

Appendix 2: Primary Care Task & Finish Group: Work Plan

DATE / TIME		TASK		COMPLETED
18-Nov-2021	11:00	Agenda Setting	T & F Agenda Setting and Time scales	COMPLETED
22-Nov-2021	-	Deadline for submission of T&F docs for initial meeting		COMPLETED
29-Nov-2021	18:30	T & F Initial meeting	Approval of documents	COMPLETED
08- Dec-21	18:00	T&F GROUP MEETING Proposed Consultation Launch Assumes H&W board meeting for discussion of Place Led Plan will be held on 22nd Feb	Matt to assist with launch activities. HWB 22nd Feb	COMPLETED
05-Jan-2022	18:00	T&F GROUP MEETING		COMPLETED
07-Jan- 2021		Patient Consultation Complete	Redirect to Have your say Healthwatch Rutland	COMPLETED
11-Jan-2022		GP Questionnaire sent out		COMPLETED
17-Jan-2022	11.00	T&F GROUP MEETING Write initial report		COMPLETED
25-Jan-2022	18:00	T&F GROUP MEETING GP Questionnaire complete		
02-Feb-2022	12.00	DEADLINE for initial report to be with Governance for Adults and Health Scrutiny meeting on 17/02	Publish Date: 09/02/22	
07-Feb-2022	12.00	DEADLINE for report to be with Governance for Special Health and Wellbeing Board meeting on 22/02	Publish Date: 14/02/22	

17-Feb-2022	19.00	Adults and Health Scrutiny	Present Initial Report	
22-Feb-2022	14.00	Special Health & Wellbeing Board	Present Initial Report	
16-Mar-2022	12.00	DEADLINE for report to be with Governance for Adults and Health Scrutiny meeting on 31/03	Publish Date: 23/03/22	
21-Mar-2022	12.00	DEADLINE for report to be with Governance for Health & Wellbeing Board meeting on 05/04	Publish Date: 28/03/22	
28-Mar-2022	12.00	DEADLINE for report to be with Governance for Full Council meeting on 11/04	Publish Date: 01/04/22	
31-Mar-2022	19.00	Adults and Health Scrutiny	Present Final Report	
05-Apr-2022	14.00	Health & Wellbeing Board (Final Plan)	Present Final Report	
11-Apr-2022	19:00	Full Council	Present Final Report	

Events

05/12/22	Christmas Fayre at Cutts Close
15/12/22	Oakham Late Night Shopping
17/12/22	Uppingham Late Night Shopping