The Queen Elizabeth Hospital King's Lynn
NHS Foundation Trust

Board of Directors (PUBLIC) - Actions Monitoring Record 2019

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

Action No.	Date of Meeting	Minute No.	Action	Report to:	By When?	By Whom?	Progress	Complete
36	25 09 18	93/18	Assoc.Dir.HR to provide a report on communications from Board-to-floor and across the Trust to People Committee	People Committee	~~August~~ Nov 2019	Dir. HR	~~All items to be picked up as part of the people plan which is due to be presented to the People Committee in November 2019~~ ~~Paper submitted to People Committee in November 2019, Plan to be presented to Board in February 2019~~ ~~To add to forward plan~~ **Corporate Strategy to launch in April 2020 – People Plan to become a workstream of the Corporate Strategy moving forward**	✓
49	27 11 18	119/18	Workforce Strategy refresh – Assoc. Dir. HR to provide a plan which addresses short-term workforce requirements, along with a plan to monitor for assurance	Board		Dir. HR		
51	27 11 18	121/18	People Committee to monitor retention incentives, and to canvas ideas from Executives (req. by Governor)	People Committee		Dir. HR		
69	27 08 19	110/19	Results of the mental health thematic review to go to Clinical Governance Committee and Quality & Performance Committee in January, with monthly verbal updates at Quality & Performance Committee	Quality & Performance Committee	Jan 2020	MD	**Presented to Quality Committee Jan 2020**	✓

70	27 08 19	119/19	Chief Nurse to commission a review of how the FFT information is gathered and utilised	Board	~~Jan 2020~~ June 2020	CN	~~On track to report at first meeting in 2020 (Feb).~~ **Comprehensive Review to be commissioned following introduction of revised FFT guidelines – April 2020**	
88	29 10 19	164/19	Revisiting the Patient Story: Chief Nurse to provide an update on administration of time-critical drugs at Quality & Performance Committee	Quality & Performance Committee	Jan 2020	CN	**Discussed at Jan Quality Committee, where it was agreed that a report would be provided for February Quality Committee**	✓
93	29 10 19	175/19	Report to People Committee in relation to triangulation of sickness level with Pulse check results. HRBPs working with areas where a cultural issue has been identified.	People Committee	Jan 2020	Dir. HR	~~On track to be presented to People Committee in Jan 2020~~ **Dep. CEO and Dir. HR completing analysis of themes and communication plan for in-house staff surveys and pulse checks – second pulse check closed in December. Report to be presented to People Committee along with the initial results of the staff survey in Feb 2020. Remove from Board Actions?**	
94	29 10 19	175/19	Regular checks to be made on the welfare of international nurses	People Committee	Jan 2020	Dir. HR	~~Session to be held in January 2020 with International Nurses.~~ International nurses to come back to People Committee in March 2020. **Update provided at People Committee, following meeting with International Nurses in January 2020**	✓
98	29 10 19	180/10	Risk 2244 (access to mental health beds) – COO to ascertain whether other trusts include this on their significant risk register	Board	Nov 2019	COO	**Complete: Access to adult mental health beds are not on the risk register but CAMHs beds are included**	✓
101	29 10 19	174/19	COO to provide a monthly update on 62-cancer performance / mitigation to Quality & Performance, to be communicated to Board via Chair's Assurance report	Quality & Performance	Jan 2020	COO	**Included as standard agenda item from February**	✓

102	26 11 19	189/19	Updates to the changes in the induction pathway to be considered at Quality & Performance Committee	Quality & Performance	~~Jan~~ Feb 2020	MD	Pathway review by obstetric team complete - to be shared at obstetric governance meeting January - deferred from December due to operational pressures. To be added to February agenda	
103	26 11 19	191/19	MD to submit a draft plan on how ED identifies and manages patients who require transfer to specialist services (i.e. aneurysm)	Quality & Performance	~~Jan~~ Feb 2020	MD	Deferred to February quality meeting agenda due to operational pressures of ED team	
105	26 11 19	198/19	Update on 4-month decrease in FFT for Maternity to be made to Quality & Performance, then to Board via Chair's Assurance Report	Board	Jan 2020	CN	**Nov and Dec Maternity – 100% would recommend the service**	✓
106	26 11 19	198/19	Chief Nurse to update Chair of Quality & Performance Committee on impact of improvements to dementia case finding	Board	Jan 2020	~~CN~~MD	Performance and Improvement discussed at the Quality Committee. Progress update at Board	
107	26 11 19	200/19	Graph on staff sickness levels to include a division between long-term and short-term sickness	Board	Jan 2020	Dir. HR	**Completed – within the Workforce section of the IPR**	✓
108	26 11 19	202/19	COO and Director of Patient Safety to discuss GP input into cancer referral pathway, i.e. discussions with patients	Board	Jan 2020	COO / Dir. Pt Safety		
109	26 11 19	204/19	Re-formatted IQIP report to be submitted to Board from February	Board	Feb 2020	CEO	**On agenda - CLOSED**	✓
110	26 11 19	204/19	Director of Patient Safety / MD to submit a report on intervention / WHO checklist	Quality & Performance	Jan 2020	Dir. Pt Safety / MD	Scope completed and a task and finish group convened to develop quality improvement project to ensure embedding in practice	
111	26 11 19	206/19	Results from review into 'noise at night' to be provided to Quality & Performance Committee	Quality & Performance	Jan 2020	CN	**Quality Committee –deferred until Feb – remove from Board actions?**	✓
112	26 11 19	207/19	Draft End of Life Strategy to go to Quality & Performance Committee	Quality & Performance	Jan 2020	CN	**Regional Strategy presented – Trust Strategy to Quality Committee – February 2020 – remove from Board Actions?**	✓

113	26 11 19	214/19	MD / Chair of Quality & Performance Committee to discuss how assurance can be received on issues raised by the Guardian of Safe Working	Board	Jan 2020	MD	Discussion held – Jan 2020	✓
114	26 11 19	216/19	COO to submit a paper on car parking proposals to HMB then to Board – to include options, costs and timescales.	Board	Feb 2020	COO	**On track for paper to SLT in February**	