

## Board Meeting in Public

### Action Log correct at 17.04.18



Action	Who?	Started	Due	Status	Comments
Diversity within Healthwatch Surrey is to be added to a future private Board agenda and an action plan developed.	PG/KS	25.07.17	27.03.18	A	Added to March Board agenda and to be taken forward as part of the new NED recruitment.
Check data protection training is up to date for the Board and amend the typos in the document.	LS	25.07.17	27.03.18	A	Data protection document is updated. The data protection training for Board members will be reviewed once the policy is updated (May 2018).
Contact Sam Sooi outside of the meeting to discuss PPGs.	LS	24.10.17	ASAP	A	LS tried contacting Sam a number of times via telephone before Christmas but was unsuccessful. She will continue to call.
Thought to be given to the KPIs to measure effectiveness of the volunteer groups.	NH/KS	24.10.17	23.01.18	A	Ongoing, to be discussed as part of the new business meeting on 20 <sup>th</sup> April.
Ownership of the relationships to be considered and added to the influencing strategy.	MP	24.10.17	23.01.18	G	Done, status reviewed on a monthly basis.
MP to follow up on influencers strategy goals discussing with PG outside of the meeting	MP	24.10.17	23.01.18	A	Ongoing. Meeting to be organised to take further.
JP to let the Board know the outcome of the Magna Carta out of hours' school clubs.	JP	24.10.17	ASAP	A	No outcome to report from Magna Carta as yet but JP is in contact with them regularly so will update when there is an outcome.
LS to update the declarations of interest with the amendments for LO	LS	23.01.18	24.04.18	G	

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Quarterly activity and outcomes report to be circulated to stakeholders	LS/LTK	23.01.18	24.04.18	G	Plan to circulate Q4 to a wider stakeholder audience has been developed.
KS to update the new business and 'other' section in the next draft of the work plan	KS	23.01.18	20.02.18	G	Done. Presented in Feb and March private Board meetings.