16/11/2015 – Item included on agenda for the Trust Board Meeting in Public on 24/11/2015. Action closed.	24/11/2015	16/11/2015
Complete	PB-396	29/09/2015	6.2 Employee Wellbeing Strategy Implementation Update	Employee Wellbeing Group to be informed about the possibility of using the YAS Benevolent Fund to support some initiatives.	Associate Director of HR (Interim)	17/11/2015 - Maria Amos (Charitable Funds) will be invited to the next Employee Health & Wellbeing Group to explore any scope to use the fund to support health and well-being initiatives. Action closed.	24/11/2015	17/11/2015