Agenda Item: 4

The Queen Elizabeth Hospital King's Lynn
NHS Foundation Trust

Actions Log Board of Directors (in Public) 2021

December 2021

Action No.	Meeting Date	Minute ref	Action	Receiving Body	Target Completion Date	Lead	Update	Complete
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	**There is no capacity for additional meetings given the operational pressures. Issues for joint Committee consideration will either need to be scheduled for discussion at Board, or a joint Committee meeting would need to replace a scheduled Committee meeting. The approach to the joint Quality Committee discussions will be confirmed following a meeting of the Committee Chair with the CEO on 03.12.21**	
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		
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	**IPR requested improvements which included consistency feed-back have been captured into a single plan of action. A proposed new approach to the IPR will be communicated to IPR Domain Owners and associated Stakeholders prior to the Christmas break for comment and feedback. It is intended the refreshed IPR will be received at the February 2022 Board 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	**In progress.**	
134	05.10.21	187/21	**Integrated Care System (ICS) Update:** Share detailed urology transformation plan once finalised.		Jan-22	DoS	**In progress. Current timescales for completion are end of quarter 3 2021/22.**	

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	DoS	**In progress. To be reported following completion and delivery of the transformation plan.**	
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	**In progress. To be incorporated into Quarter 3 reporting.**	
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	**IPR requested improvements which included consistency feed-back have been captured into a single plan of action. A proposed new approach to the IPR will be communicated to IPR Domain Owners and associated Stakeholders prior to the Christmas break for comment and feedback. It is intended the refreshed IPR will be received at the February 2022 Board meeting.**	
141	02.11.21	211/21	**Integrated Performance Report:** Stroke indicator summary narrative to be reviewed for the next report.	Board	Jan-22	COO	**The changes to the stroke bed base and the SOP will be reflected in the January 2022 IPR report.**	