

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	Anna Hynes	To invoice 10 GM for £1000 due from GM work		March 29th 2023 Monday 25 th September 2023	
2	January 16 th 2023	Risk register	Anna Hynes, Alex Leach	Review delivery model to meet tender budget expectations		22nd May 2023 Monday 25 th September 2023	
3	January 16 th 2023	Risk register	Anna Hynes	Discuss a review of the risk appetite for Healthwatch Tameside Board		29th March 2023 Monday 25 th September 2023	
17	Augusts 4 th 2023	QAF	Alex Leach	Arrange a meeting with Healthwatch England to review progression on our QAF.		December 2023	

Completed Actions:

Action Ref	Meeting Date	Agenda Item	Lead	Action	Comment	Deadline	Status
4	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	Complete
5	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	AL emailed action together re this action on 18/05/2023. No reply to date.	22 nd May 2023	Complete
6	May 22 nd 2023	Registration of interests and declarations of interest	Imogen Shortall	To collect all outstanding Registration of Interest forms		27th July 2023 Monday 25 th September 2023	Complete
7	May 22 nd 2023	Minutes	Imogen Shortall, Alex Leach	To amend and publish March part A Minutes on website			Complete
8	May 22 nd 2023	Minutes	Imogen Shortall, Alex Leach	To send out May meeting Minutes and updated Action Log		1 st June 2023	Complete
9	May 22 nd 2023	Business Plan 23/24	Alex Leach	To send draft Annual Report to Board members		5 th June 2023	Complete
10	May 22 nd 2023	Business Plan 23/24	Board members	To send any comments about draft Annual Report to Alex Leach		30 th June 2023	Complete

11	May 22 nd 2023	Business Plan 23/24	Alex Leach, Slawomir Pawlik	To bring Annual Report to Local System Quality Group once approved		27 th July 2023	Complete
12	May 22 nd 2023	Quality Assurance Framework	Tracey McErlain-Burns, Royce Goodier	To arrange phone call to discuss RG aligning with specific domain on the QAF		27 th July 2023	Complete
13	May 22 nd 2023	Quality Assurance Framework	Imogen Shortall	Print off A3 paper copies of each QAF domain for next Board meeting		27 th July 2023	Complete
14	May 22 nd 2023	Risk Register	Alex Leach	Reduce 8.3 Impact score from 3 to 2		27 th July 2023	Complete
15	May 22 nd 2023	Risk Register	Tracey McErlain-Burns	Draft Risk Movement graph into a document		27 th July 2023	Complete
16	May 22 nd 2023	Risk Register	Imogen Shortall	Send out Risk Movement document with Minutes and Action Log		27 th July 2023	Complete