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

Board of Directors (PUBLIC) - Actions Monitoring – Record March 2014

Action Monitoring - Actions will be removed from the monitoring record when the Board has agreed that the 'completed' column can be ticked.

Ref No.	Meeting Date	Board Item	Action	Receiving Body	Date action completeion to be reported	Lead	Status	Completed?
44	**26-11-13**	**110/13**	**Risk Register** Home Birthing Service - AS advised that he was expecting a report which could identify a way of reintroducing the home birthing service and although only a small service, it is important to the families taking it up. AS will generate an action plan for implementation.	Board	July 2014	AS (COO)	**Issues discussed in respect of Home Birthing Service :** • **Communications to public and service users** • **Role of the Maternity Liaison Committee in comms** • **Shortage of midwives** • **CQC concerns about staffing levels** • **Need to discuss with CCG (AS email on 3 Feb)** **Board resolved: - The QE Home Birthing Service will be suspended for the foreseeable future, due to staffing levels and the need to maintain patient safety for the majority of mothers. The position will be reviewed in 6 months**	
49	**26-11-13**	**117/13**	Quiet spaces - there was a requirement to identify quiet spaces. AS confirmed that he would look at this issue.	Board	July 2014	AS/CM	Being explored	
51	**28-01-14**	Patient Story	MO undertook to write a personal letter to the patient and her daughter		March 2014	MO	**Awaiting notes – report to ay 2014 meeting**	

54	**28-01-14**	MD and DoN Report	Internal Audit to review Trust's practice on storage of human tissue.	Audit	Apr 2014	I Pin-ches		
56	**28-01-14**	Quality Update	WC to approach Workforce Group on Mandatory Training and cross ref. data to ensure that information represents accurate position and report to Workforce Committee	Work-force	March 2014	WC	Report to April Workforce Committee	
57	**28-01-14**	Perform-ance	Readmissions – detailed work commissioned from CHKS to be reported to Board.	Board	March 2014	AS	**To be picked up Quality Committee – Trust is an outlier for readmissions**	
60	**28-01-14**	Perform-ance	Recruitment and Retention plan to be developed. Update on thoughts from MV to – Workforce Committee. 12 month rolling average on turnover to be included in the Performance Report.	Work-force	Feb 2014	MV	**To be added to Forward Plan for Workforce**	
61	**28-01-14**	Perform-ance	Need to be a bit more sophisticated about refresher training and training needs analysis identified. Skills passport to be explored – doctors often do the same training at several trusts.		Feb 2014	MV		
63	**28-01-14**	Risk Register	**Fire Compartmentalisation Risk** – BoD **c**ommissioned rigorous assessment, recommendations and action to be reported to the BoD as soon as available.	Board	March 2014	CB	Estates Lead and Fire Officer has put in place a plan to achieve full compliance (£400K). Nurse call panels to be changed in each ward during full ward decant. Issues confirmed as not unique to this Trust as similar issues impact all 'better buy' trusts. A 3-year programme is suggested for the QE. EDs reviewed draft plans (25 March 2014 and have also agreed that the necessary decants should be used to facilitate deep cleaning, fogging and other programmed maintenance / decorating. It was confirmed that the Trust is in active dialogue with Norfolk Fire and Rescue Service and is keen to make sure that the Trust has a robust implementation plan in place.	
64	**28-01-14**	Risk Register	Responsible leads to update each risk on risk register with adequate, clearer actions and progress	Risk Commit tee	May 2014	BW		

65	25-01-14	MD and DoN Report	Review of all non-pressure ulcer SI RCA themes for previous year to April Quality Committee.	Quality Comm	April 2014	BW		✓
66	25-01-14	Perform-ance Report	- Patient moves – needs to be reported in the Performance report - Useful to have a target line for workforce staffing numbers - Page 31 – 'reds' and 'greens' to be reviewed. - Readmissions graph titles to be revised	Board	May 2014	DS		
67	25-01-14	PSPP	IP requested that the Board receive this Public Sector Payment Policy report regularly due to Trust's cash position and support being required from DoH.	Board or F&P	tbc	DS	Frequency to be determined and added to relevant forward plan	
68	25-01-14	BAF	- The status of Clinical Audit to be strengthened through Clinician review - Risk No. 8 "inability to agree and deliver realistic plans, leading to failure to secure a short-term balanced budget and longer term financial viability" – to be re-scored from 3x5 – 5x4	Board	May 2014	BW GR		✓