

Actions from Board Meeting 20 January 2016					
Agenda Item	Topic	Action	Target Date	Responsibility	Update
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
8.4	Future Enter & View visits	SS to draft and progress consultation with partner organisations.	March 2016	SS	Underway
8.5	Enter & View policy	SS to review the Enter & View Policy once the new approach is fully developed.	March 2016	SS	
8.5	Enter & View policy	To include "Benefits & Risks" in the new policy.	March 2016	SS	
9.4	FSTH update	The Board approved the recommended next steps and asked for an update in due course.	March 2016	SS	
11.2	Governance Processes Policy	The Chair will review nominations and decide if a vote will be required.	Early Dec 2015	SS	Review April
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-	Early Dec 2015	SS	Completed

		Committee and seek interest from NEDs to be members of the sub-committee.			
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
8.5	Enter & View policy	SS to report back to the volunteers as to decisions taken at this meeting.	30/11/2015	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
5.1	Minutes	The Chair asked that an Actions Log be used in future and if the draft Minutes of the AGM can be put on the website with a 'draft' watermark.	10/09/2015	AG	Completed
6.12	Enter & View	The Chair asked for a report at the November meeting regarding Enter and View methodology and how it works, in relation to and as distinct from Care Quality Commission activity.	18/11/2015	SS	Completed
6.13	MH Crisis Management	Another question was asked regarding crisis management in mental health, and if it was all ages or mainly young people? SS confirmed it was all ages and asked for Board support to look for feedback.	18/11/2015	SS/ Board	Completed
6.15	Ely consultation event	Reports related to the consultation event at Ely in February to be forwarded to the Chair.		SS	Completed
6.17	Strategic Plan	'light touch' survey to be conducted to support the review of the Strategic Plan in 2016 and provide		SS	Completed

		Healthwatch Cambridgeshire with feedback on how it was doing.			
6.19	Developing KPIs	Track national developments to see what is helpful and useful before developing key performance indicators.		SS	Completed
9.2	FSTH update	Chair to review the correspondence and write to NHS England.	18/11/2015	Chair	Completed
10.3	Reserves policy	It was agreed that GJ would review and clarify the reserves level with SS.	18/11/2015	SS/GJ	Completed