

Patient and Public Engagement Committee – Action Log

Date of Meeting:	1 April 2019
Subject:	Action Log
Agenda Item:	1.4

Actions due by 1 July 2019 meeting

Meeting date	Agenda item	Item name	Action	Owner	Due Date	Comments/updates
01/04/2019	1.4	Action Log	Update report re discussions with CCG, Public Health and Pride in Practice to align HIV programmes to be brought to meeting.	SA	1 July 2019	
01/10/18	1.4	Action Log	Healthwatch to bring engagement plan to January 2019 meeting	KJ / ER	1 July 2019	01/04/2019 – Plan will be shared with members and on agenda for July 2019 07/01/2019 – Plan will be completed end of March 2019
07/01/19	3.1.3	Pride in Practice Update	Feedback on how many practices have responded to letter promoting sign up to Pride in Practice	KJ / ER	1 July 2019	01/04/2019 – Healthwatch not present for this item
07/01/19	3.1.4	Pride in Practice Update	Contact Dr Bracegirdle at Durnford Medical Centre to see about involvement in promoting Pride in Practice	AL / SA	1 July 2019	01/04/2019 – S Arfan will follow up
07/01/19	4.5.3ii	Third Sector Members Update - RADDAG	Share link for the annual equality calendar with members.	SC	1 July 2019	COMPLETED
07/01/19 and 01/04/19	4.5.2.iv	Third Sector Members Update - Barnados	Contact Barnados to see if they are able to attend PPEC meetings going forward	PB	1 July 2019	01/04/2019 – Contacted but no response, will chase up.
07/01/19	4.5.4.vi	Third Sector Members Update -	Bring report on cancer project to next meeting	KT	1 July 2019	01/04/2019 – KYP did not attend so no update provided

		KYP				
07/01/19	4.5.6.vi	Third Sector Members Update - KYP	Anyone interested in volunteering for Smallbridge Ambition for Aging project to contact KYP	ALL	1 July 2019	01/04/2019 – KYP did not attend so no update provided
01/04/19	2.1.3	PPEC Terms of Reference	Remove Voices for All from TOR membership	SF	1 July 2019	COMPLETED
01/04/19	2.1.10	PPEC Terms of Reference	Follow up on whether people accessing Voices for All counselling service have access to an alternative service once Voices for All ceases.	PS / RC	1 July 2019	COMPLETED 09/04/2019 - PS spoken to Voices for All who have advised people accessing counselling service have been signposted on to other providers.
01/04/19	2.1.11	PPEC Terms of Reference	Update steering group membership from LGBT to LGBT Partnership Steering Group	SF	1 July 2019	COMPLETED
01/04/19	2.1.12	PPEC Terms of Reference	Updated terms of reference to be taken to Governing Body for ratification	DD	1 July 2019	COMPLETED 16/05/2019 - Ratified by Governing Body
01/04/19	2.2.3	Annual Engagement Report	Members to provide any additional comments re the Annual Engagement Report to the Engagement Lead.	ALL	1 July 2019	
01/04/19	3.2.3	Improvement and Assessment Framework Score	Results from assessment to be fed back to the committee.	PB	1 July 2019	
01/04/19	4.2.5	Commissioning Engagement Update	Members invited to share information about dementia steering group and engagement with any members of the public who may wish to attend.	ALL	1 July 2019	
01/04/19	4.4.6	Equality and Diversity Update	Share details of further events advancing equalities across HMR with members.	SA	1 July 2019	
01/04/19	4.4.11	Equality and Diversity Update	Share feedback on transgender workshop.	SA	1 July 2019	
01/04/19	4.4.12	Equality and Diversity Update	Share feedback on refugee and asylum seeker work.	SA	1 July 2019	
01/04/19	4.5.3i	Mind Update	Share details of suicide prevention workshops on HMR CCG website	PS / AM	1 July 2019	COMPLETED
01/04/19	4.5.4i	Mind Update	Feedback concerns regarding asylum seeker and refugee access to over the counter medications raised at Engage2 conference to Medicines Optimisation team.	PB	1 July 2019	

01/04/19	4.5.4i	Mind Update	Feedback concerns regarding some elements of GP services raised at Engage2 conference to relevant team to consider.	SA	1 July 2019	
01/04/19	4.5.2.iv	Healthwatch Update	Share press release regarding Healthwatch 360 stakeholder review with members	ER / SF	1 July 2019	COMPLETED
01/04/19	4.5.5.iv	Healthwatch Update	Share finalised CAMHS review report with members.	ER	1 July 2019	
01/04/19	4.5.5.vi	Circle Update	Share information re volunteer driver service with members.	MW / SF	1 July 2019	COMPLETED
01/04/19	4.5.1.vii	PPG Update	Share written report with members.	MD / SF	1 July 2019	
01/04/19	4.5.1.vii	PPG Update	Provide feedback on meeting regarding Heywood and Middleton PPG to members	MD	1 July 2019	

Actions due by 7 October 2019 meeting

Meeting date	Agenda item	Item name	Action	Owner	Due Date	Comments/updates
07/01/19	3.6.6	Children in Care Council (The Zone) Emotional Health Consultation	Bring update on recommendations detailed in paper to PPEC	JH	7 October 2019	01/07/2019 - Deferred to October meeting as evaluation not yet complete

