

**HEALTHWATCH LEICESTER & HEALTHWATCH LEICESTERSHIRE ADVISORY BOARD – 30th April 2024**

**ACTION SHEET**

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| **Item No.** | **Action Required** | **By** | **Due Date** | **Update** | **Status** |
| 1. | New Healthwatch Advisory Board Teams chat to be created, in which insights, data and information can be shared. | GB/ RM |  |  | Ongoing |
| 2. | Monthly intelligence reports to be created and shared to the HAB. | RM |  |  | Ongoing |
| 3. | Weekly reports on outreach and engagement activities, as well as relevant reports that have been released to be circulated to the HAB. | GB |  |  | Ongoing |
| 4. | Annual calendar of all strategic meetings to be created. | RM |  |  | Ongoing |