



Task and Finish Group: Improving Communications

Date: 07.06.11

Location: Friends Meeting House, Rosemary Street, Mansfield, Nottinghamshire.

Action Log.

Agenda item	Action	Who	Action taken & date done	Outcome and date completed
Welcome and apologies	LT chaired in the absence of Emma Pryor and Steve Shaw.	LT	N/A	07.06.11
Next steps	Review of minutes.	LT	N/A	07.06.11
	Group agree strands.	Group		
	Agreed actions:			
	<ul style="list-style-type: none"> Stat 20 letters to be sent to each Hospital Trust. 	Host	W/E 17.06.11	Sent 22nd June
	<ul style="list-style-type: none"> OK to send HC clinical leads and senior consortia managers. 	OK	Received 8.06.11	
	<ul style="list-style-type: none"> Informal letters to 	Host	W/E 17.06.11	Sent 22 nd June

Improving Communications Task and Finish Group

	<p>be sent to GP Consortia.</p> <ul style="list-style-type: none"> • Stat 20 letters to be sent to GP Practices/PPG's. 	Host	W/E 17.06.11 Awaiting response from Rhiannon Pepper	Sent to Emma Ducker for Bassetlaw 24.06.11
	<ul style="list-style-type: none"> • Letters to be sent to Chief Execs and Medical Directors of PCT's. 	Host	W/E 17.06.11	Sent 22 nd June
	<ul style="list-style-type: none"> • Letters to PCT's re: engagement with Voluntary Sector. 	Host	W/E 17.06.11	Sent 23 rd June
	<ul style="list-style-type: none"> • Email to be sent to Tracy Mullaney to be distributed to the NAVO database. 	Host	W/E 17.06.11	Sent 22 nd June
	<ul style="list-style-type: none"> • Stat 20 letter to be sent to Notts County Council re: how information is disseminated to GP's. 	Host	W/E 17.06.11	Sent 23 rd June

Improving Communications Task and Finish Group

<p>Any other business</p>	<p>Request for Code of Conduct.</p> <p>Consider carrying out a voluntary sector survey at a later date.</p> <p>Issues Panel asked group to see if issue 217 was a point of interest.</p>	<p>OK</p> <p>Group</p> <p>Group</p>	<p>Host to distribute with action log before next meeting.</p> <p>Ongoing</p> <p>Group agreed it wasn't. JK to take the issue back to the next panel meeting.</p>	
<p>Future meeting dates and venues</p>	<p>Group agreed to alternate venues. Highfields chosen as the next venue, 21.06.11, 1-3pm.</p>		<p>Venue unavailable on date chosen, EP to be contacted 14.06.11 re: alternative venue or date.</p> <p>Agreed that it would be Top Valley Community Centre.</p>	<p>Booked 16.06.11, HC</p>