		Actions Log			
Agenda Item	**Topic**	**Action**	**Target Date**	**Responsibility**	**Update**
6 13.03.19	CQC inspections	Board to discuss further under Chair's report in May	May 2019	VM	On agenda
6 13.03.19	STP - integrated neighbourhoods	Relay to the STP the vocabulary about neighbourhoods being used but possibly misunderstood	May 2019	VM	On-going
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	Board to be sent breakdown
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	On agenda
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 and 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
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