

PATIENT AND PUBLIC ENGAGEMENT COMMITTEE - ACTION LOG

Date of Meeting:	8 April 2021
Reporting Officer:	Denise Dawson, Lay Member - Patient and Public Experience and Engagement
Agenda Item:	1.4

Actions to be reviewed at the 10 June 2021 meeting

Meeting date	Agenda item	Item name	Action	Owner	Due Date	Comments/updates
14/01/21	2.2.3	RADDAG Update	List of the organisations involved with the Disability Forum to be shared with CCG Engagement Lead to add to the list of organisations working with HealthWatch to complete the picture of who is being reached.	S Cross	29 January 2021	
08/04/21	2.3.3	Healthwatch Workplan	Share Q&S contact details for Healthwatch to link in re An Audience With sessions.	S Sardar	10 June 2021	
08/04/21	2.3.3	Healthwatch Workplan	Review Healthwatch workplan in relation to terminology used within the workplan.	P Burton / T Coatman	10 June 2021	
08/04/21	2.7.8	KYP	Share contact details for digital support resource with KYP.	M Wynn	10 June 2021	CLOSED.
08/04/21	4.1.2	LCO Priorities Engagement Approach	Developed LCO Priorities Engagement Plan to be fully presented at the June PPEC meeting.	K Gregg	10 June 2021	

08/04/21	4.2.1	Locality Construct Engagement	Item deferred to June meeting.	S Croasdale	10 June 2021	
08/04/21	5.2.1	Mental Health Framework Update	Item deferred to June meeting.	R Chambers	10 June 2021	
08/04/21	6.2.1	Annual Community Engagement Assessment	Rating received via Bury, raise with GM why not received officially.	A Mitchell	10 June 2021	
08/04/21	6.2.2	Annual Community Engagement Assessment	Explore assessment requirements for this year and report back to PPEC	P Burton	10 June 2021	

Actions Closed at the 8 April 2021 meeting

Meeting date	Agenda item	Item name	Action	Owner	Due Date	Comments/updates
01/07/19	4.5.3.vi	KYP Update	KYP and CCG to collaborate on resolving issues raised repeatedly through projects and events	K Tily / P Burton	13 January 2020	CLOSED – Have met and looked at equalities and ways to engage more. Work in progress. Now meeting regularly.
08/10/20	Presentation 2	Covid Hubs	Share available data regarding which cohorts of patients accessing the hubs	D Gardner	30 October 2020	COMPLETE
08/10/20	4.1.7	Impact of Engagement	HealthWatch to share their list of organisations and groups currently meeting with the Engagement Lead in order to get an evidence file of engagement.	T Coatman	14 January 2021	COMPLETE
14/01/21	1.6.1	Committee Self-Assessment	Members to review last year's submission and feedback comments to S Bennett by the end of January.	All	29 January 2021	COMPLETE
14/01/21	2.3.6	HealthWatch Update	Members were asked to share the HealthWatch Workplan consultation with their service users.	All	29 January 2021	COMPLETE

14/01/21	2.5.3	PPG Update	An update regarding PPG's being stood down to be obtained and shared with members.	K Hurley	29 January 2021	COMPLETE
14/01/21	2.7.5	KYP Update	The EDI Lead to set up a meeting with KYP for collaboration EDI opportunities	S Arfan	8 April 2021	COMPLETE
14/01/21	3.1.2	2021/22 Meeting Dates and Business Schedule	Increase frequency of meetings to bi-monthly and circulate meeting dates.	S Bennett	10 February 2021	COMPLETE
14/01/21	3.3.2	Patient Service Information Easy Read Leaflet	It was agreed that the leaflet would be sent to the Engagement Lead to forward to his contacts for LD input.	P Burton / R McDougall	8 April 2021	COMPLETE
14/01/21	4.4.3	Commissioning Intentions Engagement Plan	K Gregg to liaise with S Arfan to join the Equality Impact Assessment Group.	K Gregg / S Arfan	8 April 2021	COMPLETE
14/01/21	4.4.5	Commissioning Intentions Engagement Plan	Add K Gregg to the Committee membership	S Bennett	29 January 2021	COMPLETE
14/01/21	4.4.9	Commissioning Intentions Engagement Plan	Request for a full engagement plan to be brought to the April PPEC meeting.	K Gregg	8 April 2021	CLOSE
14/01/21	5.2.3	Integrated Commissioning Engagement Update	Reports relating to the Colposcopy service to be shared with members	C Mitchell	29 January 2021	COMPLETE
14/01/21	5.2.5	Integrated Commissioning Engagement Update	Questionnaire for children's commissioning to be shared with members	C Mitchell	29 January 2021	COMPLETE
14/01/21	5.2.6	Integrated Commissioning Engagement Update	Outcomes, numbers engaged and further detail relating to all the engagement work undertaken for children's commissioning be shared with the CCG Comms Lead and Engagement Lead.	C Mitchell	29 January 2021	CLOSE. All comms goes through CCG comms lead.
14/01/21	6.1.1	ERS Pop Up Survey Results	Latest figure to be shared with members.	P Burton	29 January 2021	CLOSE on action log keep on agenda

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