

## Decision and Action Log

Meeting: Provider Engagement Network Governance Meeting

Date: 18<sup>th</sup> May 2010

Present: Piers Tetley, Graham Varley, Katy Kerley, Phil Harley, Richard Newcombe, Rosemary Witherby

Apologies: Geoffrey Cox, Tui Shirley

| No. | Decision or Action or Message                                                                                                                                                                                               | Who? | When? | Who needs to be told? |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------|-----------------------|
| 1.  | Action – Set up future meeting for Task and Finish group to further discussions on structure and Conference                                                                                                                 | PT   | ASAP  | All                   |
| 2.  | Decision – Locality meetings would continue to meet twice yearly in line with the business and financial planning regime of the County Council. This is likely to be October and April.                                     |      |       |                       |
| 3.  | Decision – County group meetings will continue and occur quarterly in line with the Local Authority performance monitoring cycle and financial year.                                                                        |      |       |                       |
| 4.  | Decision – Locality meetings will take place following county group meetings. In October and April.                                                                                                                         |      |       |                       |
| 5.  | Decision – The County group will have 5 subgroups, which are around the 5 key themes in the new business plan, which are: Commissioning, Procurement, Comms and Improvement, Workforce Development, Quality and Regulation. |      |       |                       |
| 6.  | Decision – The Locality groups would elect membership for the subgroups, who would then undertake the actions within the business plan and produce performance reports for each of the quarterly county groups.             |      |       |                       |
| 7.  | Decision – The subgroups would elect the chair and the chair would sit on the county group to provide performance reports.                                                                                                  |      |       |                       |
| 8.  | Decision – The Locality group members of the subgroups and the                                                                                                                                                              |      |       |                       |

# Sample Decision Papers

**DP Hallahan**



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