

Action log as at 01 07 2021

Date of Meeting	Item No	Action Required	Action lead	Action taken	Status	Comments on latest position
30/03/2021	9 – Contact & Issues Report	Thinking Together 5 - AB has suggested that HWWB send all the participants the draft TT5 report and also ask them for a more up to date perspective.	MP/AB	MP has sent all the participants the draft report.	On going	
30/03/2021	9 – Contact & Issues Report	VOD – PW has suggested that a steering group be set up to tackle some of the issues.	PW		On going	
30/03/2021	15 – Workplan	Workplan needs to be finalised and signed off	MF/AS/JM		On going	
07/12/2020	6	AKC – Great Western Hospital Visit Update	AKC	Update the board	On going	

07/12/2020	8	Quality Framework	AS	Update the board	On going	
05/10/2020	8	KS has suggested that the COVID-19 survey report should be sent to The Johns Campaign & also Rights for Residents.  <a href="https://johnscampaign.org.uk/">https://johnscampaign.org.uk/</a>	MP/AS		On going	Awaiting a final draft of the report to send on to the two bodies and other stakeholders.
04/12/2017	3	AP – to work with HWWB on an accessible workplan draft to summarise what we are up to		MP/HWWB/LDPB Board	Needs reassessing	AP has now left the area. HWWB hope to work with the LDPB to complete this action.  Draft workplan drafted, will work with LDPB & service users
07/12/2020	11	JHWBS (Joint Health & Wellbeing Strategy) Focus Groups	AB	To run a focus group for the board to look at the priorities	Completed	Focus group was run by AB
05/10/2020	14	Written response to the public's questions: Is there specific steps towards ensuring woman from Ethnic minorities have all the due care that they deserve?' 'How will mental health issues for young children be addressed, specifically secondary schools?' 'How can Community United in the future collaborate with HWWB into making all sure all comms and surveys are passed to people in hard to reach areas and also			COMPLETED	

		within all projects can they be included as a collaborate partner'				
05/10/22020	10	Updated version of the workplan to be sent to the board members	MP		COMPLETED	An updated workplan was circulated to the board in November.
05/06/2019	5	AS to arrange for a board member to talk to Berkshire Radio about being a board member and why its important	AS		COMPLETED	volunteer board members AC has shown interest
05/06/2019	7	KS/AKC to follow up with the member of the public – re access issues	KS/AKC		COMPLETED	Awaiting update from KS
17/09/2019	5	HWWB to chase the chair of MHAG & the CCG to get more inclusion in the pathway re-design.	AS		COMPLETED	
07/06/2018	4	AS & MF – to draft a protocol for reports		AS/MF	COMPLETED	
12/12/2017	2	Email all the Board members list of important meetings and ascertain areas of interest from each, to enable more involvement in operations.	AS		COMPLETED	Responses received need to allocate who can attend MF has already attended QSG and happy to do planned care
05/06/2019	8	AS & MP to contact Amanda Cunnington and arrange to meet with her.	AS/MP	MP	COMPLETED	
05/06/2019	9	AS to chase the answer to the Whorlton Hall question	AS		COMPLETED	Published response on HWWB Website
05/06/2019	10	AS to feedback to HW England about the HW England project and survey	AS		COMPLETED	
05/06/2019	11	AS/AKC to follow up with the member of the public – re Speech therapy	AS/AKC		COMPLETED seAp	