

Name of meeting: Engagement Assurance Committee (EAC)

Date: 11 January 2021, 6pm – 8 pm

Venue: MS Teams link: [Click here to join the meeting](#)

Chair: Joy Ellery, Lay Member for Patient and Public Engagement

AGENDA

No	Item	Paper	Presenter	Timing
1.	Welcome and introductions		Joy Ellery	6 pm
2.	Declaration of interests		Joy Ellery	6.05 pm
3.	EAC terms of reference – for approval	Enc A	Rosemary Watts	6.10 pm
4.	Outcomes of task and finish groups <ul style="list-style-type: none"> • For approval – recommendations • For discussion on how the recommendations inform the development of the CCG's engagement strategy 	Enc B	Lotta Hackett Rosemary Watts	6.40 pm
5.	Covid-19 vaccination insight – for discussion	Enc C	Rosemary Watts	7.20 pm
6.	Any other business		All	7.50 pm
7.	Dates of next meetings		All	7.55 pm
8.	Close of meeting		Joy Ellery	8 pm