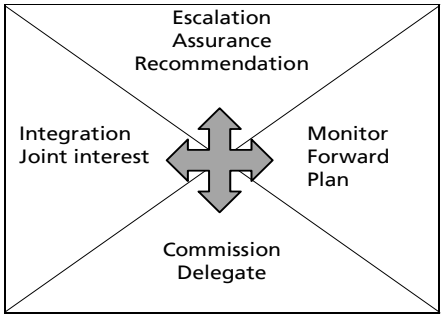
The Queen Elizabeth Hospital NHS
King's Lynn
NHS Foundation Trust



Chair's Key Issues and Assurance model

Committee / Sub-committee	Date	Chair
Trust Executive Committee	**12 June 2012**	**Patricia Wright, Chief Executive**

KEY	✓	***Supporting papers – Committee Members will have access to these papers from previous circulations. Paper copies will however be prepared for use at the Board / Committee receiving the CKIs.***

Agenda Item	Issue and lead officer	Receiving body, e.g. Board, Committee		Recommendation / Assurance / mandate to receiving body	Papers attached	BAF Ref.
2/12	Team Brief – Vee Scott		Board / TEC	**Board to note:** Team brief presented to senior managers for cascade throughout organisation. **TEC:** Vee Scott agreed to meet with key people to see what solution could be achieved in order to facilitate timely cascading of team brief. The TEC to monitor progress.		
3/12	Terms of Reference – Gill Rejzl		TEC	The first draft Terms of Reference to be amended and a further copy circulated to members prior to formal approval by the TEC.		

Agenda Item	Issue and lead officer	Receiving body, e.g. Board, Committee		Recommendation / Assurance / mandate to receiving body	Papers attached	BAF Ref.
4/12	Governance Structure Review – Gill Rejzl		Board / TEC	**Board and TEC to note.** A number of issues were noted, in particular: • Tidy up sub-committees for TEC • Check which operational groups feed into TEC • Include financial section in the Policy on Policies		
5/12	Management Re-structure – Mark Henry		TEC	A further meeting to be arranged with Clinical Directors to discuss in further detail, with a view to returning to TEC on 26 June with final proposals.		
6/12	Burns Facility with Norfolk & Norwich – Robert Florance		Board	**Board:** Trust invited to support a joint bid to become a Burns Facility with the Norfolk & Norwich. Cursty Pepper and Linda Coultrup to provide details of which areas would provide support if necessary.		