

Actions from Board Meeting 16 March 2016					
Agenda Item	Topic	Action	Target Date	Responsibility	Update
4.1	FSTH update	SS to report on issues and influencing work regarding Primary Care	July 2016	SS	Primary Care development day with CCG and NHSE in May. To report back at next meeting.
5.1	OPACS review	SS to lead on OPACS community learning event	May 2016	SS	Completed
5.1	OPACS review	Contact Dr Paul Watson to discuss taking part in review discussions	May 2016	VM	Completed
7.2	Safeguarding	SS to promote vacancy on Safeguarding Adults Board	March 2016	SS	Completed
7.2	Perception survey	Findings from perception survey to be considered as part of the Strategic Review process (VM)	May 2016	VM	Completed
7.2	Gypsy, Romany & Traveller report	SS to draft action plan of the pledges made as a result of the Gypsy, Romany and Traveller report launch and report progress at the AGM	July 2016	SS	
8.5	Research Opportunities	The three Next Steps should be commenced and the broader issues considered in strategic review	April 2016	Board	Completed

8.5	Research Opportunities	SS to maintain contact with HW Essex research team	May 2016	SS	Completed
10.5	Feedback Centre: Options Report	The Board approved the in principle purchase of Datify Feedback Centre. Working Group to review following detail from implementation in other Healthwatch and report back at the next Board meeting on 11 th May.	July 2016	Working Group	Working Group agreed to await implementation in Healthwatch before progressing.
20.01.16					
5.4	UnitingCare contract collapse	SS to publish article on the website which will update the OPAC's position and include the response to HW letter to the CCG.	End Jan 2016	SS	Completed
10.2	Health & Safety Policy	Amend HWC Health & Safety Policy - to include Health & Safety training in staff induction.	End Jan 2016	SS	Completed
18.11.15					
5.5	CCC impact assessments	SS to formulate a response to CCC expressing concern around the budget reductions and request a meeting between Chair and CCC CEO.	30/11/2015	SS	Completed
8.4	Future Enter & View visits	SS to draft and progress consultation on the agreed approach.	20 Jan 2016	SS	Completed
8.5	Enter & View policy	SS to report back to the volunteers as to decisions taken at this meeting.	30 Nov2015	SS	Completed
8.5	Enter & View policy	SS to review the Enter & View Policy once the new approach is fully developed.	March 2016	SS	Completed

8.5	Enter & View policy	To include “Benefits & Risks” in the new policy.	March 2016	SS	Completed
11.2	Governance Processes Policy	Schedule a meeting of a working group as soon as possible to draft the Terms of Reference for a Sub-Committee and seek interest from NEDs to be members of the sub-committee.	Early Dec 2015	SS	Completed
11.2	Governance Processes Policy	Nominations for the role of Vice Chair should be sent to SS by 2nd December.	2/12/2015	SS	Completed
11.2	Governance Processes Policy	The Chair will review nominations and decide if a vote will be required.	Early Dec 2015	SS	Review April
9.4	FSTH update	The Board approved the recommended next steps and asked for an update in due course.	March 2016	SS	Completed and included in Actions 16.03.16, 4.1,