

SBRI Healthcare Programme - meetings action log 3 January 2018

Project Name							
Date	Meeting	Action	Person Responsible	Target Date	Completed Date	Remarks	status
10/10/2017	Board	Communication plan to be drafted.	KL / IH	15/03/2018	15/03/2018	Presented to board 15 March 2018	completed
10/10/2017	Board	Plan Mid November teleconference to discuss recommendations further	KL	15/11/2017	13/11/2017	Telecon Borad meeting held 13 Nov 2017	completed
26/09/2017	FAR	Set meeting with Lindsey to discuss the retendering process	KL	30/11/2017		Discussions with NHS-E ongoing	in progress
26/09/2017	FAR	Finalise Audit management Letter with recommendations included	MP	31/10/2017		requested from PEM	in progress
26/09/2017	FAR	Obtain from PEM footnote on overspend	MP	31/10/2017		requested from PEM	in progress
26/09/2017	FAR	Add re-tendering process to risk register	KL	03/10/2017	28/09/2017	presented to board	completed
26/09/2017	FAR	E-mail supplementary paper showing end of year cash flow and proposed solutions.	MP	03/10/2017	28/09/2017	circulated to FAR	completed
26/09/2017	FAR	circulate the updated Complaints and FOI requests paper	JT	03/10/2017	26/09/2017	circulated to FAR	completed
26/09/2017	FAR	Register of Interests to be amended to remove EAHSN role for DC	JT	03/10/2017	03/10/2017	presented to Board	completed