

Patient and Public Engagement Committee – Action Log

Date of Meeting:	16 January 2020
Subject:	Action Log
Agenda Item:	1.4

Actions due by 9 April 2020 meeting

Meeting date	Agenda item	Item name	Action	Owner	Due Date	Comments/updates
01/07/19	1.4.8	Action Log	Speak to GM to see what approach other areas are taking to prescriptions for over the counter medications for refugees and asylum seekers.	S Arfan	13 January 2020	16/01/20 ONGOING: S Arfan to link in with Keith Pearson
01/07/19	4.5.3.v	KYP Update	Consider approaching CCG to collaborate on resolving issues raised repeatedly through projects and events	K Tily	13 January 2020	16/01/20 ONGOING: KYP not in attendance. 07/10/19 – KYP not in attendance
01/07/19	4.5.11.vi	Circle Update	Link Chair in with discussions around GM wide volunteer driver service.	M Wynn	13 January 2020	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 16/01/20 ONGOING: Liaise with R Chambers 07/10/19 – not yet followed up
07/10/19	1.4	Action Log	Feedback on young people's mental health engagement work (following on from cancellation of iThrive events)	P Burton	13 January 2020	29/06/20 ONGOING: Children's Commissioners have met with youth council and the young people have redesigned ITHRIVE the survey. This was in the process of being distributed but has now been delayed due to COVID. This will be picked up with Youth Council for virtual solution.

						16/01/20 ONGOING: Still not happened. Follow up required.
07/10/19	1.4	Action Log	Communications team to consider including report on young people with SEN and Barnardo's event	A Mitchell / P Dickinson	13 January 2020	CLOSED 16/01/20 ONGOING: To be discussed with Elaine W. Inviting to April meeting.
07/10/19	2.5.3	Circle Update	Feed information re volunteer driver service and report into ongoing GM transport review	K Kenton	13 January 2020	CLOSED 16/01/20 ONGOING: KK not in attendance.
07/10/19	3.1.11	Engage 3 Business Case	Create task and finish group to make a decision regarding how to take forward issues raised in Engage 3 business case	P Burton	13 January 2020	16/01/20 ONGOING: Not progressed, need to look for grant givers
07/10/19	3.2.4	Citizen's Panel Webinar	Liaise with Helen Chicot from RBC re citizen's panel webinar work	P Burton	13 January 2020	CLOSED 16/01/20 ONGOING: Looking at options. Update to be provided at April meeting.
07/10/19	4.4.6	Patient Services Information Leaflet	Share leaflet with RADDAG so that feedback can be obtained from their links with learning disabilities	R McDougall / S Cross	31 July 2020	19/06/20 ONGOING Amendments to the leaflet to be completed by the end of July 2020 16/01/20 ONGOING: Will be shared once leaflet is rewritten.
16/01/20	2.3.6	HealthWatch Update	Send the draft 'Accessing Digital Services for Primary Care' report to Comms inbox and bring back the published report to April PPEC meeting.	A Leach / K Jones	9 April 2020	
16/01/20	3.2.3	Committee Self-Assessment 19/20	Further comments to be sent to Chair for approval via Chairs actions	All / D Dawson	28 Feb 20	CLOSED
16/01/20	4.3.5	Annual Assessment of Engagement	Send annual report to third sector members/HealthWatch for comment.	P Burton / A Leach	31 Mar 20	CLOSED
16/01/20	5.2.5	Integrated Commissioning Business Engagement update	Link in with P Burton/PPEC regarding any patient engagement being undertaken.	S Hickman / R Chambers / K Kenton	9 April 20	
16/01/20	5.2.7	"	Adult Mental Health engagement update to be provided for the next meeting.	S Hickman / R Chambers	9 April 20	

16/01/20	5.4.3	Equality, Diversity & Inclusion Update	Reviewed Equality, Diversity and Human Rights policy to be brought back to the next meeting	S Arfan	9 April 20	
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Actions completed / closed at meeting on 7 October 2019

