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| **Action** | **Who?** | **Started** | **Due**  | **Status** | **Comments** |
| January Public Board minutes – typo page 2 section 5 to be amended. | LS | 25.04.17 | 26.04.17 |  | Done. |
| Decisions made in the April Public Board meeting to the ratified by absent Board members. | RD/MS/LOmar/WJ/KB | 25.04.17 | 09.05.17 |  | Done. All decisions were ratified by the Board in the Board meeting on 9th May. |
| Kate to circulate dates for SECAmb inspections when available. | KS | 25.04.17 | when available |  | Done. |
| Explanation of Bounce rates to be added to the web metrics in the CEO report. | KS/LTK | 25.04.17 | 25.07.17 |  | Done. The Bounce rate explanation is included in the Q1 CEO report. |
| Radio clip of ‘Anna’ to be circulated to the Board. | MP | 25.04.17 | 09.05.17 |  | Done. |
| Team to rename the panel ‘Escalation Panel’ and feedback to the Board in 6 months’ time. | MP | 25.04.17 | 09.05.17 |  | Done, update scheduled into November Board meeting. |
| Team to ensure Sam Sooi receives the Board papers by post. | Team | 25.04.17 | 25.07.17 |  | Done. Papers posted out on 18th July. |
| Previous Action Log to be updated and recirculated with comments. | LS | 25.04.17 | 09.05.17 |  | Done. This was updated and approved at the Board meeting on 9th May. |