

Action Log: Committee in Common

Action Number	Meeting Date	Category	Action	Priority	Action Owner	Deadline	Status	Update Notes
29	11/12/2025	Governance	Send updated ToR and Charter papers to June Turkington (DLS) for legal input.	Moderate	Helen Moore	17/01/2026	Propose to Close	08/04/2026: DLS content with papers.
36	11/12/2025	Reporting	Engage Tracey McCaig & SPPG on best use of data, reducing duplication and strengthening relationships	Low	SPPG	21/04/2026	In Progress	08/04/2026: Further discussion to take place after Forward Planning session on 21/04/26.
39	11/12/2025	Forward Meeting Planning	Book photographer for ceremonial signing	Low	Vicky Lisk, Heather Moorhead	21/04/2026	Propose to Close	08/04/2026: Ceremonial signing 21/04/2026.
40	17/02/2026	Forward Meeting Planning	Len Richards to be invited to next CiC meeting on 21 April 2026.	Low	PMO	03/11/2026	Propose to Close	08/04/2026: Call with Len Richards took place on
41	17/02/2026	Communications	CiC PMO & Secretariat to support clarity of role including standardised communication and updates for Trust Boards and key system partners.	Moderate	PMO	30/04/2026	Propose to Close	08/04/2026: PC Brief and PC Report Update templates developed.
42	17/02/2026	Governance	Update TOR/Charter with comments received by Friday 27 February 2026.	High	PMO	03/02/2026	Propose to Close	08/04/2026: TOR/Charter submitted to Trust Boards for approval.
43	17/02/2026	Reporting	Haematology - further update should come to CiC to consider next steps, risks and system-wide implications	Moderate	Directors of Planning	18/08/2026	In Progress	08/04/2026: Follow up for 18/08/26 CiC meeting and add as Agenda item.
45	17/02/2026	Project Scoping	Professional leads, via the CiC PMO, to return with a consolidated recommendation on regional mandatory training standardisation	Moderate	Directors of HR	21/04/2026	In Progress	08/04/2026: Discussion to take place at Head of HR meeting, with update to follow.
46	17/02/2026	Reporting	Update on RCC progress made post go live (02 March) to come back to a future CiC meeting to include quantifying the improvements made (system savings)	Moderate	Maxine Paterson	21/04/2026	Propose to Close	08/04/2026: RCC update to be tabled at CiC meeting on 21/04/2026.
47	17/02/2026	Reporting	RCC and SPPG to develop further performance data for RCC	Moderate	SPPG and Maxine Paterson	21/04/2026	In Progress	08/04/2026: RCC update to be tabled at CiC meeting on 21/04/2026.
48	17/02/2026	Reporting	Chief Executives to provide an update to CiC following DoPP submissions of review and refinement proposals	Moderate	DoPPs and Chief Executives	21/04/2026	In Progress	08/04/2026: CiC PMO to attend CEx meeting on 15/04/2026 and will request an update.
49	17/02/2026	Reporting	The PMO /Secretariat support standardised and visual approach to reporting progress to support Trust decision making	Low	PMO/ Secretariat	21/04/2026	Propose to Close	08/04/2026: Similar to action 41. PC Brief and Action Card templates developed.
50	17/02/2026	Clinical Priorities	Virtual Ward project plan and progress update be brought to future CiC meeting once early design and testing have advanced. Jennifer Welsh as lead asked to consider extending pilot beyond Belfast to include a rural setting	Moderate	Jennifer Welsh	18/08/2026	In Progress	08/04/2026: Virtual Ward Brief and Action Card developed. TOR in development.
51	17/02/2026	Clinical Priorities	Progress update on emerging psychiatry workstream to be provided at next CiC Meeting and the need to discuss potential migration to be undertaken in due course	Moderate	Directors of Planning	21/04/2026	Propose to Close	08/04/2026: meeting held with Heather Stevens (DOH) on 02/04/2026 to advance discussions. Further meeting to be held with DoPPs on 13/04/2026.
52	17/02/2026	Governance	Members to review ToR and Charter once circulated and respond.Trusts to then bring finalised documents to Trust Boards for approval in advance of CiC April Meeting	High	All members	21/04/2026	Propose to Close	08/04/2026: TOR/Charter submitted to Trust Boards for approval (similar to action 42).
53	17/02/2026	Communications	PMO/Secretariat will seek agreement on visual identity with a view to utilising this branding by the April meeting	Low	PMO/ Secretariat	21/04/2026	Propose to Close	08/04/2026: logo and strapline finalised and shared with members on 23/03/2026.