Agenda Item: 4

The Queen Elizabeth Hospital King's Lynn
NHS Foundation Trust

Actions Log Board of Directors (in PUBLIC) 2021

March 2021

Action No.	Meeting Date	Minute ref	Action	Receiving Body	Target Completion Date	Lead	Update	Complete
84	01.12.20	222/20	**Fire Report:** Immediate action to facilitate greater compliance with mandatory fire training leading to compliance		30 April 21 ~~Jan 21~~	DoF	**Complete - new online training available and rolled out to staff. Additional reminders being made through Divisional and Corporate Performance Review meetings. Further work to be undertaken to improve compliance.**	✓
86	02.02.21	14/21	**Integrated Performance Report (IPR):** Board seminar session focusing on understanding mortality data	Board Seminar	Apr-21	MD	**Scheduled for Board seminar session on 29 April 2021**	
87	02.02.21	14/21	**Integrated Performance Report (IPR):** Review presentation of mortality data within IPR	Board	Apr-21	MD	**Presented at the March Quality Committee prior to changing means of presentation for April onwards**	✓
88	02.02.21	14/21	**Integrated Performance Report (IPR):** Include further information on patients waiting over 6 weeks in IPR	Board	Apr-21	COO	**Summary information will be included in the IPR from April 2021**	
89	02.02.21	15/21	**Corporate Strategy KPIs Quarterly Report (Q3):** Consider presentation of information and RAG status	Board	May-21	Dep CEO	**Complete**	✓
90	02.02.21	18/21	**Significant Risk Register (>15):** Run another Board seminar session on risk and Board Assurance Framework	Board Seminar	Apr-21	DoPS	**Scheduled for Board seminar session on 29 April 2021**	

93	02.03.21	40/21	**Integrated Quality Improvement Plan:** Consider widening the breadth of content in the IQIP to provide a plan on a page for other key improvement activities such as business case process development		May-21	ADQI	**There is scope to now expand the IQIP and include broader key improvement activities through plans on a page (POAP), such as business cases and recommendations from internal audit**	✓
94	02.03.21	41/21	**Integrated Performance Report :** consider presentation of some IPR metrics - CWB to review data and invite external expert back to a Board development session to review how the Board is using the IPR report	Board Seminar	Date to be confirmed	DoS	**Contact made with Sam Riley (NSHEI) and initial discussion held 18/03/21. A Board session with Sam will be arranged. Data for April activity (reported to May's Board meeting) for specific metrics including mortality and IP&C will be presented in a different format**	
95	02.03.21	42/21	**Business planning update and Corporate Strategy high level objectives 2021/22:** look to incorporate more underpinning metrics for some KPIs e.g. SO5 smoking cessation		Mar-21	MD	**Further metrics agreed with Director of Strategy. Complete**	✓
96	02.03.21	46/21	**STP Update:** SB to feed into the STP oversight group meeting the suggestion of an independent NED position on the ICS Board	STP Oversight Group	Mar-21	Trust Chairman	**Complete**	✓
97	02.03.21	48/21	**Board Assurance Framework (KSO 5 & 6):** Consider triangulation of BAF KSO papers at Board with the Chairs' Assurance Reports from committees of the Board.		Apr-21	DoPS	**DoPS taking forward with Risk Manager to include as part of the monthly Executive update**	✓
98	02.03.21	49/21	**Health Inequalities:** A further paper on Health Inequalities to be taken to the Quality Committee (given publication of national guidance in March)	Quality Committee	Jul-21	DoS	**Update paper to be taken to Quality Committee in July 2021**	
99	02.03.21	49/21	**Health Inequalities:** The patient voice to be heard in this work	Quality Committee	Jul-21	DoS	**Update paper to be taken to Quality Committee in July 2021**	

100	02.03.21	49/21	**Equality, Diversity & Inclusion:** To feature as a Board seminar session (deep dive on data and leadership, behaviour, systems and attitudes)	Board Seminar Session	Oct-21	DoP	**Trust Secretary confirming Board seminar date**	
101	02.03.21	50/21	**Equality, Diversity & Inclusion:** Consider how the metrics are made available to the People Committee on a systematic basis	People Committee	May-21	DoP	**Reporting to People Committee in May**	