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| **Action** | **Who?** | **Started** | **Due**  | **Status** | **Comments** |
| Diversity within Healthwatch Surrey is to be added to a future private Board agenda and an action plan developed. | PG/KS | 25.07.17 | 27.03.18 | **A** | Added to March Board agenda. |
| Check data protection training is up to date for the Board and amend the typos in the document. | LS | 25.07.17 | 27.03.18 | **A** | Data protection document is updated. The data protection training for Board members added to March Board agenda. |
| Update the declarations of interest with the amendments for LOmar and PG | LS | 24.10.17 | 23.01.18 | **G** | Done. |
| Contact Sam Sooi outside of the meeting to discuss PPGs. | LS | 24.10.17 | ASAP | **A** | LS tried contacting Sam a number of times via telephone before Christmas but was unsuccessful. She will continue to call. |
| Thought to be given to the KPIs to measure effectiveness of the volunteer groups. | NH/KS | 24.10.17 | 23.01.18 | **A** | Pending. |
| Ownership of the relationships to be considered and added to the influencing strategy. | MP | 24.10.17 | 23.01.18 | **A** | Ongoing. |
| MP to follow up on influencers strategy goals discussing with PG outside of the meeting | MP | 24.10.17 | 23.01.18 | **G** | Done. |
| JP to let the Board know the outcome of the Magna Carta out of hours’ school clubs. | JP | 24.10.17 | ASAP | **A** | No outcome to report from Magna Carta as yet but JP is in contact with them regularly so will update when there is an outcome. |
| To ensure it is clear whether the SYF project is a commissioned responsibility or other revenue stream in the project initiation document. | NW | 24.10.17 | 23.01.18 | **G** | Done. |
| Lisa to amend the Diversity and data protection action points to amber and remove the green actions. | LS | 24.10.17 | 23.01.18 | **G** | Done. |