The Queen Elizabeth Hospital King's Lynn
NHS Foundation Trust

Board of Directors (PUBLIC) - Actions Monitoring Record 2017/18

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
02	30 01 18	05/18	Board to discuss funding for staff training / development for 2018/19 (raised by N Tarratt)	Board	~~March~~ ~~May~~ Sept 2018	Board	KC to pick up. Data is available by ward / area. Funding is available for some individual areas. There are still opportunities in terms of local fees – which are underspent. **To update at Workforce in August**	
05	27 03 18	21/18	Quality Committee to monitor IPAC issues	Board	July 2018	IH		✓
06	27 03 18	21/18	Recruitment and Retention action plan to be monitored at Workforce Committee	Workforce Committee	June 2018	KC		
07	27 03 18	21/18	Refreshed Workforce Strategy to go to Workforce Committee in October, then to Board in November.	Board	November 2018	KC		
09	27 03 18	23/18	~~C Moore~~ J Wade to produce a draft 3-5 year operational plan, to include Model Hospital	Board	~~July~~ Aug 2018	~~CM~~ JW		

10	27 03 18	24/18	Benchmarking data on gender pay gap to go to Workforce Committee once available	Workforce Committee	August 2018	KC	Presented in June	✓
11	27 03 18	35/18	Finance & Performance Committee to carry out a review of ASIs in May	Finance & Performance Committee	May 2018	DT	On Forward Plan **Deferred to August**	
12	27 03 18	35/18	Details of long-waiters to be added to IPR for monitoring	Board	May 2018	CM	CM undertaking a refresh of the IPR	
14	29 05 18	42/18	K Charman will provide updates to Workforce Committee on how the Trust's future workforce might look and will bring a paper to Board in September	Workforce Committee / Board	Sept 2018	KC		
15	29 05 18	43/18	J Wade to update Quality & Performance Committee in July on system changes to reduce admissions and facilitate discharges	Quality & Performance	July 2018	JW	On agenda	
16	29 05 18	45/18	K Charman to review process relating to HCAs' staff grading when returning to the bank	Board	July 2018	KC	Confirmed policy is to return to work at previous substantive grade	✓
17	29 05 18	45/18	K Charman / Simon Clarke to discuss research / study opportunities as an incentive for staff retention	Board	~~July~~ Aug 2018	KC / SC		✓
18	29 05 18	45/18	K Charman to include an apprenticeship update in the workforce report for July	Board	July 2018	KC	On agenda	✓
19	29 05 18	51/18	C Moore to bring an update on cyber security to the meeting in July	Board	July 2018	CM	On agenda	
20	29 05 18	55/18	E Hardwick to share May's 'Patient's Story' with the senior nursing team and to look into implementing soft-close bins / lower-level lighting	Board	July 2018	EH		
21	29 05 18	55/18	E Hardwick to follow up on allegations made in the 'Patient's Story' regarding a staff member, and update in July.	Board	July 2018	EH		
22	29 05 18	55/18	E Hardwick and N Tarratt to share positive comments made by the patient and the Board to relevant staff on West Raynham and in the Physio / OT team.	Board	July 2018	EH / N Tarratt		✓

23	29 05 18	55/18	E Hardwick to update on 'Patient's Story' at Quality & Performance Committee in June	Quality & Performance	~~June~~ July 2018	EH	EH not present in June – carried over to July	
24	29 05 18	60/18	Risk 2338 (over-heating in DSU) – R Jackson to source an alternative room at Space Utilisation Group	Board	July 2018	RJ		
25	29 05 18	60/18	Risk 2338 (over-heating in DSU) – J Calton to review risk and include mitigation	Board	July 2018	J Calton		
26	29 05 18	61/18	Fire Report – R Jackson to include positive assurance in relation to issues raised by the Grenfell Tower fire	Board	July 2018	RJ		