

Action Log					
Agenda Item	Topic	Action	Target Date	Responsibility	Update
44 25.10.23	Chief Executive's report	organise a meeting within the next week to share feedback and learning points from the summit.	Jan 24	CR	Completed – meeting held 8.11.23
43 25.10.23	Chief Executive's report	ensure all NEDs are signed up for the Healthwatch England newsletters and our own as well.	Jan 24	PG	Links to HWE and HWC&P newsletters sent to all NEDs on 26/10/23 with request that they subscribe.
31 25.10.23	Chair's report	check whether we make a separate response to the government's action regarding smoking reduction .	Jan 24	CEO	
22 25.10.23	Communications Report	to include previous years data for comparison	2024 report	PG + KR	
28 25.10.23	Communications Report	The revised Comms strategy to be brought back to the Board	Jan 24	PG + KR	Included on agenda Jan 24
16 25.10.23	Action Log	raise possibility of promoting HW on screens in local hospitals in the waiting areas.	Jan 24	CEO	
3 25.10.23	Resignations and appointments	to consult NEDS re vacancy as Chair of GPG	Jan 24	SF	Completed – AG to Chair GPG
28 19.07.23	Partnership Board and Engagement Report	to include previous years data for comparison	2024 report	CTJ	
16 19.07.23	Action Log	discuss KPI measures with GPG before reporting back to the Board.	Oct 23	CEO	In discussion, metrics yet to be agreed as part of "The Way Forward" plan to be presented to directors in Nov 2023.
11 19.07.23	Action Log	to send update rework with PPGs to the Board in his next report	Oct 23	CEO	See CEO report Oct 2023
51 26.04.23	A.O.B.	To discuss social media with Comms Team	July 23	JH	Completed

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48 26.04.23	General Purposes Group report	GPG to discuss the policy review schedule	July 23	CEO	Face2Face HR have been appointed, Policy review underway.
47 26.04.23	General Purposes Group report	The risk register is to be reviewed at next GPG and brought to the next Board meeting	July 23	CEO	Deferred to GPG in January 2024
13 14.12.22	Review of Strategic Priorities	Mechanisms to measure brand awareness to remain on the agenda	Ongoing	CEO	Ongoing
29 14.12.22	CEO report	speak to Engagement and Comms Managers about targeting some work in the East Cambs area	June 23	CEO	Draft Comms Strategy Produced. To be agreed as part of way forward Winter 20023/24
33 14.12.22	CEO report	conduct a survey of all our volunteers, the findings to aid recruitment	May 23	CEO/HL	New recruitment campaign in development.