

Healthwatch Tameside Board Meeting – Action Log

Status Code	Ontrack but not yet due	Complete - no monitoring required	Complete to be monitored	Delayed but no risks	At risk of failing to deliver and requires review
On track but not yet due					

Ongoing Actions:

Action Ref	Meeting Date	Agenda Item	Lead	Action	Comment	Deadline	Status
1	January 16 th 2023	Minutes	Tracey McErlain-Burns	To add another column to the meeting agenda which details the QAF section number		March 29 th 2023	
2	January 16 th 2023	Minutes	Anna Hynes	To invoice 10 GM for £1000 due from GM work		March 29 th 2023	
3	January 16 th 2023	Update on the Quality Framework	Alex Leach	Publish approved Decision-Making policy on the Healthwatch Tameside website		March 29 th 2023	
4	January 16 th 2023	Risk register	Alex Leach, Anna Hynes	Review delivery model to meet tender budget expectations		22 nd May 2023	
5	January 16 th 2023	Risk register	Alex Leach	Monitor and assess the public's perception of HWT's independence (after feedback provided by Fleur)		22 nd May 2023	

6	January 16 th 2023	Risk register	Alex Leach	Request to add a mitigating action to risk 6.2 on the Risk Register – to review how to become more paper-lite this year		29 th March 2023	
7	January 16 th 2023	Risk register	Anna Hynes, Phil Trelease	Discuss a review of the risk appetite for Healthwatch Tameside Board		29 th March 2023	
8	March 29 th 2023	Business plan	Imogen Shortall, Alex Leach	Publish HWT 2023/24 Business Plan on website		22 nd May 2023	
9	March 29 th 2023	QAF Action plan	Alex Leach	Share QAF Action plan with Healthwatch England		22 nd May 2023	
10	March 29 th 2023	QAF Action plan	Imogen Shortall, Alex Leach	Share QAF Action plan on website		22 nd May 2023	
11	March 29 th 2023	Board meeting arrangements	Imogen Shortall	To investigate hiring a larger room/combing 2 rooms for May Board meeting		1 st May 2023	
12	March 29 th 2023	Risk register	Alex Leach, Anna Hynes	To review delivery model (Risk 1.2)		22 nd May 2023	
13	March 29 th 2023	Risk register	Alex Leach	To reduce 8.3 Impact score from 4 to 3		22 nd May 2023	
14	March 29 th 2023	Board meeting arrangements	Tracey McErlain-Burns, Imogen Shortall	To organize telephone conversations between TMB and each Board member to discuss their personal topics/areas of focus in the QAF		22 nd May 2023	

15	March 29 th 2023	Cost of Living survey	Imogen Shortall	To advise HWT team to expect phone responses to the Cost of Living, after promotion from GL			
16	March 29 th 2023	Any Other Business	Alex Leach	To liaise with AT colleagues about Henshaw's Society for the Blind potentially removing support for Tameside, and discuss any support we could offer			
17	March 29 th 2023	Any Other Business	Jessica Johnson	Pass on feedback from Fleur regarding Voiceability complaints advocacy contracts to the Contracts Commissioning Officer for Advocacy		22 nd May 2023	

Completed Actions: