

## Southend SEND Partnership Board - Action Log

Action No.	Description	Owner	Date Added	Due Date	Status
88	Reminder to all to sign Co Production charter once it is circulated by CJ	CJ	17.05.22	<del>5.7.22</del> 24.11.22	open
89	identify new lead for VoC	MM	5.7.22	24.11.22	open
90	a task and finish group with undertake a review and identify actions as a result of the case study CW, reporting back to the Board on findings	GB	5.7.22	6.10.22	open
94	Monthly communications on Lighthouse development to the Board members	HF	5.7.22	1.9.22	open
95	Review how Lighthouse performance data can be incorporated into SEND reporting dashboards	GB/HF/C Mc	5.7.22	6.10.22	open
96	Lighthouse report to Board once the service is fully functional and operational.	HF	5.7.22	tbc	open
97	GB to approach DCO's re Board membership	GB	6.10.22	24.11.22	open
99	add specific detail about risk log to the terms of reference	GB	6.10.22	24.11.22	open
100	AB work with GB & CMC to refine risk log structure in a sharper, clearer way	GB/CMc/ AB	6.10.22	24.11.22	open
101	Revised risk register to next Board to agree risk leads.	GB/CMc	6.10.22	24.11.22	open
102	an EHC Hub evaluation report at a future meeting	GB	6.10.22	tbc	open