



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-478	29/11/2018	3.1 Chief Executive's Mid-Year Review	To explore with HE institutions data availability of the successful uptake of courses from under-represented groups against HE targets. To share the information with TG once established via Quality Committee.	Director of Workforce and Organisational Development	23.05.19 – This action was not due until June 2019. Action remains open.	Nov 2019	
Complete	PB-482	28/03/2019	6.1 – Trust Secretary's Annual Report	The Standing Orders and Standing Financial Instructions to be updated and brought back to Board early in the new financial year.	Executive Director of Quality, Governance and Performance Assurance/ Deputy Chief Executive Associate	17.05.19 – Update to be provided at the Board Meeting. Work is on-going. Action remains open. 23.05.19 – RB reported the process had commenced to review the Standing Orders and MW	July 2019	

					Director of Corporate Affairs	would be taking over this action. Action remains open. Update 18.7.19 – A paper was provided to the Board Meeting in Private on 18.7.19. Action closed.		
Complete	PB-483	23/05/2019	Pre-Board Presentation	Schedule a session on a future BDM on the subject of Mental Health Programme within YAS.	Executive Coordinator	07.06.2019 – Item scheduled on the BDM Forward Planner. Action closed.	July 2019	June 2019
Complete	PR-484	23/05/2019	4.1 – CEO and IPR Report	A presentation relating to YAS' Integrated Workforce to be provided at a future Board Meeting.	Director of Workforce and Organisational Development	16.09.19 – Item scheduled on the Board Forward Planner. Action closed.	September 2019	September 2019
Complete	PR-485	23/05/2019	4.1 – CEO and IPR Report	An updated IPR to be circulated to Board Members following the day's meeting.	Executive Director of Quality, Governance and Performance Assurance/ Deputy Chief Executive	01/06.19 – IPR re-circulated. Action closed.	June 2019	June 2019
Complete	PR-486	23/05/19	5.2 – Freedom to Speak Up	For future reports to reference changes that had happened to process/policy	Freedom to Speak Up Guardian	23/05/19 – FTSU Guardian will include in future reports. Action closed.	June 2019	June 2019

				through FTSU process.				