(In public) Agenda Item No 2b .

Board of Directors – Actions Monitoring Record – March 2012

The Queen Elizabeth Hospital King's Lynn NHS Foundation Trust

Action No.	Meeting Date	Agenda Item	Action	Receiving Bodt	Date to be completed	Lead	Status	Completed?
67	31-5-11	256/11 – item 13c.1.	The 'reasons for leaving' the QEH are monitored over a year and reported back to the Board.	Board	July 2012	JB	IV has discussed with Ian Coleman. Ian C and Bernie Fitzharris will schedule this into work plan and aim to develop exit questionnaire plan. **The WIS team have been capturing the 'destination on leaving' when staff leave the Trust for another NHS Trust. This detail is taken from the P4 leaving form against a 'drop down' list of all UK Trusts held on ESR. The target date for having a statistically viable sample of such evidence remains July 2012. Similarly, the scoping work for developing a Trust 'Exit Questionnaire' is underway with the aim of capturing the key 'reason(s) for leaving'. A draft document and roll-out plan will be ready for consideration in July 2012** **Item added to the Board's forward plan, for inclusion in July's agenda.**	✓
94	24-10-11	369/11	FRS to present a further iteration of the winter plan to the Board to include the impact from the agreed NHS Norfolk plan, identification of the key weeks of peak activity and the response plans in addition to lessons learned from winter planning 2010	Board	~~Dec~~ Jan 2012	FRS	Winter plan signposted to Board members in November packs. Following the second ECIST visit and current discussion with clinicians on emergency pathway and elective activity, a report will be submitted into ~~December~~ January Board.	

95	24-10-11	370/11	An assessment of cost implications and suitable locations for smoking shelters as well as a review of smoking policies for staff is to be presented to the Smoking cessation group and therefore C&I committee.	C&I comm	~~Dec~~ Jan 2012	BC	**Shelter locations agreed at C&I committee – Feb 2012; one at front of the Trust, one in the car park and one at the rear of the Trust**	✓
96	24-10-11	374/11	GH to update the current C.diff position reported on the dashboard	Board	~~Nov~~	GH	**Circulation issued as part of the Q&R committee reviews, where a significant debate was held regarding the Trust's current position, mitigations which were and could be taken and future planning. A further report on plans for 2012/13 is to be presented to the Q&R comm. in March.**	✓
97	24-10-11	383/11	JB to explore possible use of a third party for the Whistleblowing hotline.	Board	Nov	JB	A discussion had been held with JB and PW concerning a review of the whistleblowing model It was noted that the revised process was likely to involve a NED **Currently awaiting a Board decision on the preferred way forward in order to develop an implementation plan.**	
106	28-11-11	412/11	Organisational Behaviours and Values work is to be represented at Board for further discussion. It was felt that due to a heavy agenda in October, the Board did not devote enough time to this item. It was agreed that the paper would be represented with progress updates in January 2012.	Board	~~Jan 2012~~ Feb 2012	JB /GW	~~Invite Ian Bruce to present~~ **Ian Bruce, Head of Mndatory Training, E&D and e-Learning has produced an update paper entitled 'Developing Organisational Values and Behaviours at the QEH'. This will be 'talked to' by Gwyneth Wilson at BoD, March 2012.** **To be addressed as a March agenda item.**	✓
107	28-11-11	412/11	BC undertook to provide benchmark information on C.Diff cases per 1000 beds at the next Board meeting and also undertook to include stroke monitoring on the dashboard at the next meeting.	Board	March 2012	BC	~~Benchmarking method not being produced by NPSA.~~ Stroke metrics not available for inclusion yet – available from Jan 12 data **Benchmarking data on C.diff is now published by the SHA and is to be included in the patient safety report**	✓

