Agenda Item: 4

The Queen Elizabeth Hospital King's Lynn
NHS Foundation Trust

Actions Log Board of Directors (in PUBLIC) 2021

September 2021

Action No.	Meeting Date	Minute ref	Action	Receiving Body	Target Completion Date	Lead	Update	Complete
110	06.07.21	130/21	**CEO's Update:** Potential impact of rising COVID cases on A&E provision and elective care recovery to be considered as an agenda item at a future Finance & Activity (F&A) Committee.	F&A Committee	~~Jul 21~~ Oct 21	COO	**Scheduled to be considered at the Finance & Activity Committee in October 2021.**	
111	06.07.21	130/21	**CEO's Update:** Analysis of ED attendees to be included in the access standards report for the next F&A Committee	F&A Committee	Jul-21	COO	**Complete**	✓
114	06.07.21	133/21	**Integrated Performance Report:** People and Quality Committees to be kept up to date on the staff COVID vaccination position.	People Committee Quality Committee	Jul-21	DoP	**Regular reporting as a standard metric through CELM / Senior Leadership Team / People Executive Group / People Committee.**	✓
117	**07.09.21**	**153/21**	**CEO Report:** Action log item 110 - potential impact of rising COVID cases on A&E provision to be considered at Quality Committee as well as Finance & Activity Committee, as part of the Medicine Division's next presentation to the Committees.	**Quality Committee**	**Oct-21**	**COO**	**Division of Medicine scheduled to attend Quality Committee in November 2021.** **Item to be considered at the Finance & Activity Committee in October 2021.**	✓
118	07.09.21	157/21	**Integrated Performance Report:** Through the Communications Team, request that the System's public information campaign is strengthened to help direct patients to the most appropriate NHS service.		Sep-21	Dep CEO	**Strengthened system-wide communications campaign in place and being led by Director of Communications & Engagement for the ICS, with Trust support.**	✓

119	07.09.21	158/21	**New Hospital Programme, RAAC and Estate Strategy Programme Update:** CB to agree position with NHSEI colleagues on the Trust being able to carry capital over into the new financial year if the project is impacted by national building supplies shortages.		Sep-21	DoF	**NHSEI Regional finance colleagues have been briefed on the potential risk and the requirements to ensure security of funds into the new financial year. This will continue to be monitored and reviewed as part of the fortnightly over-sight meetings.**	✓
120	07.09.21	158/21	**New Hospital Programme, RAAC and Estate Strategy Programme Update:** Letter to be sent from Chairman and CEO to NHSEI on the approach to the risk of non-delivery of the project within required timescales given the national shortages of building supplies.		Sep-21	DoF	**Letter sent to NHSEI.**	✓
121	07.09.21	159/21	**Signficant Risk Register:** Clarification of wording for new risk 2915		Sep-21	DoPS	**Confirmed correct wording for Risk 2915 - risk of patient harm due to increased waiting times for elective surgery.**	✓
122	07.09.21	159/21	**Significant Risk Register:** Review risk wording to ensure it appropriately articulates risk in relation to potentially not receiving full RAAC emergency capital funding.		Oct-21	DoPS	**Risk reviewed and updated. Regraded to a Moderate = 12. Risk live on the risk register.**	✓
123	07.09.21	166/21	**Chairs' Assurance Reports: Quality Committee:** Health inequalities report received by Committee to be circulated to the Board		Sep-21	T.Sec	**Circulated to Board members 15/09/21.**	✓
124	07.09.21	166/21	**Chairs' Assurance Reports: Quality Committee:** Joint meeting with the F&A Committee to review the impact of increased waiting lists on quality, finance and activity.	Quality and Finance & Activity Committees	Oct-21	T.Sec	**Trust Secretary liaising with Committee Chairs.**	
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	**Trust Secretary liaising with Committee Chairs.**	