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
02	30 01 18	05/18	Board to discuss funding for staff training / development for 2018/19 (raised by N Tarratt)	Board	~~March~~ ~~May~~ Sept 2018	Board	KC to pick up. Data is available by ward / area. Funding is available for some individual areas. There are still opportunities in terms of local fees – which are underspent. **To update at Workforce in August**	
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		
09	27 03 18	23/18	~~C Moore~~ J Wade to produce a draft 3-5 year operational plan, to include Model Hospital	Board	~~July~~ Aug 2018	~~CM~~ JW	Being covered in Clinical and Corporate Strategies	✓
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**	
12	27 03 18	35/18	Details of long-waiters to be added to IPR for monitoring	Board	~~May~~ Sept 2018	CWB	CM undertaking a refresh of the IPR – **C West-Burnham to address**	

14	29 05 18	42/18	K Charman will provide updates to Workforce Committee on how the Trust's future workforce might look and will bring a paper to Board in September	Workforce Committee / Board	Sept 2018	KC	On agenda	✓
27	31 07 18	67/18	E Hardwick will provide more details on Safety Thermometer performance to the Quality & Performance Committee. (req. by I Pinches)	Quality & Performance	Sept 2018	EH		✓
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 2018	NL	On forward plan	
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	JW	On forward plan for October	
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	JW	On forward plan for October	
31	31 07 18	69/18	Detailed appraisal data, including improvement trajectory, to be reviewed at Workforce Committee (raised by I Pinches)	Workforce	Sept 2018	KC		✓
32	31 07 18	69/18	Workforce Committee to review free text from staff survey / FFT (req. by E Libbey)	Workforce	Sept 2018	KC		✓
33	31 07 18	81/18	E Hardwick to discuss issues raised during Patient Story with Denver matron, and follow-up with C Roberts. To report back in Sept	Board	Sept 2018	EH	EH discussed with Matron and Ward Manager the issue that had been raised and the oversight required to ensure that in times of pressure all of the housekeeping duties are distributed appropriately and to monitor this.	✓
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 2018	NL		

35	31 07 18	87/18	N Lyons to review tables on pages 3 and 4 of the Guardian of Safe Working Report (req. by I Pinches)	Board	Sept 2018	NL	In relation to the Guardian of Safe Working report for Q1 2018/19, the paper brought to the board is correct with the exception on one error on page 4 The confusion between the table on p3 of the report an p4 relate to the table on p3 reporting "number of exceptions that were open at the beginning of the quarter that have been closed" and p4 " the number of new exceptions that were raised during the quarter that have been closed in the same quarter" However the exception report that was reported as outstanding in the first table on p4 was closed whilst the report was being written and not all of the tables were updated to reflect this improved position. A clearer key for each table will be produced in future reports to the Board.	✓