

DONCASTER LINK – GP ACCESS GROUP – MEETING SUMMARY

Date:

1st December 2009

Venue:

Doncaster Business Innovation Centre

Time:

10.30am

Attendees:

Sheila Barnes Deirdre Coward Jayne Bell (Host)

Apologies:

Joan Shacklock and Joyce Parrott

The following is purely to give the essence of the meeting.

Opening:

The meeting opened with Sheila Barnes welcoming all and giving apologies for members unable to attend.

The following is an outline of what was discussed and agreed at the meeting:

- **Item 3 on the Agenda – Agree Minutes from 27/10/09.** All agreed there were no changes to the notes.
- **Item 4 on the Agenda – Feedback and review actions from meeting 27/10/09.**

Feedback from Researchers – All

It was agreed by all that the findings produced by DJS research were comprehensive and would enable a comprehensive report to be produced.

Surgery Survey Information – Sheila and Deirdre

No further information from GP surgeries had been gathered.

- **Item 5 on the agenda – Plan Final Report**

The group decided on the following structure of the report:

- Contents
- Introduction
- Executive Summary
- Process and methods used
- Findings
- Conclusions

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➤ Recommendations

Action: Deirdre and Sheila to prepare Introduction, Executive Summary and Methods used for next meeting.

• **Item 6 on the Agenda - Review and update Action Plan.**

Action: The Host to update the Action Plan and send to relevant members.

• **Item 7 on the Agenda – Next GP Access Group Meeting.**

It was agreed the next GP Access Meetings will take place on the following dates and be held in the Host Office:

- Tuesday 5th January 2010 -10.00am
- Tuesday 26th January 2010 - 10.00am
- Wednesday 10th February 20 - 10 10.00am

Minutes submitted by:

Jayne Bell

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