108	28-11-11	418/11	The Board noted that the Urgent Care Network would be assisting with delivery of the ECIST recommendations and would be meeting in January 2012. It was agreed that an update on ECIST and QIPP would be made to the Board in February 2012	Board	Feb 2012	GH / BC	First meeting of EC Network – 24/02/12. **The Board are to receive an update on the QIPP and regional integrated business plans in the private session of the meeting. The P&S committee is receiving regular ECIST / A&E action plan update and issues are to be escalated by exception**	✓
109	28-11-11	422/11	A review of individual areas mandatory training performance is to be taken to HGC for consideration.	HGC	Jan 2012	JB	**Mandatory training performance was reviewed at the February Q&R committee meeting and is included in the workforce update to P&S committee**	✓
110	28-11-11	422/11	Safeguarding mandatory training target is to be linked to CQC guidance and is to be increased to 80%. Conflict resolution training to be added to the mandatory training list for monitoring.	Board	Jan 2012	JB	**Ian Bruce attended the Performance & Standards Committee on 22 February 2012 to confirm that Safeguarding Children (with a revised target of 80% compliance) and Conflict Resolution had been added to the Workforce Scorecard for future monitoring purposes. Action completed**	✓
111	28-11-11	422/11	PW undertook to conduct a review of the Board's performance reporting methodology, including the dashboard and supporting papers	Board	Jan 2012	PW		
112	28-11-11	424/11	BC explained the estates costing work recommendations following PCT infection control review had been undertaken in respect of sinks and doors on bays. BC asked for a timeline of completion of the works from LT, so that capex provision could be made for 2012.	Board	Jan 2012	BC / LT (Lesley Taylor)		
113	28-11-11	424/11	LT and GH to develop a business case for input of sinks and doors in individual bays, as a mitigation for ward closures from Norovirus	Board	Q4	LT / GH		
114	28-11-11	425/11	GH to provide further assurances in the form a presentation / report in regards to Dr Foster and monitoring of alerts.	Board	Jan 2012	GH	**Dr Foster presentation received at the January Board of Directors meeting.**	✓

115	28-11-11	425/11	GH to include within his Patient Safety report additional work enabling the Board to understand the Trust's HSMR performance and receive assurance that the identified issues were being addressed.	Board	Jan 2012	GH		
116	28-11-11	429/11	External support for the delivery of the Trust's Recovery Plan and Business Planning for 2012/13 is to be sourced and recommended to the next Board meeting.	F&I comm and Board	Dec 2011	DS /SH	**Interim arrangements in place with KPMG pending finalisation of Business plan**	✓
117	28-11-11	431/11	The Board commissioned a redesign of the Workforce Report and a review of the Workforce Plan	Board	Jan 2012	JB	**Redesigned workforce report now reviewed by the P&S committee monthly. Issues are reported to the Board by exception.**	✓
118	**23-1-12**	**4/12**	**The Chair agreed to work with VH to raise the profile of the Clinical Outcomes Group, which was observed as a crucial element of the governance structure.**	**CGC**	**March / April 2012**	**KG /VH**		
119	**23-1-12**	**9/12**	**A paper on the Joint Academic Venture Board is being prepared for Board consideration at a future meeting**	**Board**	**May 2012**	**LP**		
120	**23-1-12**	**14/12**	**The Board asked for the split between different readmissions to be shown on the performance dashboard to enable the Board to identify the potentially greater risk associated with elective readmissions.**	**Board**	**March 2012**	**BC**	**The difference is identified on the performance dashboard. Action completed**	✓
121	**23-1-12**	**14/12**	**Mandatory Training: concerns were expressed regarding fire, infection control and IG and it was agreed that further information to the Board was required in respect of the Fire Training issues.**	**Board / P&S comm**	**March 2012**	**IV**	**It is understood that all issues of concern were addressed by Ian Bruce at the Performance & Standards Committee meeting on 22 February 2012.**	✓

122	23-1-12	14/12	Cancelled Operations performance is to be included in the performance dashboard	Board	March 2012	BC	Cancelled operations are now identified on the performance dashboard. Action completed	✓
123	23-1-12	15/12	The Performance report is to include '18 weeks by specialty' performance	Board and P&S comm	March 2012	BC	18 weeks by specialty performance is now identified in the performance report. Action completed	✓
124	23-1-12	20/12	The relationship between the BAFs residual risk and target risk RAG ratings was challenged in several areas. It was agreed that this would be revisited at the next review.	Board	March 2012	GR	Residual and target risks now easily identified on the BAF. Action complete	✓