

Healthwatch Hertfordshire Board
Outstanding actions as at May 2021

HwH-SD-99

(NB: items will remain on checklist for the following meeting after completion)

| Date | Action Required | By whom | Date required | Action Taken/Complete date |
|---|---|---------|---------------|--------------------------------------|
| Actions | | | | |
| 17.11.2020 | To send the notes of the HPFT meeting and the actions list when received | GB | Feb 2021 | Complete - emails forwarded Dec 2020 |
| 23.02.2021 | Circulate representation list to Board | GB | March 2021 | Complete |
| 23.02.2021 | Board members thinking of not attending meetings to discuss with Geoff | All | | |
| 23.02.2021 | Steve and Geoff to decide how to move forward with the representation vacancy offers | SP/GB | March 2021 | Complete |
| Meeting actions incl. HR, Finance... | | | | |
| 23.02.2021 | Ensure the skills audit is conducted so that this information can feed into the recruitment meeting | NE | March 2021 | Complete |
| 23.02.2021 | Circulate the duties for the Director lead for Health and Safety to the Board for anyone interested in the role to put themselves forward | NE | March 2021 | Complete |
| Agendas / Speakers Actions | | | | |
| 19.08.2019 | To seek a speaker to give information about Continuing Health Care if this is still a Board requirement | NE | August 2021 | |