

Action Log					
Agenda Item	Topic	Action	Target Date	Responsibility	Update
11 27.03.24	Action log	collate the volunteer survey results and strategy for recruitment and bring to next Board meeting	July 24	CTJ	Sent to NEDs on 3 rd July
15 27.03.24	Action Log	send the list of PPGs involvement in the forums to the Board	July 24	CTJ	Completed
23 27.03.24	Business Development report	to produce a strategic paper for business development		CEO	
34 27.03.24	General Purposes Group	Update risk register for each meeting to ensure timely updating	July 24	CEO	
35 27.03.24	Chairs report	to arrange all one to one meetings for the Chair and NEDs	July 24	CR	Completed
39 27.03.24	Governance report	to review the full document and return to the Board meeting in July	July 24	Chair	Attached to email
39 27.03.24	Governance report	To ensure the latest copy of report is on the websites		CR	To be done once agreed by Board
41 27.03.24	Forward Plan	to update and resend forward plan and NED term dates to Board	July 24	CR	Completed
7 24.01.24	Minutes	to progress the possibility of promoting HW on their waiting room screens via integrated neighbourhoods.	June 24	CTJ	Carried forward (Oct 23) contacting Daniella Black to meet
8/9 24.01.24	Minutes	to work with Comms team and JJ on a volunteer recruitment campaign and strategy.	Update Mar 24	CTJ	Prioritising the volunteer survey to inform production of a campaign
14 24.01.24	Action log	proceed with the volunteer survey to assist with recruitment and find out what works or does not work for them, to be completed by next meeting.	Update Mar 24	CTJ	Completed

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21 24/01/24	Communications Strategy and Delivery Plan	send a few Healthwatch WordPress examples to the Board for comparison with our own websites.	Jan 24 - pending	CEO / KR	This action will not be progressing
26 24/01/24	Communications Strategy and Delivery Plan	website switch to be brought to GPG for discussion	Jan 24 - pending	CEO PG/KR	Paper to be available for GPG on 13 th March
27 24/01/24	Chair's report	seek advice from Azets on how to enact changes to NED terms of office.	Mar 24	SF	Complete - As per Governance paper update
36 24/01/24	CEO report	ensure that PPG engagement is added as a priority to offer Healthwatch support to them and facilitate PPG forums.	Mar 24	CTJ/JMc	Carried forward (Oct 23) update to Board via CEO report
41 24/01/24	General Purposes Group (GPG) report	The risk register to be sense checked and a few added – loss of key staff, Youthwatch, Volunteering, Enter and View and PPG engagement.	Mar 24	JJ/CTJ/JMc	Carried forward from Oct Board meeting – sent to JJ to sense check
46 24/01/24	AOB	Invites to Forums to be sent to contacts at Sue Ryder.	Update Mar 24	CTJ	Completed
22 25.10.23	Communications Report	to include previous years data for comparison	2024 report	PG + KR	To be included in 2024 report to Board
28 25.10.23	Communications Report	The revised Comms strategy to be brought back to the Board	Jan 24	PG + KR	Completed
28 19.07.23	Partnership Board and Engagement Report	to include previous years data for comparison	June 24	CTJ	To be included in 2024 report to Board
16 19.07.23	Action Log	discuss KPI measures with GPG before reporting back to the Board.	Oct 23 - pending	CEO	For new CEO actions
48 26.04.23	General Purposes Group report	GPG to discuss the policy review schedule	July 23 - pending	CEO	HR representation – for new CEO
13 14.12.22	Review of Strategic Priorities	Mechanisms to measure brand awareness to remain on the agenda	Ongoing	CEO / Comms	Ongoing – deferred to new CEO

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29 14.12.22	CEO report	Speak to Engagement and Comms Managers about targeting some work in the East Cambs area	Update - Mar 24	CEO	New engagement officer is tasked to concentrate in this area
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