NHS
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
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		
11	27 03 18	35/18	~~Finance~~ Quality & Performance Committee to commission a review of ASIs in ~~May~~ October	Quality & Performance Committee	~~May~~ Oct 2018	~~DT~~ IH	On Forward Plan **Deferred to October Considered at October meeting**	✓
12	27 03 18	35/18	Details of long-waiters to be added to IPR for monitoring	Board	~~May~~ ~~Sept~~ Nov 2018	~~CWB~~ JW	CM undertaking a refresh of the IPR – C West-Burnham to address **JW to ensure added next month**	
28	31 07 18	67/18	N Lyons will take initial findings from the audit on individual c-sections to Quality & Performance Committee in September, then a full report in October.	Quality & Performance	~~Sept / Oct~~ Nov 2018	NL	On Q&P Committee agenda in November	✓
29	31 07 18	68/18	J Wade to provide detailed theatre metrics at the next Quality & Performance Committee meeting. (req. by D Dickinson)	Quality & Performance	~~Sept 2018~~ Jan 2019	JW	Going to Q&P Committee in January	
30	31 07 18	68/18	J Wade will bring details of the key FourEyes suggestions to the next Quality & Performance Committee meeting. (req. by I Harvey)	Quality & Performance	~~Sept 2018~~ Jan 2019	JW	Going to Q&P Committee in January	

34	31 07 18	86/18	N Lyons to review mitigation of risks rated both 'possible' and 'catastrophic' and 'moderate' and 'almost certain' as consequences would vary significantly. (req. by E Libbey)	Board	~~Sept~~ Nov 2018	NL	The Trust has commenced work on updating the management of risk in the organisation. An expert from NHSI began the scoping work for this, as part of our Quality Improvement Plan, in October and the issue raised in this action will be included in that work programme. This work programme will report to the Quality Programme Board	✓
36	25 09 18	93/18	K Charman to provide a report on communications from Board-to-floor and across the Trust to Workforce Committee	Workforce	Nov 2018	KC		
37	25 09 18	94/18	K Charman to provide an update on mandatory training compliance at Workforce Committee	Workforce	Nov 2018	KC		✓
38	25 09 18	97/18	K Charman to consider what the Trust can offer potential candidates in order to stand out from other Trusts (req. by E Libbey)	Board	Nov 2018	KC	On agenda	✓
39	25 09 18	106/18	G Rejzl to arrange a meeting with Governors to go through options relating to the STP	Board	Nov 2018	GR		
40	25 09 18	107/18	G Rejzl to make following amendments to Corporate Strategy: ➢ Principle Risk 2 causes - add that all records are paper-based. ➢ Aim 4 'Sustain safe births' – remove 'are' from the first bullet point.	Board	Nov 2018	GR		✓
41	25 09 18	110/18	M Ashton, K Charman and E Hardwick to discuss results of investigation following patient story in May	Board	Nov 2018	MA / KC / EH		
42	25 09 18	115/18	J Wade to liaise with P Hipkin re. multiple appointments letters and potential use of text reminder	Board	Nov 2018	JW		