Agenda Item: 5

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 and Trust Secretary are currently reviewing the approach to the 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 10 September 2020. Complete**	✓
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		
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	**Healthwatch review underway. Quality Committee are monitoring the action plan.**	✓
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**	✓

57	01.09.20	139/20	Patient Story: Report to Board on the impact of changes that have been made in response to the patient story	Board	Oct 2020	CN	**Report on actions following patient stories has been reinstated to Board agendas**	✓
58	01.09.20	139/20	Patient Story: CN to liaise with the patient regarding sharing her story with the ward sisters and nurses involved in her care		Oct 2020	CN	**Invited to share story with staff on Stanhoe Ward – scheduled for November**	✓
59	01.09.20	147/20	Integrated Quality Improvement Plan: A communications action plan to be developed. The plan to include a competitive element and clarity on where there has been good progress against IQIP actions	Board	Sept 2020	ADQI/ DCEO	**Communications plan in place as part of CQC Wellness Group**	✓
60	01.09.20	148/20	Integrated Performance Report: Check how the FFT questions are offered to patients		Sept 2020	CN	**Update provided to Quality Committee 29/09/20. Plan in place to increase FFT response rates. Offered through QR code and paper based**	✓
61	01.09.20	150/20	Workforce Race Equality Standard and Disability Equality Standard Circulate information on turnover rate of BAME and disabled staff groups	Board	Sept 2020	DCEO	**Completed. Information circulated 30/09/20**	✓
62	01.09.20	150/20	Workforce Race Equality Standard and Disability Equality Standard: Next iteration of the report to include more detailed information in relation to medical staff	People Committee	Aug 2021	DCEO	**To be addressed in the next report to People Committee (annual, included on forward planner)**	✓
63	01.09.20	156/20	Questions from Governors: Provide information to the Lead Governor on reporting timescales for MRI scans		Sept 2020	COO	**Complete – information emailed 30 September 2020**	✓