



**MINUTES OF THE ANNUAL GENERAL MEETING OF THE  
SOMERSET GP EDUCATION TRUST  
Wednesday 29 January 2020, 14.00  
LMC Office, Crown Medical Centre, Taunton**

Attended by            Tony Wright (Chair)  
                              Ian Boyland  
                              Bridget Carne  
                              Hannah Gales  
                              Jill Hellens  
                              Martyn Hughes  
                              Mandy Mason

In attendance        Harry Yoxall (minute taker)

**1        Welcome**

**1.1 Apologies**

Received from Andy Eaton, Lucy Edwards, Tim Horlock, Barry Moyse and Jill Wilson.

**1.2 Minutes of 2019 AGM**

Were agreed to be a correct record.

**2        Executive Committee Membership and Elections**

The Executive Committee was re-elected *en bloc*, no other nominations for having been received.

**3        Continuing Relationship with Somerset LMC**

The LMC is preparing a Memorandum of Understanding between the two organisations that will set out the basis for future arrangements.

**4        Comparative Membership numbers for 2019-20**

Total membership 513, comprising 374 GPs, 133 GP Trainees and 6 Retained doctors for 2019-20, 61 practices are full members with only six not joining. This is the highest practice proportion since the Trust was founded. The number for next year will inevitable be lower as there have been various mergers of practices during the year. Membership subscriptions totalled £71,637, including £16,137.50 from the Deanery for the trainees. The subscription fee was waived for 9 GP educators, though one still paid.

**5        Membership Subscriptions and Fee Structure 2020-21**

Although there has been discussion about the advantages of switching to a levy basis for membership in the longer term, the current financial position of the Trust and the synergy of working with the Training Hub led the meeting to believe it would be reasonable to continue with the present arrangements for the next year. The evolution of PCNs will need to be considered in any new proposals.

It was noted that there are different arrangements in all the surrounding Education Trusts so there seems to be no model that has any outstanding advantages.

Membership charges and fees for non-members were left unchanged.



## **6 SGPET Management, Administration and Educator Teams**

Following the resignation of Erica Baily, SGPET work has been redistributed within the LMC team. This is working well though some further adjustments are likely to be required.

Lizzie Gillies and Hilary Allen left the educator team in the course of the year and the meeting was grateful for their contributions over their time with the Trust. Bridget and Hannah were thanked for joining the team during the year.

## **7 Feedback from Educators and SGPET Administration**

Hannah reported that the Locum and Sessional GP group was growing and flourishing. Liaison with the Education Manager at the Nuffield had been very useful, particularly in getting speakers in shortage specialties like rheumatology and dermatology. There was demand for more training in Safeguarding, particularly in view of the new appraisal requirements for face to face training. However, there is a shortage of suitable trainers and NHSE are due to release a Level 3 online course that will apparently meet part of this requirement. The CCG is planning to roll out some education to some GPs who could then deliver Level 2 training.

Bridget explained that the majority of her work was with the Training Hub. TST has online Level 3 courses in both adult and child safeguarding and it may be worth suggesting that the CCG approach them to see if primary care staff could access this.

Jill reported on the changes in SGPET administration which are continuing.

- The roles of educators and admin team in arranging meetings have been clarified and the process streamlined. Communication and contact points are being sorted out to make sure the system is efficient and easy to use, but the default is still the generic SGPET address.
- A short summary of the planned administrative changes that include the agreements that educators book and arrange their own speakers for evening meetings, ST1 and ST2 trainees should register on the SGPET website individually, there will be a combined GP & Nurse bulletin, and that the admin team will re-organise the meeting calendar to work better across the year.
- Dropping the use of participant badges at meetings has saved a remarkable amount of time without any negative feedback.
- Non-medical clinicians need to be notified of multi-disciplinary events well in advance as it is often much harder for them than for primary care staff to get specific study leave dates.
- Jill has approached Devon Doctors about improving liaison concerning training and this has been well received.

## **8 Scope of Work – Range of Learners (standing item)**

It was agreed this item did not require discussion and can be removed from future agendas.

## **9 Scope of Education (standing item)**

It was agreed that the range of education provided was comprehensive and covered all the agreed headings. No changes were required at present.

This item will also be removed from future agendas.

## **10 SGPET Relationship with Training Hub**

SGPET and the Training Hub work very closely and in line with their formal contract. The Training Hub anticipates continuing to use SGPET as a regular provider. The Training Hub is well recognised by formal Somerset NHS structures but, unlike SGPET, it does not have much recognition amongst primary care team members.



At present Training Hub and SGPET events are badged separately because of different attendance eligibility requirements, but this causes some administrative problems. Martyn agreed to review this position with the admin team to see if any charging arrangements for meetings can be made clearer from the outset.

**Action: MH**

Some larger practices find the limits on nurse booking unfair as they obviously employ more staff and pay a bigger subscription than smaller surgeries. Although it is important to allow all practices access to events, it was agreed that the if a larger practice wanted to send more nurses to a particular meeting it should contact the meeting administrator for a priority reserve place. If this proves to be a significant problem it may add some weight to the need for a change in the subscription arrangements.

Attendees failing to arrive at meetings are notified to the relevant practice manager.

## **11 Relationship with Severn Deanery and Other Organisations**

The **Deanery** no longer formally visit education trusts for accreditation purposes though informal links remain.

There is no longer a regular meeting of regional Education Trust representatives, though liaison could possibly be arranged via the Regional LMCs Group. There are some links through the Training Programme Directors Group. Devon & Cornwall Training Hubs commission some education through Red Whale and would like to work with Somerset on locally provided events but experience suggests getting GPs to travel for educational events is challenging though it was agreed that the Trust would remain receptive to enquiries.

Relations with the CCG remain cordial but rather distant.

Effective work with TST and YDH continues, but engagement with the Somerset Partnership element of the Alliance is patchy. The Medical Director for Primary and Community Care, Andrea Trill, has been very helpful in this area.

The “Reverse Fresh Looks” event for hospital staff at the end of the November GP course was well received and would be worth repeating at the Yeovil Update course, as well as offering to attend departmental meetings such as the Medical Grand Round.

Poor communication remains the biggest problem, with the use of EMIS viewer in the trusts still disappointing.

Relationships with the evolving PCNs remains a work in progress, though three or four of the more developed networks are likely to start to share some protected learning time within the next few months. Martyn has offered some support with this. It is unlikely local PCN events will have any significant impact on SGPET in the short to medium term future.

## **12 SGPET Role in Improving Interprofessional Relationships, the GP Workforce and Professional Self-Care**

The meeting felt no changes to the current programme were necessary, though these topics remain an important part of the Trust’s remit.

“A New to Partnership” course is being commissioned by the Training Hub and provided by SGPET in the hope that this may help stabilise and strengthen independent contractor practices.



**13 Accounts**

The accounts for 2018-19 were approved. Jill said there might still be some minor items that needed to be attributed to that financial year but the current balance was healthy. It was confirmed that the Trust should aim to carry forward a modest operating surplus each year.

**14 Any Other Business**

**14.1 Anatomical Models**

Bridget needs volunteers for the next MSK course on whom the speaker can demonstrate the examination of the knee and shoulder. It was agreed that this was a reasonable expense but it should be subject to the usual consent, confidentiality and safeguarding conditions.

**15 Date of Next Meeting**

The 2021 AGM will be held in the LMC meeting room at 14.00 on 27th January 2021.

The next Executive Committee Meeting will be held at the LMC at 14.00 on 8th April 2020.