

| Meeting Date | Action Point | Action | Target Date | Owner | Comments | Completion Date |
|--------------|--------------|------------------------------------------------------------------------------|-------------|--------------|------------------------------------------------------------------------|-----------------|
| 19/05/2021 | 2021/10 | Workforce plan to be presented at a future seminar | TBC | Garry McEwan | 10/03 - may benefit from a people strategy, likely to be in the Autumn | |
| 17/11/2021 | 2021/19 | Share Vitamin D campaign evaluation from Kantar if available | | Kate Bullock | 10/03 - campaign still running, full wash up to follow | |
| 17/11/2021 | 2021/20 | Board has suggested equality and diversity session at a future board meeting | | | Added to Forward Plan and Holding Pen | 10/03/2022 |