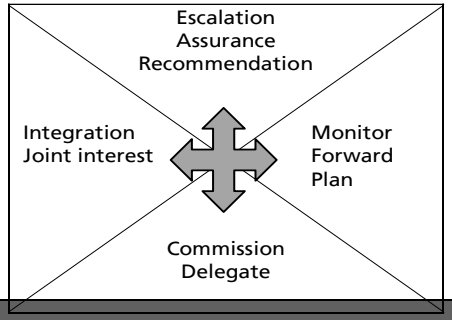
The Queen Elizabeth Hospital NHS
King's Lynn
NHS Foundation Trust

Chair's Key Issues and Assurance model

Committee / Sub-committee	Date	Chair
Trust Executive Committee	**19 November 2013**	**Sharon Beamish Acting 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.
244/13	Quality Improvement Plan – Barbara Cummings (BC)	⇧	**Board**	**<u>Board to note</u>** Louise Proctor to formulate communication plan and test with members of the committee prior to circulation within the Trust.		
245/13	Supporting Policies – Shirley Munday (SM)	⇧	**Board**	**<u>Board to note</u>** Following discussion, the TEC decided that these policies needed further clarification and should be firstly agreed by the next Clinical Governance Committee on the 11 December 2013. Thereafter they should come back to the TEC for final approval.		
246/13	Recovery Plan – Keith Pringle (KP)	⇧	**Board**	**<u>Board to note</u>** Louise Proctor was actioned with the task of agreeing the most appropriate communication to the wider organisation regarding the Recovery Plan.		
247/13	Month & Finance – David Stonehouse (DS)	⇧	**Board**	**<u>Board to note</u>** Budget management process must be adhered to.		

Agenda Item	Issue and lead officer	Receiving body, e.g. Board, Committee		Recommendation / Assurance / mandate to receiving body	Papers attached	BAF Ref.
250/13	Meeting Elective Recovery Plan		**Board**	**Board to note** Cursty Pepper to provide granular endoscopy recovery plan to AS by Wednesday 27 November 2013		
252/13	Cancer Satisfaction Survey – Barbara Cummings (BC)		**Board**	**Board to note** In response to a National Survey for 2012/13. All of the plans have been discussed with the clinical teams and will be continually monitored. BC will provide feedback at a future TEC.		