Agenda Item: 4

The Queen Elizabeth Hospital King's Lynn
NHS Foundation Trust

Actions Log Board of Directors (in Public) 2021

February 2022

Action No.	Meeting Date	Minute ref	Action	Receiving Body	Target Completion Date	Lead	Update	Complete
125	07.09.21	166/21	**Chair's Assurance Reports: Quality Committee:** Joint meeting with the Audit Committee to review clinical audit performance.	Quality and Audit Committees	Oct-21	T.Sec	**Quality Committee has received a comprehensive paper on Clinical Audit which negates the need for a joint Committee meeting.**	✓
132	05.10.21	181/21	**Integrated Performance Report:** Share with the Board the work underway to improve the Trust's sickness absence position	Board	Jan-22	DoP	**Scheduled for the afternoon Board session on 1 February 2022**	✓
134	05.10.21	187/21	**Integrated Care System (ICS) Update:** Share detailed urology transformation plan once finalised.		~~Jan 22~~ Mar 22	DoS	**The Urology Transformation Plan will be brought through the Trust governance processes (Divisional Board / SLT) in quarter 4 alongside presentation to the Hospital Services Strategy Programme Board. Once finalised, the plan will be shared.**	
135	05.10.21	184/21	**Integrated Care System (ICS) Update:** Report progress on and the benefits of transformation of urology services through Quality Committee.	Quality Committee	~~Feb-22~~ Apr-22	DoS	**The ongoing benefits of the Urology transformation plan will need to be monitored over an appropriate period of time. Following sign-off of the Urology transformation plan and building upon the detailed planning which has already been undertaken, an update on progress will be provided to the Quality Committee in April 2022.**	

136	05.10.21	189/21	**Equality, Diversity and Inclusion (6 month update):** Incorporate peer comparator data into the next reports to People Committee.	People Committee	Mar-22	DoP	**In progress.**	
137	05.10.21	189/21	**Equality, Diversity and Inclusion (6 month update):** Action plan to take forward the Trust's zero tolerance approach to be taken through the People Committee.	People Committee	Mar-22	DoP	**In progress.**	
138	05.10.21	189/21	**Equality, Diversity and Inclusion (6 month update):** Incorporate points from the Board's discussion into a fuller report, to include peer comparators and an action plan to address areas where the Trust is an outlier and the actions to take forward the Trust's zero tolerance approach.	People Committee & Board	Mar-22	DoP	**In progress.**	
139	02.11.21	209/21	**Corporate Strategy KPIs Quarterly Report Q2:** Review the alignment of KPIs with the headline indicators for the next quarterly update.		Feb-22	DoS	**Quarter 3 update on the February Board agenda.**	✓
141	02.11.21	211/21	**Integrated Performance Report:** Stroke indicator summary narrative to be reviewed for the next report.	Board	Jan-22	COO	**Complete.**	✓
142	07.12.21	231/21	**Chairman's Report:** Convey the Board's appreciation and thanks to staff and volunteers for managing the unprecedented pressures over the year.		Dec-21	CEO	**Messages of thanks and appreciation were shared with staff through a wide variety of Trust communications including personal Christmas messages from the Chairman and CEO and throughout December meetings with staff.**	✓
143	07.12.21	232/21	**CEO'sUpdate:** Confirm flu vaccination level outside meeting		Dec-21	CN	**Completed.**	✓

144	07.12.21		**Integrated Quality Improvement Plan:** Consider scheduling a second internal audit to provide assurance on embedding the actions from the second half of this year's IQIP programme		Feb-22	DoPS	**Agreed to build this further IQIP audit into the 2022/23 Internal audit programme.**	✓
145	07.12.21	234/21	**Integrated Quality Improvement Plan:** The Grant Thornton internal audit to be reported to the Quality Committee with appropriate assurance and/or escalation reported to the Board through the Quality Committee Chair's Assurance Report.	Quality Committee	May-22	DoPS	**The final report will be presented to the May Quality Committee with assurance / escalation through the June Board.**	
146	07.12.21	235/21	**Integrated Performance Report:** Incorporate into the IPR review the need to understand contra-indications for workforce and productivity.		Feb-22	CD&IO	**After initial feedback being received, a mock-up of the new IPR along with inclusion criteria will be presented and discussed at the NED briefing session on 9 February. From the outcome of this briefing, it is intended to commence the new IPR approach from April Board (new style and approach being utilised for March Senior Leadership Team and Committees)**	✓
130	05.10.21	181/21	**Integrated Performance Report:** Ensure consistency across IPR reporting to ensure narrative covers necessary points to provide a greater level of assurance	Board	~~Nov 21~~ Feb 22	DoF / DoP / CD&IO		✓
140	02.11.21	211/21	**Integrated Performance Report (IPR):** Consideration to be given to exception reporting within the IPR narrative and consideration of other Trust's IPR reports which have a greater focus on triangulation		Feb-22	CD&IO		✓
147	07.12.21	235/21	**Integrated Performance Report:** Build into the IPR review the ability to understand the dynamics of what is happening behind the numbers and the actions being taken to improve indictors		Feb-22	CD&IO		✓
148	07.12.21	236/21	**New Hospital Programme, RAAC and Estate Strategy Programme Update:** Review the risk register to ensure the implications of not receiving ongoing funding for mitigation works is accurately and appropriately recorded.		Mar-22	Dep CEO / DoF	**Underway. Update going to Assurance and Risk Executive Group in February 2022. A full update on the 'residual risk' to return to Board in March 2022 when funding allocations are confirmed for the next 3 years.**	