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07/01/19	3.1.7	Pride in Practice Update	Attend January 2020 PPEC to provide further update	A Linfield	13 January 2020	COMPLETE
01/04/19	1.4	Action Log	Contact Rochdale Connections Trust to see if they would like to be involved in PPEC as Children's representative.	P Burton	13 January 2020	COMPLETE 07/10/2019 – Kathy not in attendance, PB to follow up. New action set to discuss possibility of ambassador attending for PB / DD 03/09/2019 - Kathy Thomas, CEO of Connections Trust happy to join committee, meeting PB on 5/9 for chat.
01/07/19	1.4.6	Action Log	Approach GPs to see if any would be willing to be in a video promoting Pride in Practice.	S Hickman / S Arfan	13 January 2020	COMPLETE
07/10/19	1.1	Apologies	Contact PPG vice chair to see if representative can attend PPEC going forward	P Burton	13 January 2020	CLOSED
07/10/19	1.4	Action Log	Meet to discuss possibility of NHS ambassador attending as young person's representative.	P Burton / D Dawson	13 January 2020	CLOSED
07/10/19	1.4	Action Log	Feedback to Chair re discussion with PPGs around raising awareness of HIV screening	S Hickman	13 January 2020	CLOSED
07/10/19	2.1	Mind Update	Share information about Get Active 4 Life and suicide prevention sessions in the CCG newsletter	A Mitchell / P Dickinson	13 January 2020	CLOSED
07/10/19	2.1.3	Mind Update	Discuss how to link work from the BAME health and wellbeing forum and mental health strategic group with mental health commissioner	S Arfan / K Kenton	13 January 2020	COMPLETE

07/10/19	2.2.3	RADDAG Update	Share details of Rochdale pride events	S Cross	13 January 2020	CLOSED
07/10/19	2.3.2	Healthwatch Update	Share details of end of life event held in conjunction with Springhill Hospice in January 2020.	A Leach	13 January 2020	CLOSED
07/10/19	2.3.4	Healthwatch Update	Contact Kate Jones if interested in becoming a member of Healthwatch advisory group	ALL	13 January 2020	CLOSED
07/10/19	3.1.8	Engage 3 Business Case	Discuss issues re refugees and asylum seekers with CCG's execs	D Dawson	13 January 2020	CLOSED Discussed at Governing Body 15/11/2019 – Task and Finish Group to take forward.
07/10/19	3.1.7	Engage 3 Business Case	Raise issues re refugees and asylum seekers access to services when supporting refresh of the Locality Plan	S Arfan	13 January 2020	COMPLETE
07/10/19	4.2.1	Healthwatch Engagement Plan	Discuss engagement plan post meeting	D Dawson / A Leach	13 January 2020	CLOSED
07/10/19	4.2.2	Healthwatch Engagement Plan	Check if all third sector members have submitted engagement plans and follow up if necessary	S Fisher / D Dawson	13 January 2020	CLOSED
07/10/19	4.4.4	Patient Services Information Leaflet	Discuss plan for distribution of leaflets with Director of Operations / Executive Nurse	R McDougall	13 January 2020	COMPLETE
07/10/19	4.4.5	Patient Services Information Leaflet	Attend easy read training arranged via RADDAG	R McDougall / S Cross	13 January 2020	CLOSED Training booked for Jan '20
07/10/19	4.4.7	Patient Services Information Leaflet	Include information about support with complaints for other organisations in leaflet	R McDougall	13 January 2020	COMPLETE
07/10/19	5.2.3	Integrated Commissioning Business Engagement Update	Discuss implications for PPGs once PCNs are live with the CCG's primary care team – how to ensure consistent information is received from all practices and that needs of the whole PCN area are met	K Kenton	13 January 2020	CLOSED
07/10/19	5.4.2	EDI Update	Bring draft EDI strategy to meeting for comments	S Arfan	13 January 2020	COMPLETE On agenda.
07/10/19	5.4.7	EDI Update	Confirm to RADDAG rep whether BSL is included within interpretation service review	S Arfan	13 January 2020	COMPLETE