

Healthwatch Hertfordshire Board
Outstanding actions as at January 2020

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
“Existing priority” Actions				
18.02.2019	Staff team to draft rules of engagement, managing a depositary etc for Board workplace	Team	Feb 2020	
19.08.2019	Raise the Dual Diagnosis report and ask for detail around training and awareness again at the next holding to account meeting with HPFT	GB/SP	06.03.2020	
19.08.2019	To raise the question about adolescent dual diagnosis provision at the next HCC Children and Young Peoples Services meeting	GB/SP	26.02.2020	
“Potential priority” Actions				
“Meeting” Actions				
13.05.2019	Put a discussion point on Workplace measuring how far in advance papers for meetings are received	AB	Feb 2020	
13.05.2019	Raise with Trusts the concern that papers for meetings are being circulated too late to be read properly	SP	Feb 2020	
11.11.2019	To follow up with the Equality and Diversity trainer regarding feedback points raised by participants.	NE	ASAP	Complete
11.11.2019	Add an agenda item to the December Board meeting to define what determines a ‘subject-matter expert’ for the purpose of the Board Skills Register	GB/NE	09.12.2019	Complete
11.11.2019	To add an agenda item to the February Board meeting discussing how to support and work with Primary Care Networks in future.	NE	Feb 2020	Complete
“HR” Actions				
“Finance & Housekeeping” Actions				
“Agendas, Speakers & Admin support” Actions				
19.08.2019	To seek a speaker to give information about Continuing Health Care	NE	2020	