

Robert Frew Patient Partnership Group
Minutes of 18th Meeting Held 21th November 2011
At The Robert Frew Medical Centre

Present

Jacqueline Coleman	Chair
Gareth Williams	Vice Chair
Jennifer Wall	Treasurer
John Langley	Secretary

Jayne Bevis, Dr Chakera, Carol Groves, Carol Jones, Dr Ogunsanya, Colleen Shelley, Frank Shepherd, Anthea Shepherd, Ernie Tomkins.

The meeting commenced at 6.52 pm.

18/01 Apologies

Apologies were received from Elizabeth Stobbe.

18/02. Minutes of meeting dated 17th October 2011 & matters arising.

18/02.1 The Minutes of the previous meeting were accepted as a true record of the proceedings and signed accordingly.

18/03 Results of Patient Priority Survey

18/03.1 From the results of the Patient Priority survey the group decided that the subject of 'getting an appointment' required further in depth analysis and understanding.

18/03.2 To this end it was decided to develop a more specific questionnaire for the purpose of e-mailing to the survey respondents as a virtual PPG.

18/03.3 Following a discussion concerning the possible look and content of this questionnaire, Carole Groves agreed to produce a consolidated draft document for circulation to and consideration by the group.

CG
All

18/04 Consortia Website Information

18/04.1 The meeting were advised that there is currently a skeleton consortia web site at www.semc.org.uk however this is far from complete and no information was available as to when completion might be achieved.

18/05 Report from PCT AGMs

18/05.1 Unfortunately the PPG were not able to attend either the South East or South West PCT AGMs – this item is therefore closed.

18/06 Review Fund Raising Letter

18/06.1 The meeting reviewed a draft fund raising letter provided by Frank Shepherd and made several amendment suggestions.

18/06.2 John Langley agreed to incorporate these suggestions into the draft and provide a final proposal to the next meeting. JL

18/07 Details for Setting Up a PPG Bank Account

18/07.1 Jennifer Wall provided a document detailing her discussions with Lloyds Bank concerning a 'Treasurer's Account' (copy attached).

18/07.2 It was agreed to proceed with opening an account of this type with the nominated signatories being Jennifer Wall, Jacqueline Coleman, Gareth Williams and John Langley.

18/07.3 Jennifer agreed to make the necessary arrangements with Lloyds Bank and report back to the next meeting. JW

18/08 Report on Dispute with PCT

18/08.1 Dr Ogunsanya provided the meeting with a verbal report on the current status of the Practice'

18/09 Sign Confidentiality Agreement

18/09.1 The 'lay' members of the PPG present at the meeting signed a confidentiality agreement to respect any patient information of which they may become aware during the course of their PPG membership. All

18/09.2 The signed agreements will be kept in the front of the Minutes file retained at the surgery. JL

18/10 Date of Next Meeting

The next group meeting will be held on Monday 19th December, 2011. All

18/11 A.O.B.

18/11.1 The Surgery undertook to try and establish the current PCT position on patient access to Summary Care Records. CS

18/11.2 Jacqueline Coleman said she would try to attend the South Essex Cluster board meeting on November 30th. JC

18/11.3 Gareth Williams undertook to update the group logo and provide for use. GW

18/11.4 There being no further business, the meeting closed at 8.25 pm.

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Signatures

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Vice Chair

Secretary

Treasurer