| **Min Ref** | **Action** | **Owner** | **Status** | **Progress Update** |
| --- | --- | --- | --- | --- |
| **4 August 2022 - workshop** |
|  | Plan a session with VCFSE partners to explore the link with ICB public involvement and engagement and current VCFSE partnership work. | Neil Greaves/Joe Hannett |  |  |
| **29 September 2022 – workshop**  |
|  | Share slides from the deep dive: New Hospitals Programme | Pam Bowling/Chantelle Bennett |  |  |
| Update draft PIEAC agenda to include an item on reflection at the end of the meeting with specific points/prompts | Pam Bowling | **Complete** |  |
| How do we get insight and coproduction as the first action and not the last? David Rogers to take this action and cross reference with engagement toolkit and how it fits with work being done on coproduction in certain programmes | David Rogers |  |  |
| Terms of Reference* Currently no public ambassador representative
* Write to Trust Company Secretaries to invite Expressions of Interest from Non-Executive Directors with a role for patient experience or public engagement
* Healthwatch representative to be included in membership
* VCFSE representative. Neil to discuss with Joe
 | Neil Greaves |  |  |