




## ACTION POINTS FROM THE PATIENT EXPERIENCE AND INVOLVEMENT GROUP

15.02.2017

Action No.	Due From:	Action Required:	Required by:	Completed:	Outcome:
1.	Suzanne Rimmer and Jenna Matthews	It was <b>agreed</b> to change the format of the document, following update on PMO process	March 2017		Engagement, Involvement and Communications document format has been updated with amendments made.
2.	Suzanne Rimmer and Jenna Matthews	Members agreed that this overview had been particularly helpful in being able to put the EIP Planning Assurance document into perspective and discussed some minor amendments to the document that would support the timing of agenda items for the PEIG. Suzanne Rimmer agreed to work with Paul Steele to revise the assurance document.	March 2017		
3.	Suzanne Rimmer	Suzanne agreed that this had been most informative and will now enhance the PMO communication & engagement process with the addition of a checklist and repository of tools. This will support the monthly checkpoint meeting between PMO, Comms & Engagement & Governance Team.	March 2017		Planned meeting with Suzanne and Jenna week commencing 27 <sup>th</sup> March.
4.	Angela Delea	The Work plan will be presented to the Quality Committee for approval at its March meeting.	March 2017		Updated at Quality Committee and approved.
5.	All members	Given the time required to organise events and the costs associated it was agreed that this Group should in future consider joining up efforts and agreeing to work in partnership on a small number of public engagement events. This matter to be given further consideration at a future meeting.	On-going		This will form part of the regular discussions at future meetings to identity opportunities for joint working.

