 ELMSWOOD SURGERY PATIENT GROUP

**10th November 2021**

**Action Log**

Attending: Sue Tribe, Irfan Malik, Amanda Roberts, Tony Stock, Suzanna van Schaick, Laura Archer, Emma Rowe, Derek Huett, Jane Coleman (part), Alan Diamond and Charlie Wilson

Actions arising:

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| Action | Actor | actioned |
| **Local PCN**: follow up information on their proposed invite meeting in January and attend | Derek Huett with Suzanna van Schaick |   |
| **Local PCN**: send contact details via AR for DH | Suzanna van Schaick |   |
| **Local PCN**: invite a representative to our meeting so that we can understand how they fit with us | Derek Huett |   |
| **Secretarial**: Emma offered that the practice would pick this up for the next couple of months | Emma Rowe |   |
| **Secretarial:** send mailing list to Emma as she suspects it is out of date  | Amanda Roberts  | done |
| **Secretarial**: clean list | Emma Rowe |  DONE |
| **Secretarial**: Decide on way going forward | Sue Tribe |   |
| **Future Meetings**: Find availability of room (max 10) for face to face in new yearVirtual link for next meeting (december 3rd 2pm) | Emma RoweIrfan Malik | Health Ed room at Sherwood Health centre available on Fridays 2-3pm |
| **Future**: convene subgroup to review strategy | Sue Tribe and Derek Huett |   |
| **Research**: encourage research at other GP practices through our contacts with patient groups and the PCN | All |   |