



Task and Finish Group: Improving Communications

Date: 18.05.11

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 opened the meeting and welcomed all present	LT	18/05/2011	18/05/2011
Original issue from workshops inc. Planning triangle	To agree a focus for the group	Group	Strand 1 – Improving communication between GP’s and hospitals including length of time and the efficiency in which information is received, paying particular reference to the GP Consortia Strand 2 – Improving GP knowledge of services and how to refer to those services, paying particular reference to Social Services and Voluntary Services	18/05/2011
Nominate chair /	Nominate a chair	Group	Emma Pryor to chair, Steve	18/05/2011

Improving Communications Task and Finish Group

project lead			Shaw as vice chair	
Terms of Reference	To agree a terms of reference	Group	LT to make suggested changes and distribute to the group	07/06/2011
Identify partners	To identify potential partners	Group	Potential partners including; <ul style="list-style-type: none"> • Consortia representatives • Practice Managers • PPI Managers • Young people from the disability support team 	18/05/2011
Work Plan and Microsoft Project	To explain the use of the work plan	LT	Suggestions on next steps; <ul style="list-style-type: none"> • Contact patient user groups and GP Consortia • Arrange a speed dating type event to enable GP's to liaise with Voluntary sector organisations • Talk to other groups regarding work already completed on this subject 	On-going
Future meeting dates and venues			7 th June 2011, 1-3pm, Friends Meeting House, Rosemary Street, Mansfield, NG19 6AB.	
Any Other Business				

Next Meeting:

7th June 2011, 1-3pm, Friends Meeting House, Rosemary Street, Mansfield, NG19 6AB.