Agenda Item: 04

The Queen Elizabeth Hospital King's Lynn
NHS Foundation Trust

Board of Directors (Public) - Actions Monitoring Record 2020/21

Action Monitoring - Actions will be removed from the monitoring record when the Board has agreed that the 'completed' column can be ticked.

Action No.	Meeting Date	Minute Number	Action	Receiving Body	Date completion to be reported	Lead	Status	Complete
32	05.05.20	80/20	Forward plan: Review reporting approach for Chair's Assurance reports	Board	~~July~~ ~~August~~ Sept 2020	Chair/ Trust Sec	**The Chairman is consulting with NEDS on the approach to assurance reports**	
34	02.06.20	90/20	Covid-19 update: COO to produce a report for Quality Committee on how the Trust is preparing for a second surge of Covid-19 and how this aligns with preparations for the flu season. To include resources, assumptions and plans for implementation. Aligned with Private Board action 33 – Board seminar on winter planning	Quality Committee	August 2020	COO	**Board seminar to take place 10 September 2020 to focus on winter planning, COVID second surge and constitutional standards**	
37	02.06.20	92/20	IPR – Responsive: Board Seminar on capacity / constitutional targets following application of social distancing To align with Private Board action 33 – Board seminar on winter planning	Board	August 2020	Trust Sec / COO		
41	07.07.20	109/20	National Inpatient Survey Results: EM to build the pulse check into discharge lounge processes to provide current evidence of how the Trust is doing	Quality Committee	August 2020	CN	**Complete**	✓
42	07.07.20	109/20	National Inpatient Survey Results: The Quality Committee to monitor progress against the action plan	Quality Committee	Nov 2020	CN	**Commissioned Healthwatch to undertake early review of improvements during August – October 2020**	

44	07.07.20	109/20	National Inpatient Survey Results: Consider an approach to a rolling survey	Quality Committee	August 2020	CN	This was part of FFT which has been restarted, increasing feedback via QR codes and paper forms. QEH will move to digital next year. **Complete**	✓
47	07.07.20	110/20	Cancer Patient Survey Results: EM to ensure an action plan for all specialties to incorporate this information in patient appointment letters	Quality Committee	August 2020	CN	**Complete**	✓
48	07.07.20	110/20	Cancer Patient Survey Results: Action plan in response to survey to be produced with timeframes and leads, to be monitored via Quality Committee to give assurance to Board that actions are being taken and the impact is being evidenced	Quality Committee	August 2020	CN	**Action plan being taken to August Quality Committee**	✓
50	07.07.20	111/20	Integrated Performance Report: A plan to be presented to the People Committee on nursing and medical workforce actions to improve sickness.	People Committee	August 2020	Dep. HRD	**Complete**	✓
54	04.08.20	120/20	Chief Nurse to provide a follow-up report to Board following Patient Story, focussing on transitioning from paediatrics to adult services for children and young adults with complex needs	Board	August 2020	CN	**On September Board agenda**	✓
55	04.08.20	129/20	Execs and NEDs to email Dir. Strategy with feedback on Corporate Strategy KPIs	Board	August 2020	ALL / DoS	**DoS contacted the NEDs requesting any further feedback. A meeting is being set up with CF in September to discuss**	✓
56	04.08.20	131/20	Learning from the SI relating to the patient who died following self-discharge will go to Quality Committee	Quality Committee	Nov 2020	DoPS	**Learning will be incorporated into the quarterly themed report to Quality Committee once the SI has been closed by the CCG**	