

Action Log

Public Involvement and Engagement Advisory Committee (PIEAC) Update for 25 October 2023 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)06Sept2023-01	Priority wards project to be an item for a future PIEAC agenda	<i>Andrew Bennett</i>		13 December	This is planned for the committee meeting on 13 December.
(23/24)06Sept2023-02	N Greaves to circulate the engagement checklist internal assessment for comment by committee members.	<i>Neil Greaves</i>		7 September	This was completed and feedback was captured from a number of committee members and contributed to the internal assessment and audit.
(23/24)28June2023-01	Future review of Committee terms of reference to consider and clarify the definition of place-based representatives if needed, and named members representing place on PIEAC confirmed, if needed	<i>Neil Greaves</i>		End July	Place based representatives have been reviewed and now agreed. A meeting between PIEAC Chair, N Greaves and placed based representatives is diarised to review forward approach.
(23/24)28June2023-02	Following the overview of Advocacy Services from Healthwatch, referencing discussions in the ICB's Quality Committee also, given the breadth of advocacy services, a future	<i>David Brewin</i>		6 September	David Brewin provided an update in the committee about the work taking place in partnership with advocacy services. David reassured that this is something which is being monitored. It is recommended the item is closed.

Reference and meeting date	Action	Lead/s	Status	Due date	Comments/Update
	PIEAC meeting will receive a mapping of health/ICB services aligned to advocacy				
(23/24)28June2023-03	Neil to pick up with Tricia Whiteside, to consider feedback to support further improvements to the summarisation of insights from the population within key reports.	Neil Greaves		Sept meeting	Meeting took place in September and discussed some recommendations for strengthening the insights report. This feedback has influenced how the executive summary is presented and is likely to result in some further work on how the ICB presents what matters to local people.
(23/24)28June2023-04	Chair to report to People Board that LSC Joint Forward Plan public engagement summary was discussed by the PIEAC and concern was raised that a number of respondents had commented a strong disagreement that they live in a healthy community.	Roy Fisher		End July	Sandra Lishman emailed People Board Chair and Exec Lead to advise, requesting to report to the People Board.
(23/24)25Apr2023-01	Workshop Outcome Report: A toolkit providing a framework for how the Committee enacts the processes it develops to be written and brought to a future PIEAC meeting	Neil Greaves		Sept meeting	Covered under revised WWP Strategy and discussion on toolkit at Sept meeting – completed 23.08.2023.
(23/24)25Apr2023-02	NHS Forward Plan – Proposed engagement and involvement process: Provide clarity on the aim and expectation of engagement with Health and Wellbeing Boards	Neil Greaves		June meeting	NHS Forward Plan formally received and endorsed by Health and Wellbeing Boards, and available publicly at Link to forward plan: https://www.lancashireandsouthcumbria.icb.nhs.uk/our-work/forward-plan
(23/24)25Apr2023-03	Engagement and involvement assurance report: Population health to work with	Andy Knox		June meeting	Neil/David to update – Included in the reports – action completed 21.08.2023

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	other ICB teams to build in population health information with regards to the urgent care pathway				
(23/24)25Apr2023-04	Engagement and involvement assurance report: Committee was asked to agree a strategic framework, mapping out how the voluntary sector is linked to this work	Neil Greaves and Joe Hannett		Sept meeting	Update was given at June PIEAC meeting. Strategic partnership framework now in place between VCFS and ICB. Voluntary input sought through expressions of interest for future link from the sector for PIEAC and engagement and involvement – update will be provided at the September meeting.
23/24-26Jan2023-01	To revisit the summary slide/framework of the engagement model in the 'Working with People and Communities Strategy' at the next PIEAC meeting, to allow fuller consideration by members.				Diagram was reviewed, PIEAC received revised 'Working with People and Communities Strategy' at 28 June 2023 meeting

B. ACTIONS FOR PIEAC FROM ICB BOARD OR OTHER COMMITTEES

Reference and meeting date	Action	Lead/s	Status	Due date	Comments/Update
ICB Quality Committee – March 2023	Advocacy: PIEAC has been requested by the ICB's Quality Committee to explore issues relating to advocacy and experiences and consistency of these services and their funding.	Neil Greaves		June 2023 PIEAC meeting	UPDATE: Lindsay Graham (Healthwatch) provided a detailed piece re advocacy services at 28 June 2023 PIEAC meeting. SL to update Quality Committee

Reference and meeting date	Action	Lead/s	Status	Due date	Comments/Update
					Additional action (23/24)28June2023-02 above.
ICB Board – 31 March 2023	Virtual wards: Requested by ICB Board to undertake further exploration of awareness and experiences of patients using virtual wards			Sept 2023 PIEAC meeting	Update provided at June 2023 PIEAC meeting, and agenda item at Sept meeting Deep Dive at September 2023 PIEAC meeting on Virtual Wards
ICB Board – 31 March 2023	Thematic review of dying well: Requested by ICB Board to undertake a thematic review on dying well including patient and public experiences, awareness and activities being undertaken by ICB and partners to raise awareness.			Oct 2023 PIEAC meeting	This is on the agenda for 25 October as set out in the meeting planner.