

Robert Frew Patient Partnership Group
Minutes of 17th Meeting Held 17th October 2011
At The Robert Frew Medical Centre

Present

Jacqueline Coleman Chair
John Langley Secretary

Jayne Bevis, Dr Chakera, Frank Shepherd, Anthea Shepherd, Ernie Tomkins

The meeting commenced at 6.49 pm.

17/01 Apologies

Apologies were received from Jennifer Wall, Carol Jones, Colleen Shelley, Dr Ogunsanya and Carol Groves.

17/02. Minutes of meeting dated 19th September 2011 & matters arising.

17/02.1 Colleen Shelley reported (via letter) that it is possible to send text message appointment reminders (Item 16/02.1) from SystemOne but suggested that implementation should await the outcome of the patient priority survey. CS

17.02.2 Due to the absence of Dr Ogunsanya it was decided to hold over the Consortia web site item (previously 16/02.3) till our next meeting. Dr O

17/02.3 Jacqueline Coleman confirmed she had written to the Partners (copy attached) regarding the functionality of certain parts of the Practice website (previously 16/02.6). The response to this letter (also attached) indicated it may be better to await the outcome of the patient priority survey before progressing further.

17/02.4 Previous items 16/03 (Open Day review), 16/05 (Welcome Pack review) and 16/07 (Fund Raising) are dealt with later in these minutes.

17/02.5 Due to the absence of Carol Groves, it was decided to hold over the report back from SW Essex PCT AGM (previously 16/04) till our next meeting. CG

17/02.6 It was reported that several group members had attended and helped out at this year's flu clinics (previously 16/06) and they were thanked for their assistance.

17/03 Open Day Review Document

17/03.1 The document was accepted with one additional item – that of investigating the possible use of the community centre. It was decided to hold the whole item over till the January meeting when we should start planning for the 2012 event. All

17/04 Welcome Pack Content

17/04.1 The pack content and initial letter were agreed. The initial letter is only missing the group logo and the Secretary undertook to contact Gareth Williams to establish progress. JL
GW

17/04.2 It was agreed that the confidentiality agreement (part of the pack content) should be completed by all current group members retrospectively. The Secretary agreed to provide sufficient copies to the next group meeting. JL

17/05 Fund raising for equipment

17/05.1 Several suggestions for fund raising were considered with a general agreement that an appeal to local businesses for donations was probably the most likely to succeed.

17/05.2 Frank Shepherd undertook to draft a general letter for review by the group. FS

17/05.3 The above discussion identified that the group do not currently have a bank account. The Secretary agreed to ask the Treasurer to investigate how one could be set up. This has been done and Jennifer hopes to report back to our next meeting. JL
JW

17/06 Date of Next Meeting

The next group meeting will be held on Monday 21st November 2011.

17/07 A.O.B

17/06.1 There being no further business the meeting closed at 7,48 pm.

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Signatures

Chair

Vice Chair

Secretary

Treasurer