**ACTIONS DUE FOR REVIEW**

**SES District Patient Group Meeting**

**Date of Meeting: 19th September 13**

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| **Meeting Date** | **Agenda Item** | **Action** | **Required By** | **Date** | **Update/Progress** |
| 21st Nov. | 1 | FF to email out members asking them to express if they are interested to nominate themselves for the Chair and Vice Chair vacant posts prior to the next meeting | FF |  |  |
| 21st Nov. | 1 | FF to take the proposal to hold an AGM for the next meeting to the CCG for a decision | FF |  |  |
| 21st Nov. | 3 | FF to add an election process in the terms of reference and recirculate  | FF/SS |  |  |
| 21st Nov. | 3 | AMc to rewrite to SJ asking for the contact details of the limited mobility users group | AMc |  |  |
| 21st Nov. | 3 | Dementia, MAC memory clinics has been closed and the South Staff memory clinics currently operating in Cannock. FF to investigate and feedback. | FF |  |  |
| 21st Nov. | 5 | AC to send members the key areas for improvement she has identified in a report | AC |  |  |
| 21st Nov. | 7 | FF to circulate the Engagement Model/Call to Action events details upon availability | FF |  |  |