



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-349	24/03/2015	5.4. Chief Executive's Report and Integrated Performance Report (IPR)	Reasons for the decrease in total demand in February to be followed up and shared with the Board.	Executive Director of Operations	26/05/2015 - following consideration of data, DM stated no specific themes had been identified in terms of changed demand. Action closed.	26/05/2015	26/05/2015
Complete	PB-355	24/03/2015	7.1. Charitable Funds Committee - Chairman's Update on the meeting held on 5 March 2015	Possibility of linking YAS' Benevolent Fund into the national fund to be investigated with an update report to be presented to the Charitable Funds Committee.	Trust Secretary	12/05/2015 – Charitable Funds Committee meeting scheduled for 02/04/2015 cancelled. Review of Benevolent Fund agenda item 5.6 Public meeting, 26/05/2015. Next meeting of CFC scheduled for 02/07/2015. Action remains open. 26/05/2015 - EM stated there was some possibility that YAS would be able to link into the national benevolent fund for all ambulance services across England and Wales. Work would be taken forward within YAS' Charitable Funds Committee. Action closed.	31/05/2015	26/05/2015

Complete	PB-356	26/05/2015	5.4. Chief Executive's Report and Integrated Performance Report (IPR)	F&IC to be provided with an update on maintenance issue in Fleet.	Interim Executive Director of Finance & Performance	09/07/2015 – provided as part of Financial Review paper at July F&IC meeting. Action closed.	09/07/2015	09/07/2015
Complete	PB-357	26/05/2015	5.4. Chief Executive's Report and Integrated Performance Report (IPR)	F&IC to be provided with an update re phasing, etc of the Trust's Capital Plan.	Interim Executive Director of Finance & Performance	14/07/2015 - provided as part of Financial Review paper at July F&IC meeting. Action closed.	09/07/2015	09/07/2015
Active	PB-358	26/05/2015	5.4. Chief Executive's Report and Integrated Performance Report (IPR)	Board to be provided with clarification about the Trust's turnover and stability targets as seen in the current version of the IPR.	Executive Director of People & Engagement (SOL)		28/07/2015	
Complete	PB-359	26/05/2015	5.4. Chief Executive's Report and Integrated Performance Report (IPR)	A session to be scheduled on turnover and stability targets at a future BDM.	Trust Secretary	07/07/2015 – added to BDM Forward Plan for 20/10/2015. Action closed.	28/07/2015	07/07/2015
Complete	PB-360	26/05/2015	5.4. Chief Executive's Report and Integrated Performance Report (IPR)	Vehicle replacement numbers in item 3.1 to be reviewed and updated as appropriate to ensure information is accurate.	Interim Executive Director of Finance & Performance	14/07/2015 – Fleet have updated figures in IPR. Action closed.	28/07/2015	14/07/2015
Active	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	

Complete	PB-362	26/05/2015	5.7. The Board Assurance Framework 2015/16 and Corporate Risk Register	PTS Transformation Programme actions (page 8) to be discussed with PTS management group to ensure the inclusion of an appropriate level of detail.	Executive Director of Standards & Compliance	21/07/2015 – additional detail added to BAF. Further detail of actions included in PTS Service Transformation Programme Plan. Action closed.	28/07/2015	21/07/2015
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		29/09/2015	
Complete	PB-364	26/05/2015	6.2. 2015/16 Accountability Framework for NHS Boards	A session about the Trust's responsibilities in terms of the 2015/16 Accountability Framework for NHS Boards to be scheduled at a future BDM.	Trust Secretary	07/07/2015 – item added to BDM Forward Plan. Action closed.	28/07/2015	07/07/2015
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 update provided at a future Quality Committee meeting.	Executive Director of Operations / Executive Director of Standards & Compliance		10/09/2015	
Active	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)		28/07/2015	

Active	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		29/09/2015	
Complete	PB-268	02/06/2015	3.1. Annual Report – 2014/15	Liaison to take place with Corporate Communications re content of revised draft and instructions for circulation to Board members.	Chief Executive	14/07/2015 – draft amended as discussed and circulated to Board members on 04/06/2015. Action closed.	04/06/2015	04/06/2015
Complete	PB-269	02/06/2015	3.1. Annual Report – 2014/15	RB to liaise with Corporate Communications to ensure BS involvement in the planning process for the production of the 2015/16 Annual Report.	Chief Executive	14/07/2015 – BS/EG have had an informal chat and will arrange a meeting about the 2015/16 timeline in early Autumn. Action closed	28/07/2015	14/07/2015
Complete	PB-270	02/06/2015	3.1. Annual Report – 2014/15	Liaison to take place with Corporate Communications team re producing abridged version in line with the requirements of the Plain English Campaign.	Chief Executive	14/07/2015 – Corporate Communications will run the draft abridged version past the Plain English Campaign for advice. Action closed.	28/07/2015	14/07/2015
Complete	PB-271	02/06/2015	3.2. Annual Accounts & Disclosure Statements - 2014	Detailed information about the TDA request for YAS to underspend on its capital budget to be shared outside the meeting.	Interim Executive Director of Finance & Performance	14/07/2015 – information sent to Chairman and NEDs in June. Action closed.	30/06/2015	30/06/2015

Complete	PB-272	02/06/2015	3.3. Quality Account	The reason for the drop in ECP referrals from 248 to 1 to be checked and narrative included in the document to explain the drop.	Executive Director of Standards & Compliance	21/07/2015 – reduction in referrals is due to a change in the referral process rather than reduced activity. Explanation not added to Quality Account. Action closed.	30/06/2015	21/07/2015
Complete	PB-273	02/06/2015	3.4. Annual Governance Statement – 2014/15	AGS to be amended to include the risk of the Trust not meeting its Red 1 and Red 2 performance targets.	Executive Director of Standards & Compliance	21/07/2015 – AGM amended to include reference to Red target risks. Action closed.	30/06/2015	21/07/2015
Complete	PB-274	02/06/2015	3.5. Letter of Representation to External Audit	Who should sign the Letter of Representative to be confirmed and Letter to be re-issued.	Interim Executive Director of Finance & Performance	14/07/2015 – Letter revised after confirming who should sign the Letter of Representation. (Chairman's signature). Action closed.	30/06/2015	30/06/2015