**Decision and Action Log**

**Meeting: Provider Engagement Network Governance Meeting**

**Date:** 18th May 20XX

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

**Apologies:** Geoffrey Cox, Tui Shirley

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| **No.** | **Decision or Action or Message** | **Who?** | **When?** | **Who needs to be told?** | **Action completed?** |
| 1. | Action – Set up future meeting for Task and Finish group to further discussions on structure and Conference | PT | ASAP | All | Yes |
| 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 Chair and their deputies would form a locality executive group who would meet more regularly, according to need, and would set the agendas. |  |  |  |  |
| 9. | Decision – There would be a standard set of agenda items for each locality and county group around the progress of the subgroups. |  |  |  |  |
| 10. | Decision – DCT would in future become the workforce subgroup of the County PEN and would form the terms of reference would be changed to reflect that. The membership of the current steering group would be changed to reflect the elected membership from the locality groups. |  |  |  |  |
| 11. | Decision – The DCT conference agenda would be changed to reflect the following additions:1. Richard to do an update at the start of the conference on the PEN and the new structure.
2. Jennie Stephens to be asked to do the intro to the conference and highlight the ACS strategy for PEN, commissioning and the ‘Market Position statement’.
3. A question and answer session to be created at the conference with a panel made up of members of the county group including chairs.
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| 12. | Decision – The administration for the PENs must be managed more consistently with agendas and minutes being distributed more quickly.  |  |  |  |  |
| 13. | Action – ACS to provide clarity at the next county group meeting where that should be done. Currently being managed by the contracts team. |  |  |  |  |
| 14. | Action – The draft PEN structure, provided by Graham and Piers should be redrawn according to the discussion today and distributed ready for the next county group meeting along with the decision and action log. | PT | ASAP | All |  |