

Actions Log					
Agenda Item	Topic	Action	Target Date	Responsibility	Update
9 16.01.19	General Purposes Group report	To include the risk register at Board meetings at least twice annually	Ongoing	SS	Scheduled for May and November
7 16.01.19	Chief Executive's report	To check the accuracy of location in the volunteering table	March 2019	CTJ	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
6 19.09.18	Directors Reappointments	Update Director role description and recruit new Directors	February 2019	VM/SS	Role description revised and advert live on websites Interviews to be held in January 2019
8 19.09.18	CEO report	Report to the Board on the NHS dental services project	December 2019	CTJ	Updates included in CEO reports. For publication late January 2019

9 19.09.18	Engagement report	Director's interested in supporting the Huntingdon Patients Forum to notify SS	Ongoing	Board	None received to date
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	
7 14.11.18	CEO report	Review the performance graphs and re-instate the regular Themes from experience board paper	January 2019	SS	Complete
14.11.18	Risk Register	Add risk register key, title and date labels	January 2019	SS	Complete
6 19.09.18	Directors Reappointments	SS to invite nominations from directors for the position of Vice Chair	October 2018	SS	Complete
18.07.18	Risk register	To add a feature to indicate changes in risk.	Sept 2018	SS	Complete
18.07.18	Patient experience data	To take list of surveys back to the management team to use in planning and communications.	Sept 2018	SS	Complete
18.07.18	Patient experience data	To send patient experience data to the Board	Sept 2018	SS	Complete
11 16.05.18	National Living Wage	General Purposes Group to discuss further the commitment to the National Living Wage.	July 2018	SS	Complete
11 16.05.18	Risk Register	SS to bring the Risk Register to the July Board meeting.	July 2018	SS	Complete
13 16.05.18	CCC Engagement contract	SS to add the contract as an Appendix to the Board papers on the website	June 2018	SS	Complete
6 16.05.18	Patient experience surveys	SS to draft a survey schedule	September 2018	SS	Complete