

Actions Log					
Agenda Item	Topic	Action	Target Date	Responsibility	Update
29 13.11.19	Finance report	To find and undertake further QuickBooks training	Mar 2020	CR	Complete
21 13.11.19	Engagement report	To review Community Forum role and function document.	Mar 2020	SS + CTJ	Review findings being implemented
10 13.11.19	CEO report	To provide a breakdown of feedback sources as part of the annual information and signposting report in January	Jan 2020	JMc	Reported on this agenda
5 13.11.19	Follow up on project	Public health team to be invited to the Board meeting in January	Jan 2020	SS	Complete
10 11.09.19	Finance	Amend the budget header for meetings to include accessibility	Nov 2019	CR	Complete
9 11.09.19	General Purposes group	An email to be sent to Board regarding vacancy on the General Purposes Group	Sept 2019	SS	Complete
9 19.09.18	Engagement report	Director's interested in supporting the Huntingdon Patients Forum to notify SS	Sept 2019	Board	Complete
3 10.07.19	Primary Care networks	To look at representation at the STP North and South Delivery Groups and associated working groups	Sept 2019	SS	Complete
5 10.07.19	CCG	To attend CCG meeting on 16 <sup>th</sup> July	Sept 2019	SS	Complete
5 10.07.19	CCG	Circulate briefing to the Board on the CCG financial crisis	Sept 2019	SS	Complete
6	Long term Plan	The full report is to be sent to Board members	Sept 2019	SS	Complete

10.07.19					
7 10.07.19	Quality framework	A meeting to be arranged in August to discuss the newly proposed quality framework from HWE	Sept 2019	SS	Complete
6 13.03.19	CQC inspections	Board to discuss further under Chair's report in May	May 2019	VM	Completed
6 13.03.19	STP - integrated neighbourhoods	Relay to the STP the vocabulary about neighbourhoods being used but possibly misunderstood	May 2019	VM	Completed
7 13.03.19	Format of report	To include volunteer totals and ensure graphs are more visible when printed on grayscale.	May 2019	SS	Completed
9 13.03.19	Key messages	To provide the Board with key messages so that Board members can assist in promoting the surveys for long term plan	May 2019	AR	Completed
9 13.03.2019	Long term plan	Directors promote this project to their groups and contacts	May 2019	Board	Completed
11 13.03.2019	Professional fees	Modify QuickBooks reporting to enable the professional fees to be included for the May meeting	May 2019	CR	Completed
6 16.05.18	CQC ratings	SS to arrange for CQC rating trends and benchmarking to be included when this information is presented in 2019	May 2019	SS	Completed
9 16.01.19	General Purposes Group report	To include the risk register at Board meetings at least twice annually	Ongoing	SS	Completed Scheduled for May & November
7 16.01.19	Chief Executive's report	To check the accuracy of location in the volunteering table	March 2019	CTJ	
6 13.03.19	OFSTED report on children's social care services	To monitor the progress and speak out where necessary	Ongoing	VM and SS	Completed
6 16.01.19	Accessing mental health support	To refine concerns as questions in a letter to be sent to CPFT, the CCG, and STP leaders	March 2019	SS, JW and VM	Completed

6 16.01.19	Accessing mental health support	To amend paragraph 16 of the report on the website - the word 'not' is missing.	immediately	CR	Completed
5 16.01.19	Patient Forums	To notify FD of Huntingdonshire Patient Forum dates.	March 2019	CTJ	Completed