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	Assoc. 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**	
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		
54	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 **LM to circulate the link to the survey to Board members**	
57	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 – local A&E dashboard to be included with next UEC quarterly update	
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	On track for delivery in January	

70	27 08 19	119/19	Chief Nurse to commission a review of how the FFT information is gathered and utilised	Board	Dec 2019	CN	On track to report in December	
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	Dec 2019	CN	On track to provide in December	
89	29 10 19	164/19	Reports generated following future Patient Stories to include greater precision of actions, detailing links to IQIP / where monitoring will take place. There should be a follow-up report detailing the impact of these actions.	Board	Nov 2019	CN		
90	29 10 19	171/19	Complaints – Chief Nurse to work with Complaints team and divisions to ascertain a target trajectory	Board	Nov 2019	CN		
91	29 10 19	171/19	Cleaning – Quality & Performance Committee to monitor effectiveness of remedial actions taken to address cleaning standards	Quality & Performance Committee	Nov 2019	CN / COO	On track for November	
92	29 10 19	173/19	Dementia case finding – it was felt that the term 'ad hoc' training was not appropriate – to be amended	Board	Nov 2019	CN		
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	Dec 2019	Assoc. Dir. HR	On track to be presented to People Committee in December 2019	
94	29 10 19	175/19	Regular checks to be made on the welfare of international nurses	People Committee	Jan 2020	Assoc. Dir. HR	Session to be held in January 2020 with International Nurses. International nurses to come back to People Committee in March 2020	
95	29 10 19	175/19	KPIs relating to the recruitment process to be taken to People Committee	People Committee	Nov 2019	Assoc. Dir. HR	Submitted to People Committee in November	✓
96	29 10 19	175/19	Exec directors to ensure the message to managers is clear that appraisals and mandatory training are compulsory and must be undertaken	Board	Nov 2019	Execs	Message communicated to divisions	✓
97	29 10 19	180/19	Risk Register – MD to address the following: ➢ Articulation of Risk 2610 (MSA breaches); ➢ Risk 392 to be included in the risk spreadsheet; ➢ Executive oversight should be roles not names; ➢ To ensure all boxes are filled in	Board	Nov 2019	MD	Changes made to the register	✓

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	Awaiting confirmation from other trusts	
99	29 10 19	182/19	Deputy CEO's details to be added to Directors' Register of Interests	Board	Nov 2019	Corp. Gov. Officer	Completed – on agenda	✓
100	29 10 19	184/19	COO / Assoc. Dir. HR to address issue of how staffing numbers are presented in reports – as some are headcount (i.e. in the Fire Report), whilst others are presented as WTE. Assoc. Dir. HR to ascertain whether compliance rates are calculated on headcount or WTE.	Board	Nov 2019	COO / Assoc. Dir. HR	Agreed at People Committee That workforce reports will include a key to detail the basis on which compliance rates are calculated.	✓
	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	On track for delivery from Jan 2020	