NHS
The Queen Elizabeth Hospital King's Lynn
NHS Foundation Trust

Board of Directors (PUBLIC) - Actions Monitoring Record 2018/19

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
12	27 03 18	35/18	Details of long-waiters to be added to IPR for monitoring	Board	~~May~~ ~~Sept~~ Nov 2018	~~CWB~~ JW	CM undertaking a refresh of the IPR – C West-Burnham to address **JW to ensure added next month**	✓
29	31 07 18	68/18	J Wade to provide detailed theatre metrics at the next Quality & Performance Committee meeting. (req. by D Dickinson)	Quality & Performance	~~Sept 2018~~ Feb 2019	JW	Going to Q&P Committee in February	
30	31 07 18	68/18	J Wade will bring details of the key FourEyes suggestions to the next Quality & Performance Committee meeting. (req. by I Harvey)	Quality & Performance	~~Sept 2018~~ Feb 2019	JW	Going to Q&P Committee in February	
36	25 09 18	93/18	K Charman to provide a report on communications from Board-to-floor and across the Trust to Workforce Committee	Workforce	~~Nov 2018~~ Feb 2019	KC	To be reviewed with CEO & Head of Communications	
43	27 11 18	116/18	The number of MFFD patients has increased – E Hardwick to update on action taken to address this issue on a monthly basis, and provide a trajectory for a reduction in numbers. (Req by M Ashton / S Barnett)	Board	Jan 2019	EH	On agenda	✓
44	27 11 18	117/18	E Hardwick to ascertain whether the increase in PUs caused by lapses in care was due to a change in reporting (req. by I Harvey)	Board	Jan 2019	EH	EH felt this was not the case and was likely due to reporting changes implemented in January 2019	✓

45	27 11 18	117/18	CEO to ensure that Board reports include evidence and assurance	Board	Dec 2018	CEO	All Executives aware of need to include these considerations within their reports. Further quality improvements suggested using examples of resources shared from other Trusts	✓
46	27 11 18	118/18	CEO to ensure that staff responsible for areas of good performance are aware that this is well-regarded by the Board	Board	Jan 2019	CEO	This has been discussed with Divisions and in the Exec team. Letters of commendation to recognise excellence will continue to be sent out and these do appear to be valued and successful	✓
47	27 11 18	118/18	J Wade to provide up-to-date operational performance targets and trajectories to the end of the financial year which can be monitored by the Board (req. by S Barnett)	Board	Jan 2019	JW	On agenda	✓
48	27 11 18	119/18	E Hardwick to provide Model Hospital data in relation to the Trust's position with its peer group for care hours per day (req. by M Ashton)	Board	Jan 2019	EH	On agenda	✓
49	27 11 18	119/18	Workforce Strategy refresh - K Charman to provide a plan which addresses short-term workforce requirements, along with a plan to monitor for assurance (req. by S Barnett)	Board	~~Jan~~ Feb 2019	KC	Deferred to February	
50	27 11 18	120/18	Finance – R Jackson to provide more granular breakdown of the drivers of the deficit, including month/month and end-of-year forecasting to identify final deficit. To be submitted to Finance & Activity Committee in January.	Finance & Activity Committee	Jan 2019	RJ	Submitted to Finance & Activity Committee in January	✓
51	27 11 18	121/18	Workforce Committee to monitor retention incentives, and to canvas ideas from Executives (req. by S Clark)	Workforce Committee	~~Jan~~ Feb 2019	KC	Retention initiatives were identified by the staff survey and these will be evaluated	
52	27 11 18	123/18	Action 41 – investigation following patient story. E Hardwick to update the Board on learning from the investigation	Board	Jan 2019	EH	Verbal update to be provided	✓
53	27 11 18	123/18	CEO to ensure that all actions are completed by their due date, and progress boxes completed prior to the meeting	Board	Jan 2019	CEO	complete	✓
54	27 11 18	129/18	G Rejzl to contact Health & Well-being Board in relation to Board concerns on the strategy.	Board	Dec 2018	GR	Health & Well-being Board notified and has responded	✓

55	27 11 18	132/18	Details of the second incident of absconding from Rudham ward to be circulated to the NEDs	Board	Dec 2018	NL	Complete	✓
56	27 11 18	132/18	Details on actions to be taken on Rudham ward, with completion date, to be circulated to NEDs by 30th Nov 2018	Board	Dec 2018	JW	Complete	✓
57	27 11 18	133/18	Cyber Security update to be added to Board agenda as a monthly item	Board	Jan 2019	PJ	On agenda	✓