

Board Meeting in Public

Action Log correct at 17.10.17



Action	Who?	Started	Due	Status	Comments
Team to re-look at the Care Home aspiration wording	NW/MP	25.07.17	ASAP		Done. We didn't change the Care Home aspiration in the end because whilst it is focussed on promotion of HWSy we couldn't think of a more effective way to ensure people have a sustainable way to have a voice about their services. This may well change as our work progresses and we get a better understanding of the issues.
Mark to signpost MP/NW to the new discharge guidance cited in the meeting.	MS	25.07.17	ASAP		Done.
Team to discuss whether we should add what hasn't gone so well to our quarterly report.	LS	25.07.17	24.10.17		It was discussed and the consensus was this could be something we could add at a later date but at present we are still focussing on the Outcomes and embedding them into our work. It is difficult to know what hasn't gone to plan as it may be a 'slow burn' outcome that hasn't come to fruition.
Board comments, relating to the targeting of women, to be considered when developing the implementation strategy for the awareness campaign	LS	25.07.17	24.10.17		This has been considered and some wider audiences (non-gender specific) have been built into the social media strategy for awareness.
Diversity within Healthwatch Surrey is to be added to a future private Board agenda and an action plan developed.	PG/KS	25.07.17	24.10.17		Added to March Board agenda.
Suggested changes to be made to the policy review document	LS	25.07.17	24.10.17		The policy review schedule has been updated and can be found on SharePoint.

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Check data protection data is up to date for the Board and amend the typos in the document.	LS	25.07.17	24.10.17		Data protection document is updated. The data protection training for Board members added to March Board agenda.
To make the Bounce rate explanation in the CEO report clearer	LTK/KS	25.07.17	24.10.17		Done.
The one- page overview of the groups we have reached to be shared with the Board and members of the public attending the Board	LS	25.07.17	24.10.17		Circulated as requested.