Agenda Item: 4

The Queen Elizabeth Hospital King's Lynn
NHS Foundation Trust

Actions Log Board of Directors (in PUBLIC) 2021

January 2021

Action No.	Meeting Date	Minute ref	Action	Receiving Body	Target Completion Date	Lead	Update	Complete
81	01.12.20	205/20	**Patient Story:** Review rostering to ensure sufficient gap between night and day shifts		Jan-21	CN	**Rosters are reviewed at least 3 times every day. Sometimes staff may choose to work an additional shift which may narrow a gap between a day and a night shift**	✓
82	01.12.20	216/20	**Significant Risk Register (>15):** consider staffing risks associated with EU Exit via People Committee	People Committee	Jan-21	HRD	**The potential risk associated with EU exit is discussed and included on the BAF for Strategic Objective 6 which was discussed at the People Committee on 20th January 2020**	✓
83	01.12.20	216/20	**Significant Risk Register (>15):** Report on the supply of medicines in relation to a no-deal Brexit to be taken to the appropriate Board Committee		Jan-21	MD	**EU Exit deal secured December 2020. No adverse effect on supply or ordering of medicines identified to date so no report required**	✓
84	01.12.20	222/20	**Fire Report:** Immediate action to improve compliance with mandatory fire training		Jan-21	DoF	**Improvement in compliance has been seen at the end of December 2020. Further improvements required with specific communications to be issued alongside revised training videos for remote learning**	