

HTP FOCUS GROUP ACTION LOG

Action No	Date of meeting	Action	Lead Officer	Timescale/ Deadline	Comment/ Feedback from Lead Officer	Action
HTP 4th September 2025						
1	04/09/2025	Sara Biffen to find out the current measurements by square metre for emergency department and what the new measurements will be at the end of the project.	Sara Biffen		Starting Point = 1892sqm New works = 2,307sqm Whole area in final scheme is newly refurbished and new build, ED new footprint area is 4199sqm double the size of existing.	COMPLETE
2	04/09/2025	Clare Marsh and Samantha Roberts to take comment back to see if this is something that can be arranged and to feedback at the next PAF meeting on 19 th January.	Clare Marsh/ Sam Roberts		Group sessions are not something that SaTH are in a position to undertake at the minute.	COMPLETE
3	04/09/2025	Clare Marsh to investigate providing good instructions, to help patients find where they need to go in various ways, which the CDC (Community Diagnostic Centre) provide. It is important to have a good map with simple instructions to be included with additional information, this would be very useful.	Clare Marsh/ Sam Roberts		Clear instructions will absolutely be included for patients.	COMPLETE