

**GOVERNANCE ACTION LOG**

<b>Date added</b>	<b>Action</b>	<b>Comments</b>	<b>responsible</b>
Oct-22	Directors to receive invites to team meetings	Now happening on a regular basis	BST
Oct-22	Directors to receive diary dates for engagement events to support where appropriate	Now happening on a regular basis	SJ
Oct-22	Directors to circulate an electronic debrief from outside panels/committees where they are the nominated Healthwatch Cornwall representative to Board and staff colleagues	Now happening on a regular basis	Directors
Oct-22	All directors to receive a copy of papers for the formal groups of the Board, namely the Organisational Development Action Group (ODAG) and the Finance and General Purposes Sub-Committee (FGPSC).	Incorporated into processes for April meetings	AO
Oct-22	Training opportunities for staff to be made available to directors where relevant and appropriate and vice versa	Now happening on a regular basis	ALL
Oct-22	A rolling 12-month calendar of Full Board and formal Board group meeting dates to be made available with the opportunity for any director to attend a Board group to gain further insight if they wish	Issued following October meeting	AO
Oct-22	The formal groups of the Board (ODAG and FGPSC) to set out their workplans at the beginning of each year so that any director or staff member may contribute to themed discussions as well as standard business, with these workplans and their quarterly progress updates being received by Full Board	On agendas for April sub-committee meetings	Chairs of sub-committees
Oct-22	A role profile to be drawn up for the position of Vice-Chair and circulated to directors with a view to installing a Vice-Chair at a subsequent Board meeting	On agenda for April Board Meeting	AP

Jan-23	Organigram to be updated to include new staff roles and team/Board relationship	To be completed once staffing for 2023/24 confirmed	BST
Jan-23	A director 1-2-1 form to be developed by ODAG	Ongoing	ODAG
Jan-23	A succession planning matrix to be developed, displaying directors' terms and due dates for renewal/retirement and that our Articles of Association are reviewed, as we prepare for the new service design offer and re-contracting bid process	Ongoing	AP/MT
Jan-23	A workshop to be organised to further enhance the organisation approach to risk management, including Assurance Framework/Lines of Defence; business continuity planning, risk appetite and risk register structural review	External finance support now in place, to be arranged once budget setting agreed	BST

<b>complete</b>
Jan-23
Jan-23
Jan-23
Apr-23
Apr-23
Oct-23
Apr-23
Apr-23

May-23
Apr-23
Jun-23
May-23