

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	Agreed closed 19/7/21	Closed
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	Ongoing	19/7/21 – ongoing comment welcomed. Will include in any ICS development paper.	Open
19 July 2021	CCG self assessment 2020/21	Link to self assessment to included on the front page of the CCG website	Rosemary Watts	31/07/21	A sentence with a hyper link has been added to the Get Involved page of the CCG website.	Closed
19 July 2021	CCG self assessment 2020/21	Hyperlink to self assessment paper on website to be included in next prime committees report submitted to September Governing Body meeting held in public	Simon Beard	16/09/21	Done. Agreed to close by committee 20/9/21	Closed
19 July 2021	Updated Terms of Reference	Committee terms of reference updated to extend tenure period for all committee members to 31.3.22.	Rosemary Watts	16/09/21	Submitted and approved by Governing Body 16.9.21. Can be closed	Closed
20 September 2021	Development of online engagement platform	Lotta Hackett to contact Helen Laker and Kike Biye concerning issues with accessing the pilot engagement portal	Lotta Hackett	24/09/21	Resolved.	Closed
20 September 2021	Development of online engagement platform	Jenny McFarlane to check reason for White Irish missing from ethnic categories	Jenny McFarlane	24/09/21	22/09/21 – omission corrected and OP advised.	Closed

15 November 2021	Any other business	Confirm if the CCG is planning any specific action with regard the issue raised over AZ Covid-19 vaccine batches not being accepted for travel abroad.	Rosemary Watts	20/01/22	The issue has been resolved at a national level and therefore the CCG is not planning any specific action	Closed
------------------------	--------------------	--	-------------------	----------	---	--------