

**HEALTH & WELLBEING BOARD ACTION LOG: JANUARY 2018**

MINUTE & ITEM TITLE	ACTION REQUIRED / UPDATE	STATUS
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<b>Meeting Date: 21 September 2017</b>		
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<b>Item 8: Cambridgeshire Annual Public Health Report 2017</b>	<p>To provide Cllr Richards with further information on data relating to educational attainment and those taking free school meals in Cambridge City.</p> <p style="text-align: right;"><b>Action: Liz Robin</b></p>	<b>Completed</b>
	<p>To make the Annual Public Health Report 2017 available to GPs via the NHS Gateway.</p> <p style="text-align: right;"><b>Action: Liz Robin</b></p>	<b>Completed</b>
	<p>To draw the APHR to the attention of the Local Enterprise Partnership.</p> <p style="text-align: right;"><b>Action: Liz Robin</b></p>	<b>Completed</b>
<b>Item 11: Sustainability and Transformation Plan (STP) Update Report</b>	<p>To send a copy of the STP newsletter to Board members to illustrate the tone and content of communication with the wider public.</p> <p style="text-align: right;"><b>Action: Aidan Fallon</b></p> <p>Updates requested 16.10.17, 08.12.17 &amp; 18.01.18.</p>	<b>On-going</b>

	<p>To establish whether it would be helpful to arrange a general briefing session on the STP for newer members of the Board.</p> <p style="text-align: right;"><b>Action: Richenda Greenhill/ Aidan Fallon</b></p> <p><b>Update 24.10.17:</b> Four Board members asked to attend an STP briefing session. This has been arranged for Thursday 14 December 2017 from 12.30-1.30pm at Shire Hall.</p> <p><b>Update 11.12.17:</b> The briefing session on 14 December to be re-arranged as two members unable to attend due to clashes with other meetings.</p>	<b>On-going</b>
<b>Item 12: JSNA Core Dataset 2017</b>	<p>To reflect on whether the Board's online presence might be enhanced to better disseminate valuable information such as the JSNA Core Dataset.</p> <p><b>Update 07.17.17:</b> This has been discussed with the County Council communications team who could allocate a web-page to the Health and Wellbeing Board, under the 'Council' section of the website.</p> <p style="text-align: right;"><b>Action: Liz Robin</b></p>	<b>On-going</b>

**Meeting Date: 23 November 2017**

<b>Item 40: Sustainability and Transformation Plan Update</b>	<p>To attend the Board's next meeting on 1 February 2018 to provide a further update report.</p> <p style="text-align: right;"><b>Action: Catherine Pollard</b></p> <p><b>Update 11.01.18:</b> Included on the agenda for the meeting on 1 February 2018.</p>	<b>On-going</b>
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<b>Item 41: Better Care Fund Update</b>	<p>To provide an updated structure chart setting out the key roles and responsibilities of the various individuals and organisations responsible for oversight and delivery of the BCF.</p> <p style="text-align: right;"><b>Action: Cath Mitchell</b></p> <p><b><u>Update 22.12.17:</u></b> Awaiting documents. These will be forwarded as soon as possible.</p> <p><b><u>Update 11.01.18:</u></b> Should be with Democratic Services by close on Monday 15 January.</p> <p><b><u>Update 18.01.18:</u></b> Structure chart emailed to all members of the Board.</p>	<b>Completed</b>
	<p>To circulate details of the methodology and focus of the CQC inspections conducted to date.</p> <p style="text-align: right;"><b>Action: Cath Mitchell</b></p> <p><b><u>Update 22.12.17:</u></b> Details emailed to all members of the Board on 22.12.17.</p>	<b>Completed</b>
	<p>To provide a steer on where new Members would find the most useful background information on the BCF.</p> <p style="text-align: right;"><b>Action: Cath Mitchell</b></p> <p><b><u>Update 22.12.17:</u></b> Information awaited from Geoff Hinkins and Caroline Townsend.</p> <p><b><u>Update 08.01.18:</u></b> Details of the Q2 monitoring data for Cambridgeshire and Peterborough's BCF Plans circulated to all members by email. Officers are exploring whether the full BCF documents for Cambridgeshire and Peterborough can be published on-line to provide easy electronic access as the documents are very large.</p> <p><b><u>Update 18.01.18:</u></b> The full BCF plan will be published on the Council website and a link sent to all members of the Board. Details awaited.</p>	<b>On-going</b>

	<p>To circulate in advance to members of the Board details of any proposed changes to be made to funding allocations by the Director of Public Health under delegated authority, in consultation with the Chairman and Vice Chair.</p> <p style="text-align: right;"><b>Action: Liz Robin</b></p>	
<b>Item 42: Agenda Plan</b>	<p>To circulate a copy of the Agenda Plan to members of the Board for information.</p> <p style="text-align: right;"><b>Action: Richenda Greenhill</b></p> <p><b><u>Update 20.12.17:</u></b> Copy circulated by email for information 11.12.17.</p>	<b>Completed</b>