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	
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		
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	
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**	
55	30 07 19	90/19	Revised Complaints Policy to be drafted by end of September; action plan to manage the backlog to be submitted to Board 1st Oct	Board	Oct 2019	CN	Policy on track to be delivered in October; action plan in train	

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 for delivery in October – on agenda	
61	30 07 19	100/19	MD to update on compliance for BLS / anaphylaxis training in October	Board	Oct 2019	MD	BLS / anaphylaxis training compliance now 100% across radiology. Monthly monitoring at clinical governance now in place to prevent future lapses.	✓
62	30 07 19	102/19	Governance Advisor to update on impact of changes in risk management / risk meeting structure	Board	Oct 2019	~~Governance Advisor~~ MD	On track to report in October	
68	27 08 19	110/19	COO to confirm meetings with system partners, in relation to mental health provision for ED patients, have taken place. Update to include resulting actions and their impact, and how escalation will be managed.	Board	~~Sept~~ Oct 2019	COO	Additional inpatient capacity in place from September 2019	✓
69	27 08 19	110/19	Results of the mental health thematic review to go to Clinical Governance Committee and Quality & Performance Committee in November / December, with monthly verbal updates at Quality & Performance Committee	Quality & Performance Committee	Dec 2019	MD	On track to report in December	
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	
80	01 10 19	146/19	CEO to progress issue of dementia case finding which was stalled due to delays in procurement of stickers	Board	Oct 2019	CEO	Stickers now available	✓
81	01 10 19	148/19	Execs to ensure that data provided in the IPR and reports is consistent (req. by Alan Brown following variance in WTE data)	Board	Oct 2019	Execs	Further IPR improvements assimilated for Oct report	
82	01 10 19	148/19	Assoc. Dir. HR to provide details on drivers of staff sickness	Board	Oct 2019	Assoc. Dir. HR	Analysis of drivers and analysis of reasons for sickness is being undertaken by HRBP team. Top 20 reasons for sickness is analysed with the top five included within IPR	✓
83	01 10 19	150/19	COO to advise on length of time radiographers are tied to the Trust following training	Board	Oct 2019	COO	No tie in period at present, to be negotiated in future	✓

84	01 10 19	151/19	COO to provide a breakdown of the winter plan to Finance and Activity Committee Monthly report to Board for monitoring	Finance & Activity Committee / Board	Oct 2019	COO	Paper provided to Finance and Activity Committee and paper on Board agenda	✓
85	01 10 19	153/19	Trust Secretary to add cyber awareness training to the Board Development programme	Board	Oct 2019	Trust Sec.	Added to the programme	✓
86	01 10 19	144/19	Regional comparisons of ambulance handover delays to be included in the IPR	Board	Oct 2019	COO	Included in the Urgent / Emergency Care quarterly update paper	✓
87	01 10 19	145/19	MD to pass on the Board's congratulations to the Obstetric team for the reduction in C-section rate	Board	Oct 2019	MD	Completed	✓