

Actions from Board Meeting 18 January 2017					
Agenda Item	Topic	Action	Target Date	Responsibility	Update
18.01.17					
5.1	Tongue Tie	Update Board on progress.	May 2017	SS	
6.2	Service User Panel	Contact Healthwatch Essex to find out about their Panel	March 2017	SS	Completed
6.2	STP programme	SS to contact David Astley to speak at 15 <sup>th</sup> March HWC Board meeting.	Jan 2017	SS	Completed
9.3	Data Protection on-line training	Send link to SS	Jan 2017	TN	Completed
9.4	Safeguarding Children Policy	Amend named person to Chief Executive Officer	Jan 2017	SS	Completed
9.4	Safeguarding Children Policy	Prepare flow chart for reporting process	To be confirmed	SS	Policy review post-merger
9.4	Safeguarding Children Policy	Provide feedback on safeguarding work to Sue Grace, CCC		SS	Completed
8.2 09.11.16	Discharge Charter	Update Board on progress.	May 2017	SS	To STP Discharge Group March 2017

7.6 13.07.16	Patient Participation Groups	Include Patient Participation Groups on social media in the PPG development package as part of the CEO Report	March 2017	SS	Toolkits for the PPG are being compiled
10.5 16.03.16	Feedback Centre: Options Report	The Board approved the in principle the purchase of the Datify Feedback Centre. Working Group to review following detail from implementation in other Healthwatch and report back when information available.		Working Group	On hold during merger with Healthwatch Peterborough
<b>09.11.16</b>					
6.2	Public Health	SS to arrange meeting with Public Health to discuss tongue-tie.	Jan 2017	SS	Completed
7.2	Sustainability & Transformation Plan	Prepare on-line statement in response to publication.	18 Nov 2016	VM/SS	Completed
8.2	Mental Health services	SS to involve JW in the Mental Health services project.	Nov 2016	SS	Completed
9.2	Information and Signposting	JM to arrange a meeting with Jonathan Wells to discuss the Information and Signposting service.	Nov 2016	JM	Completed
11.1	Governance Policy	Amend title.	Nov 2016	SS	Completed