



**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-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 – DM confirmed that 100% of Rapid Response Vehicles (RRVs) were manned by a Paramedic with 61% of Double Crewed Ambulances (DCAs) Paramedic-led. It was agreed this information would be provided as part of the future IPR reporting mechanism. Action closed.	24/11/2015	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	14/01/2015 – This is an action on the Quality Committee Action Log. Action closed.	24/11/2015	03/12/2015
Complete	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 – RB advised	24/11/2015	24/11/2015

						that a baseline assessment would inform the on-going development of the Estates section of the IPR. Action closed.		
Active	PB-394	24/11/2015	3 Minutes of the Meeting held on the 29 September 2015 including Matters Arising and Action Log	To include the percentage of Paramedics on vehicles in the IPR.	Executive Director of Operations		26/01/2016	
Complete	PB-395	24/11/2015	5.3 Chief Executive's Report and Integrated Performance Report (IPR)	An analysis of ambulance use and outlier information to be presented to the May Quality Committee.	Executive Director of Operations	19/01/2016 – Put on Quality Committee Forward Plan. Action closed.	12/05/2016	19/01/2016
Complete	PB-396	24/11/2015	5.3 Chief Executive's Report and Integrated Performance Report (IPR)	To provide a report to the Quality Committee in May on Medical Devices	Executive Director of Standards and Compliance	19/01/2016 – Put on Quality Committee Forward Plan. Action closed.	12/05/2016	19/01/2016
Active	PB-397	24/11/2015	5.3 Chief Executive's Report and Integrated Performance Report (IPR)	To include more commentary on CIP performance in each section of the Chief Executive's report.	Chief Executive		26/01/2016	
Complete	PB-398	24/11/2015	5.4 Update on the Improvement Plan to Address Care Quality Commission (CQC) Recommendations	To take the CQC Actions rated 'Blue' to the Quality Committee for further consideration and sign off.	Executive Director of Standards and Compliance	19/01/2016 – Put on Quality Committee Forward Plan. Action plan.	26/01/2016	19/01/2016
Complete	PB-399	24/11/2015	5.6 Annual Review of the Adequacy of the Information	To provide information to the Quality Committee in	Director of Standards and Compliance	14/01/2015 – Information provided at the December Quality Committee	03/12/2015	03/12/2015

			Governance Management Framework, Role of the SIRO and Supporting Information Risk Management Infrastructure	December on non-compliance with IG training requirements.		meeting. Action closed.		
Active	PB-400	24/11/2015	5.7 Statement of Compliance for Emergency Preparedness Response and Recovery	To ensure Resilience information was included in the future IPR reporting.	Executive Director of Operations		16/01/2016	
Active	PB-401	24/11/2015	5.7 Statement of Compliance for Emergency Preparedness Response and Recovery	An analysis to be undertaken on the IPR to ensure the document was a comprehensive overview and to consider if alternative reporting mechanisms were needed for information not contained within the IPR.	Interim Executive Director of Finance and Performance	19/01/2016 – RDT, Ian Walton and Nigel Batey to discuss if alternative reporting mechanisms are required.	16/01/2016	
Active	PB-402	24/11/2015	5.8 Resilience Half-Yearly Report	To investigate the national position on HART vehicle replacement.	Executive Director of Operations		16/01/2016	
Complete	PB-403	24/11/2015	6.1 Mid-Year Review	To liaise with the Communications team on sharing good news stories contained in the update with the wider workforce.	Trust Secretary	14/01/2015 – AA liaised with AD Communications and they will take this forward. Action closed.	16/01/2016	Closed

Active	PB-404	24/11/2015	6.2 Update on the West Yorkshire Urgent Emergency Care Network: Vanguard Bid	To ensure that an accurate record of costs incurred by YAS under the Vanguard scheme was established.	Executive Medical Director		16/01/2016	
Complete	PB-405	24/11/2015	7.1 Charitable Funds Committee – Minutes of the meeting held on 2 July 2015 and Committee Chairman's report of the last meeting held on 5 November 2015	To redact the individual's name from all versions of the Minutes and ensure an apology is sent by the Chairman of the Charitable Funds Committee.	Chairman of the Charitable Funds Committee	19/01/2016 – The name has been redacted from all versions of the Minutes and a letter of apology has been sent to the individual. Action closed.	16/01/2016	19/01/2016