

Robert Frew Patient Partnership Group  
Minutes of 22nd Meeting Held 19th March 2012  
At The Robert Frew Medical Centre

**Present**

Jacqueline Coleman	Chair
Gareth Williams	Vice Chair
John Langley	Secretary

Dr Ogunsanya, Colleen Shelley,

The meeting commenced at 6.55 pm.

**22/01 Apologies**

Apologies were received from Carol Jones, Jayne Beavis, Jennifer Wall, Carole Groves and Ernie Tomkins.

**22/02. Minutes of meeting dated 20<sup>th</sup> February 2012 & matters arising.**

22/02.1 The Minutes of the previous meeting were accepted as a true record and signed accordingly.

22/02.2 Arising from item 21/02.2 (Fundraising letter), John Langley reported that the fundraising letters had been mailed to 12 local recipients (details attached) and that the one reply received to date would be passed to Jennifer Wall.

22/02.3 Arising from item 21/03.3 (Patient survey results), Colleen Shelley reported that items 21/03.2.1,2 and 3 had all been accepted by the Surgery management group and that implementation would commence from 1<sup>st</sup> April 2012 with the gathering of mobile phone numbers and Patient permissions being ongoing.

**22/03 Discussion on ways to minimise D.N.A.s**

22/03.1 From item 21/03.5 (Non attendance at booked appointments) in the minutes of the previous meeting, John Langley had agreed to carry out some research into ways of minimising DNAs. He reported that, despite intensive searching of both the NAPP website and the internet in general, he was unable to find any reference to a satisfactory solution for this problem. Following a group discussion and brainstorming session in which, unfortunately, no further progress could be made, it was agreed to keep this item under active review by the group in case a solution is identified.

**22/04 Waiting room information files**

22/04.1 Due to the small number of group members present it was decided to hold this item over until the April meeting.

## **22/05 Dissemination of health awareness information**

22/05.1 The group undertook a discussion as to how health awareness information could best be disseminated to those patients who very infrequently attended the surgery or other N.H.S. points of contact but could not come to a satisfactory conclusion.

22/05.2 It was decided to continue this discussion at the April group meeting.

## **22/06 Date of next meeting**

22/06.1 The next group meeting will be held on Monday 16<sup>th</sup> April 2012.

## **22/07 A.O.B.**

22/07.1 John Langley advised the group that he had received an e-mail from Frank and Anthea Shepherd stating that they wished to tender their resignation from the group. They explained that, due to other commitments they would not be able to attend for at least the next three meetings.

22/07.2 Colleen Shelly presented a draft of the submission to be sent to the PCT regarding the Patient D.E.S. She undertook to circulate the final version to the P.R.G members as soon as available.

22/07.3 The group had received a general mailing invitation to a workshop being jointly organised by N.A.P.P and C.Q.C to discuss reporting on GP performance. John Langley volunteered to apply for a place on behalf of the group. Subsequently N.A.P.P. have advised that, as only 50 places were available, the event has been grossly oversubscribed and that we were therefore too late with our application.

22/07.4 Dr Ogunsanya advised the group that the Consortium of Basildon and Brentwood Surgeries would become a subcommittee of the PCT with effect from 1<sup>st</sup> April 2012 prior to assuming it's full responsibilities in April 2013.

22/07.5 There being no further business, the meeting closed at 8.10 pm.

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**Signatures**

Chair .....

Vice Chair .....

Secretary .....

Treasurer .....