

Engagement Assurance Committee

**ACTION LOG**

| Meeting date when action was raised | Agenda Item  | Action description   | Owner responsible | Due Date | Updates   | Status |
|-------------------------------------|--|--|-------------------|----------|---|--------|
| 11 January 2021                     | Welcome & Introductions  | Public members to send a short biography to Jenny so that this can be included on the CCGs website   | Public members    | 15/01/21 | Agreed closed 17/5/21   | Closed |
| 11 January 2021                     | Declaration of interests                                       | Declaration of interest – this form needs to be completed by all members of the committee.   | All               | 31/01/21 | Agreed closed 17/5/21   | Closed |
| 15 March 2021                       | Engagement in south east London Covid-19 vaccination programme | Answers to questions posted in the meeting chat to be co-ordinated and responded to and included in the FAQs on the CCG website, where relevant. | Rosemary Watts    | 17/05/21 | Answers have been provided per the meeting on 17 May 2021. Can this action now be closed? | Open   |
| 17 May 2021                         | Development of engagement strategic framework                  | Consideration to be given to adding methods of monitoring engagement to the engagement development paper presented at the meeting                | Rosemary Watts    | 19/07/21 |   | Open   |