Actions due by 13 January 2020 meeting

Meeting date	Agenda item	Item name	Action	Owner	Due Date	Comments/updates
07/01/19	3.1.7	Pride in Practice Update	Attend January 2020 PPEC to provide further update	AL	13 January 2020	

Actions completed / closed at meeting on 1st April 2019

Meeting date	Agenda item	Item name	Action	Owner	Due Date	Comments/updates
09/04/18	3.3.7	Communications Strategy	Revised version of strategy to be circulated to members following review of equality and diversity	PB	1 April 2019	COMPLETE 01/04/2019 – Strategy

			section			available on website
01/10/18	3.2.11	LCO Update	Healthwatch to attend LCO communications and engagement group to provide feedback received from members of the public. Feedback to PPEC.	AM	1 April 2019	COMPLETE 01/04/2019 – Claire Birch will attend, voluntary sector rep also to attend. 07/01/2019 - Meeting rescheduled for Jan 19
07/01/19	2.1.2	Dates for 2019/20 Meetings	Move the meeting scheduled 6th January 2020 to 13th January 2020	SF	1 April 2019	COMPLETE
07/01/19	2.2.2	Annual Engagement Report	Provide feedback to NHSE that a reporting period covering the most recent year would be more useful	PB	1 April 2019	COMPLETE
07/01/19	3.1.5	Pride in Practice Update	Meet to discuss how Pride in Practice can link in with the CCG's ongoing HIV campaigns	AL / SA / SH	1 April 2019	COMPLETE 01/04/2019 – Meeting arranged with SA, AL and Public Health in April 2019 to discuss aligning programme. Update report to be provided in July.
07/01/19	3.1.6	Pride in Practice Update	Discuss inclusion of Pride in Practice in Core+3 with Primary Care team	SA	1 April 2019	COMPLETE 01/04/2019 – Been discussed but will not be included in Core+3. Meeting re how to encourage GP engagement arranged with Head of Primary Care.
07/01/19	3.1.6	Pride in Practice Update	Include section about Pride in Practice in next Annual Equality Publication	SA	1 April 2019	COMPLETE 01/04/2019 - Section to be included in next report.
07/01/19	3.4.5	Update on National and Over The Counter Medications	Share GM survey and consultation documents with members once approved.	PB	1 April 2019	CLOSED 01/04/2019 – Survey now closed, 70 responses were received and will be reported to ICB.
07/01/19	3.5.6	NES Clinical Strategy	Confirm whether disability groups have been involved in reconfiguration process.	AM	1 April 2019	COMPLETE 01/04/2019 – Update on agenda
07/01/19	3.5.7	NES Clinical Strategy	Provide an update to members including proposed configuration of NES services.	AM	1 April 2019	COMPLETE 01/04/2019 – Update on

						agenda
07/01/19	3.6.7	Children in Care Council (The Zone) Emotional Health Consultation	Include section about report in the next annual engagement report.	PB	1 April 2019	COMPLETE 01/04/2019 – Included in report
07/01/19	4.3.1	Primary Care Business Engagement Update	If necessary share any relevant information with members prior to next meeting.	KK / SH	1 April 2019	COMPLETE 01/04/2019 – Nothing relevant to share
07/01/19	4.5.5.i	Third Sector Members Update - MIND	Ask the CCG's safeguarding team if they wish to access the service, and if so will request more information from Mind.	KH	1 April 2019	COMPLETE 01/04/2019 – Information shared with the team
07/01/19	4.5.6.ii	Third Sector Members Update - RADDAG	Contact RADDAG if interested in volunteering as a hate crime ambassador	ALL	1 April 2019	COMPLETE 01/04/2019 – SA has volunteered
07/01/19	4.5.6.ii	Third Sector Members Update - RADDAG	Provide feedback on hate crime ambassador training events and project.	SC	1 April 2019	COMPLETE 01/04/2019 – Update in report
07/01/19	4.5.4.iii	Third Sector Members Update – Voices for All	Link in with CGC dementia strategy work if funding for LGBT dementia group funding received	AP	1 April 2019	CLOSED 01/04/2019 – Voices for All to close as continuation funding not received.
07/01/19	4.5.4.iii	Third Sector Members Update – Voices for All	Make CCG commissioner for mental health aware of proposed LGBT dementia support group	AP	1 April 2019	CLOSED 01/04/2019 – Voices for All to close as continuation funding not received.
07/01/19	4.5.2.v	Third Sector Members Update - Healthwatch	Links to CAMHS project surveys to be shared with members	ER	1 April 2019	COMPLETE
07/01/19	4.5.3.v	Third Sector Members Update - Healthwatch	Share results of public consultation on what areas they would like Healthwatch to cover with members once available.	ER	1 April 2019	COMPLETE
07/01/19	4.6.5	Graphnet / Share for You Update	Check if out of hours service records are included in Share for You	AM	1 April 2019	COMPLETE 01/04/2019 – Not currently included but there are plans to do so in future.
07/01/19	4.7.3	Website Update	Inform members when new CCG website goes live	AM	1 April 2019	COMPLETE

07/01/19	6.1.1	AOB	Members to share details of transformation engagement event on 17 th January 2019.	ALL	1 April 2019	COMPLETE
07/01/19	6.1.2	AOB	Share details of GM Devolution Roadshow with members	KT	1 April 2019	COMPLETE

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