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
25	26 09 17	100/17	Risk appetite to be discussed at Board Development session in ~~October~~ ~~February~~ April	Board Development	~~October~~ ~~February~~ April 2018	ALL	On agenda	✓
29	28 11 17	107/17	J Green to provide feedback on success of the 'Choose Well' app (requested by M Ashton)	Board	~~January~~ ~~March~~ May 2018	JG	Jan - Still being implemented – no data yet available – for March. March - Analysis ongoing. 3361 people have downloaded the app, accounting for 7% of attendances. Difficult to gauge how effective the app is. There has been international and national interest in the app. Update in May.	

34	28 11 17	120/17	J Wade to update on discussions regarding hospital administration processes following September's 'Patient Story'	Board	~~January~~ ~~March~~ May 2018	JW	JW has contacted pt (following further treatment) and is awaiting response. March – JW sent letter to pt. IH queried whether the issue of multiple letters had been solved - JW needed more information from the pt. Still no response from pt – action to be closed.	✓
36	28 11 17	125/17	Risk appetite / risk tolerance to be discussed at next Board Development session in ~~February~~ April **(also Action 25)**	Board	April 2018	GR	On Board Development agenda	✓
02	30 01 18	05/18	Board to discuss funding for staff training / development for 2018/19 (raised by N Tarratt)	Board	March 2018	Board	KC to pick up.	
04	27 03 18	21/18	E Hardwick to update on IPAC issues in May and provide both short-term and long-term cleaning action plans	Board	May 2018	EH	Included in IPR	✓
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		
08	27 03 18	22/18	S Jones to circulate more details on patients who have waited over 62 days and detailed data on ambulance handovers *(requested by I Harvey)*	Board	April 2018	SJ		✓
09	27 03 18	23/18	C Moore to produce a draft 3-5 year operational plan, to include Model Hospital	Board	July 2018	CM		
10	27 03 18	24/18	Benchmarking data on gender pay gap to go to Workforce Committee once available	Workforce Committee	August 2018	KC		

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	
12	27 03 18	35/18	Details of long-waiters to be added to IPR for monitoring	Board	May 2018	CM		
13	27 03 18	41/18	N Lyons / J Brodie to discuss issue relating to radiology diagnostics	Board	May 2018	NL		✓