








Action Log







Public Involvement and Engagement Advisory Committee (PIEAC)

Update for 26 June 2024 Committee Meeting


Key to symbols							
Complete and propose to close		Overdue		In progress		Cancelled	

A. ACTIONS AGREED IN PIEAC MEETINGS

Reference and meeting date	Action	Lead/s	Status	Due date	Comments/Update
(23/24)12Dec2023-07	Freedom of Information – Numbers of requests received along with more in-depth information to be provided to Roy Fisher outside of the meeting.	<i>Neil Greaves</i>		26 June 2024	21.02.2024 There is work taking place for the ICB to review and strengthen FOI processes within the organisation which will lead to improved reporting from the next meeting in June 2024. 19.06.2024 There has been a review of the process to manage FOIs for the ICB. NG to liaise with Digital and Data team to provide regular updates to PIEAC from September 2024.
(23/24)28Feb2024-01	Deep dive for Lancashire place-based partnership To produce a presentation demonstrating progress in engagement and involvement for Lancashire place.	<i>David Rogers / Jessica Partington</i>		26 June 2024	19.06.2024 Following the recommendation (in item 2 on the agenda) to embed place based partnership updates relating to engagement and involvement in a series of webinars going forward, this is planned to take place in the first learning webinar session in September 2024.
(23/24)28Feb2024-02	Metrics for the committee effectiveness review Agree and confirm plans for the PIEAC committee effectiveness review.	<i>Neil Greaves / Debra Atkinson</i>		25 September 2024	19.06.2024 – this is being organised by the corporate governance team to take place during summer 2024.

Reference and meeting date	Action	Lead/s	Status	Due date	Comments/Update
(23/24)28Feb2024-03	Repository of insights To discuss in the development session how insights can be available in a repository	<i>David Rogers</i>		25 September 2024	19.06.2024 This was discussed in the development workshop and is being considered by the communications and engagement team.
(23/24)28Feb2024-04	Improvements to reporting To produce a separate complaints report for future committees and a separate Healthwatch insights report	<i>David Brewin / Lindsay Graham</i>		26 June 2024	Completed and on the agenda for the complaints report. Healthwatch reports will be produced from the September committee.
(23/24)28Feb2024-05	Sharing of reports with quality committee in relation to complaints	<i>Neil Greaves / Sarah O'Brien</i>		26 June 2024	19.06.2024 – During the development workshop there was a discussion around how insights and complaints information and queries will be escalated to the quality committee. This has been discussed between N. Greaves and S. O'Brien.
(23/24)28Feb2024-06	Insights from engagement relating to primary care Provide an update relating to engagement and involvement insights and actions as a result. Demonstration of what has been done to respond to public insights	<i>Lindsey Dickinson</i>		25 September 2024	19.06.2024 – it is recommended that a summary report is provided following the meeting to committee members.
(23/24)28Feb2024-07	Representatives to attend committees where their items are presented	<i>Louise Coulson</i>		26 June 2024	19.06.2024 – representatives will be invited in advance for future meetings.
(23/24)28Feb2024-08	Development of committee workplan To be discussed and agreed in the development workshop	<i>Neil Greaves</i>		26 June 2024	Discussed in the development workshop and on the agenda.

B. ACTIONS FOR PIEAC FROM ICB BOARD OR OTHER COMMITTEES

Reference and meeting date	Action	Lead/s	Status	Due date	Comments/Update
13.06.2024	Primary Care Commissioning Committee Review engagement, involvement and communications in relation to the Pharmacy First Initiative	<i>Amanda Bate</i>		25 September 2024	