Agenda Item: 4

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	**Complete**	✓
64	06.10.20	169/20	Integrated Performance Report: ApB to respond to CF IP&C questions following Board meeting		Oct 2020	CN	**Complete**	✓
66	06.10.20	167/20	Integrated Performance Report: Finance & Activity Committee to have an in-depth look at 4 hour performance and report back to Board	Finance & Activity Committee	Nov 2020	COO	**To be included in the Access Standards report (Urgent & Emergency Care deep dive) to Finance & Activity Committee in November 2020**	
67	06.10.20	169/20	Integrated Performance Report: Risk assessment of non-compliance with mandatory training requirements to be reported to People Committee	People Committee	Nov 2020	Dep HRD	**Complete**	✓
68	06.10.20	169/20	Integrated Performance Report: Appraisal rates – reminders and performance management through divisional performance review meetings	PRMs	Oct 2020	COO	**Complete – all DLTs reminded at the October Performance Review Meetings (PRMs)**	✓
69	06.10.20	170/20	Board Assurance Framework: Review Brexit risk on risk register		Oct 2020	DoPS	**Complete - Risks under review and within remit of Assurance & Risk Executive Group**	✓

70	06.10.20	172/20	Health Inequalities – COVID-19 response/phase 3 system plan: Confirm source of data for identification of vulnerable communities	Board	Nov 2020	DoS	**The data included within the report to the Board in October was from Norfolk Insights / CCG sources. Going forward, the Health Inequalities work within Norfolk and Waveney is being co-ordinated by the CCG and will agree the process for identification of clear health inequalities data sources and metrics. The Trust is also aligning with Cambridgeshire, Peterborough and Lincolnshire to ensure visibility of appropriate data sources for these geographical areas.**	✓
71	06.10.20	173.20	QEH People Plan: Final proof read before publication		Oct 2020	D CEO	**Complete**	✓
72	06.10.20	175/20	Proposal for a new approach to BAF Review: In constructing new agendas give further consideration to how assurance through sub-committee structures is reflected	Board	Nov 2020	DoPS/ T Sec	**Complete.**	✓