

Robert Frew Patient Partnership Group  
Minutes of 52<sup>nd</sup> Meeting Held 15<sup>th</sup> September 2014  
At The Robert Frew Medical Centre

**Present**

Chair

Vice Chair            Lesley Cogan

Treasurer            Alan Ursell

Secretary            Jean Ursell

Alan Bedingham, Carole Groves, John Langley, Mike Prior, Pamela Torkington, Allison Whyte.

Meeting commenced at 6.50.

**51/01 Apologies**

Len Coles, Tony Burr, Jacqueline Coleman, Patricia Marshall, Dr Tony Ogunsanya, Colleen Shelley, Janet Whitaker, Gareth Williams.

**52/02 Minutes from last meeting and matters arising**

The minutes of the previous meeting were accepted as a true record and signed accordingly.

**52/03. Letter to MP**

The letter was discussed and John to make some amendments. This was only an opening dialogue so no need for facts. Thought should cc MPs for Chelmsford and Basildon, the head of the CCG, the UKIP councillors and maybe Jeremy Hunt. John was thanked for his work.

**52/04 Defibrillator update**

Co-op not sure as lease is up in 18 months. Will try Aldi and the smaller shops in the high street.

**52/05 Surgery information leaflet**

The last page will be empty and it can't be rearranged. It was suggested that an appointment card be put on the blank page and that some space be left for the patient to write on themselves.

**52/06 Private forms update**

There is no practice policy and the aim is to have them turned round within 2 weeks. The medical secretary was correct as this is what she had been told to say. Matter closed.

**52/07 Phlebotomy service questionnaire**

Questionnaire handed out. Will be e-mailed to all the committee to fill in and send. Send to us also so have copy.

**52/08 Report from SEMC Locality Group meeting**

No report this month – all on holiday.

**52/09 Flu clinic volunteers**

Volunteers needed to book in and to do the refreshments. Cakes and biscuits also needed. Suggested that any money raised should go towards the defibrillator. Do volunteers have to sign a confidentiality form?

**51/10 A.O.B.**

**52/10/01 Extended Hours.**

Practice has a problem staffing early Wednesday morning with 2 GPs off. Asked if they could change the day to Friday and work on a rotational basis. There would still be late opening on Wednesday evening. This was agreed. John to change the information in the leaflet although not known when would start.

**52/10/02 New member**

Pamela Torkington welcomed to the group.

**52/11 Date of next meeting**

The next meeting will be held on the 20<sup>th</sup> October.

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**Signatures**

Chair .....

Vice Chair .....

Secretary .....

Treasurer .....