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 2019	Assoc. Dir. HR	To be revised following strategic refresh. The refresh will take place over the next 3 months -due at Committee in September. CEO felt that the key objective is better staff engagement. **For People Committee in August.**	
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		Assoc. 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		Assoc. Dir. HR		

21	26 03 19	28/19	Chief Nurse to consider how good practice in the Breast Care Unit identified in the Patient Story can be replicated elsewhere	Board	~~May~~ June 2019	CN	Acting CN is due to meet with ACNs in each division and the Corporate ACN to identify the learning to make into "always" events in relation to patient interaction and team working. **Meeting held – agreed a recording of the story to be used to be shared with staff in both divisions to help staff understand the impact of good patient interaction and team work have on patient's experience. ACN McGuire organising recording and sessions.**	
27	26 03 19	39/19	62-day Cancer standard - evidence of both the mitigating actions and outcomes to be provided in May. This includes demand / capacity, pathway review, introduction of direct tests and a new governance structure. (raised by SB)	Board	~~May~~ August 2019	COO	Internal review in progress. Cancer report to be provided to August Board of Directors. COO advised that results from the deep dive will be presented in August. Detailed work on demand / capacity and breach review is ongoing.	
34	28 05 19	54/19	An update on the implementation of 'always' events to be made in August	Board	Aug 2019	Chief Nurse	Deputy Chief Nurse to develop process and will provide an update in August	
36	28 05 19	54/19	A development programme aimed at all staff and focussing on improvement and compassionate care to be implemented – update to Board in November	Board	Nov 2019	Dir. HR / Chief Nurse	Chief Nurse and Deputy HR director to discuss this when the new chief nurse commences in July 2019	
37	28 05 19	56/19	Action log – actions to be assigned to post-holders rather than individuals	Board	July 2019	Corp. Gov. Officer	Action logs for both Public and Private Board updated to reflect post-holders	✓
51	30 07 19	83/19	Completed action to be moved to a new 'Decisions Log' – Trust Secretary to develop	Board	Aug 2019	Trust Secretary	Decisions Log model agreed by Trust Chairman – will be used from August Board	✓
52	30 07 19	89/19	Findings from an audit of notes with structured judgement reviews of 30 deaths coded with COPD or bronchiectasis to go to Quality & Performance Committee in August	Quality & Performance Committee	Aug 2019	MD	On the Quality & Performance Committee agenda	✓

52	30 07 19	89/19	MD to advise Ted Baker (CQC) that the Trust's weekend mortality rates are currently 'as expected'.	Board	Aug 2019	MD	To update verbally at the meeting	
53	30 07 19	90/19	Findings from the National Inpatient Survey to be shared with Board and HMB – CN to confirm date with CEO	Board	Nov	CN	IP survey shared through HMB in August; action plan to Board in November	
54	30 07 19	90/19	Revised Complaints Policy to be drafted by end of September; full action plan to come to Board 1st Oct	Board	Oct 2019	CN	Policy on track to be delivered in October; action plan in train	
55	30 07 19	90/19	CN to provide a brief update on dementia case finding in August	Board	Aug 2019	CN	On agenda in IPR	✓
56	30 07 19	94/19	Board to receive quarterly updates on action plan for Urgent Care – to include appended local A&E dashboard	Board	Oct 2019	COO	On track for delivery in October	
57	30 07 19	98/19	CEO to ensure monthly CQC update to Board includes evidence	Board	Aug 2019	CEO	IQIP now includes evidence	✓
58	30 07 19	99/19	Report on changes to governance / sub-committee structure to come to Board in October	Board	Oct 2019	Governance Advisor	On track to deliver in October	
59	30 07 19	99/19	Integrated Quality Improvement Plan to include evidence of impact of actions	Board	Aug 2019	CN	Included in report	✓
60	30 07 19	100/19	MD to update on compliance for BLS / anaphylaxis training in September	Board	Sept 2019	MD	On track to update in September	
61	30 07 19	102/19	MD to update on impact of changes in risk management / risk meeting structure	Board	Oct 2019	MD	On track to update in October	
62	30 07 19	104/19	Register of Directors' Interests to be amended to reflect Chairman has stepped down as Chairman at West Herts Hospital	Board	Aug 2019	Corp. Gov. Officer	Register of Interests has been updated	✓
63	30 07 19	105/19	MD to pass on Board's thanks to Research & Development Lead for the high quality of work undertaken	Board	Aug 2019	MD	Completed	✓

64	30 07 19	105/19	Forward plan to include monthly improvement plans, and Winter Planning to be brought forward to September	Board	Aug 2019	Corp. Gov. Officer	Forward plan amended	✓
65	30 07 19	80/19	CEO to write to mother of patient referenced in the Patient Story, advising of actions to be taken	Board	Aug 2019	CEO	Draft letter awaiting CEO approval	
66	30 07 19	81/19	Deputy Chief Nurse to contact patient from May's Patient Story to advise that the Trust has taken on board her suggestions	Board	Aug 2019	Dep. CN	Completed	✓