

Patient and Public Engagement Committee – Action Log

Date of Meeting:	8 October 2020
Subject:	Action Log
Agenda Item:	1.4

Actions due by 14 January 2020 meeting

Meeting date	Agenda item	Item name	Action	Owner	Due Date	Comments/updates
01/07/19	4.5.3.vi	KYP Update	Consider approaching CCG to collaborate on resolving issues raised repeatedly through projects and events	K Tily	13 January 2020	09/07/20 ONGOING: PB and KT to meet up. Agreed we need to be more focussed on equalities and communities looking at areas and challenges. 16/01/20 ONGOING: KYP not in attendance. 07/10/19 – KYP not in attendance
09/07/20	2.3.5	HealthWatch	Summary of findings from HealthWatch survey 'Accessing Healthcare during Covid' to be brought to next meeting	Healthwatch/ P Burton	8 October 2020	16/12/20 CLOSED Public facing report to be brought to next meeting.
08/10/20	1.4	Action Log – Older People Funding	Share equalities assembly report and age and equality session report with members.	C Mitchell	23 October 2020	
08/10/20	Presentation 1	Action Together	Share the equalities assembly poster and today's presentation with members.	K Bertram	23 October 2020	CLOSED
08/10/20	Presentation 2	Covid Hubs	Share available data regarding which cohorts of patients accessing the hubs	D Gardner	30 October 2020	

08/10/20	2.2.4	RADDAG	Suggestions/opportunities regarding strengthening links with children with physical disabilities to be shared.	All	14 January 2021	
08/10/20	2.3.1	Healthwatch	Feedback from focus group surveys and report from the equalities assembly to be shared with members.	K Jones / T Coatman	14 January 2021	
08/10/20	4.1.7	Impact of Engagement	HealthWatch to share their checklist of organisations and groups currently meeting with the Engagement Lead.	T Coatman	14 January 2021	
08/10/20	4.1.2	Easy Read Patient Leaflets	Members comments to be collated and an updated version to be shared with members.	R McDougall	14 January 2021	
08/10/20	5.2.4	Integrated Commissioning Business Engagement	The Equality, Diversity & Inclusion Lead to be invited to attend a future Commissioning Team meeting in relation to equality impact assessments.	C Mitchell	14 January 2021	

Actions completed / closed at meeting on 8 October 2020

Meeting date	Agenda item	Item name	Action	Owner	Due Date	Comments/updates
1/07/19	4.5.11.vi	Circle Update	Link Chair in with discussions around GM wide volunteer driver service.	M Wynn	13 January 2020	CLOSED 09/07/20 ON HOLD. 16/01/20 ONGOING: Circle not in attendance 07/10/19 – No updates received from TFGM
01/07/19	6.1.3	AOB	Follow up on why Making Space befriending service ceased to provide a service, and if alternative options have been provided.	S Arfan	13 January 2020	CLOSED 09/07/20 ONGOING: SA to liaise with Rachel and Tracey in Commissioning and report back to Mark. 16/01/20 ONGOING: Liaise with R Chambers 07/10/19 – not yet followed up
09/07/20	2.7.9	KYP	Capture issues in relation to Covid hubs and share with Dianne and invite Dianne to next meeting	K Tilly /S Hickman /S Arfan	9 October 2020	CLOSED

09/07/20	3.1.1	PPEC ToR	Provide comments by 23 July 2020 and approve via chairs actions.	All / D Dawson	23 July 2020	CLOSED
09/07/20	3.2.3	Draft Annual Engagement Report	Email comments regarding the report to PB by 31 August 2020	All	31 August 2020	CLOSED
09/07/20	3.3.2	Annual Engagement Report Easy Read Version	Email comments regarding the report to PB by 31 August 2020	All	31 August 2020	CLOSED
09/07/20	5.4.2	EDI Update	Update regarding Older People funding to be brought back to the next meeting	N Baig	8 October 2020	CLOSED
09/07/20	7.1.4	AOB	Share Good Help Event template	A Mitchell	16 July 2020	CLOSED

DRAFT