

DONCASTER LINK – GP ACCESS GROUP – MEETING SUMMARY

Date:
25th February 2010

Time:
10am

Venue:
Doncaster Business Innovation Centre

Attendees:
Sheila Barnes, Deirdre Coward, Joan Shacklock and Donna Cibor (Host)

Apologies:
Joyce Parrott

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

Opening:

The meeting opened with Sheila Barnes welcoming all and introductions were made.

- **Item 3 – Agree minutes from 10th February 2010.** All agreed the notes were correct with no amendments.
- **Item 4 – Final Report.**

The draft copy of the final report was agreed by all members and will be sent to Printing.com for publication. It was agreed that the report will be back by Wednesday 3rd March 2010 and sent out with the covering letter to Annette Laban, Roger Greenwood, John Leask and all the Practice Managers in Doncaster. Printing.com has quoted £514.00 for 2000 copies, this was agreed by all members.

Action: Host to send the report to Printing.com by 5pm on Wednesday 25th February.

Action: Cover letters to be typed and printed ready to go for Wednesday 3rd March with the report.

- **Item 6 – Review and Update Action Plan.** The Host to update and distribute the Action Plan.
- **Item 7 – Next GP Access Group Meeting.** 17th March 2010 2pm to 4pm
- **Item 8 – Close.** The meeting closed at 11.30am.

Minutes submitted by:

Donna Cibor

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