

Action log as at 15 03 2017

Date of Meeting	Minute no.	Action Required	Action lead	Action taken	Status	Comments on latest position
22/07/2016		MV – There was a discussion about the health needs of the parents of previously looked after children. Are the health needs of the parents addressed when the child has gone? AS – research need? LF – Maybe some research to be done in asking Social Services to see what is offered	AS/ CK	To be followed up with WBC Social Services AH to liaise with MV	On going	
12/12/2016	8	Email all the Board members list of important meetings and ascertain areas of interest from each, to enable more involvement in operations.	AS/MM		On going	
12/12/16	19	Discussion re Sustainability of Healthwatch West Berkshire	AS/AF	To be discussed at meeting on 15/3/17		
12/12/16	20	Questions from public Someone in the audience asked if there could be extra columns included in the work plan document to show the outcomes, actions and timescales to make more effective for measuring performance	AS	Internal meeting to discuss amending plan	Ongoing	
12/12/2016	9	It was agreed to have a minimum of 4 formal meetings and maybe 2/3 less formal meetings.	AS/MM	Change terms of reference to reflect this decision	completed	
12/12/16	21	Discussion re CEP grant and AS to obtain update on further funding from seAp Management Board	AS/CN	Allocation confirmed up to £4k	completed	

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12/12/2016	10	Work plan ratification - board ratified the latest work plan which will be put on the HWWB website and made public.	AS/MM	Discussed at Board Dec 2016	Completed	
12/12/2016	11	Strawberry Hill Enter & View update Clea Knight (CK) Development Officer for HWWB gave an update on the Enter & View carried out at Strawberry Hill surgery (new surgery, following merger between Northcroft and St Marys Surgeries). The report was published and lots of additional feedback was received. We therefore wrote again to Strawberry Hill Medical Centre and are currently awaiting a response, before publishing an updated report on the HWWB website.	CK	Response received and report updated and published on HWWB website – CK Feb 2017.	completed	Monitoring feedback
12/12/2016	18	Liaise with board members to arrange the next board meeting prior to the deadline for submission of questions to the West Berkshire Health & Well Being Board 30 th March 2017.	AS/MM	Meeting arranged Questions to be discussed at meeting on 15/3/2017	completed	
04/09/2015	7	AB wondered if two people are enough volunteer members of the Board. If any could not make a meeting there would be a loss of continuity. It also meant there would be a limited spread of representation. AS said the number could be increased and noted that there would also be an independent chair.	AS	Additional members to be recruited	Completed	Board at good level of competence