

Sothall and Beighton Patient Forum

Minutes of the meeting Wednesday 6th December 2023 at 6:30pm

Chair: Michael Lyall (Practice Manager)
Practice staff: Dr Welch (Joined meeting part way)
Minutes: Michael Lyall
Visitors: None
Members Present: CL, JW, JM, LH, JS, AT, PH, BS, DS.
Apologies: FR, AF, JF.

All present members agreed the Minutes from the Wednesday 18th October 2023 meeting.

- 1) **Assistant Practice Manager** the group asked in October if the Assistant Practice Manager could attend; unfortunately there was a clash with another appointment, Keeley will come to the next Forum in February.
- 2) **Primary Care Sheffield (PCS) Merger / takeover**– discussed at several previous meetings [Minutes « Sothall Medical Centre](#), the plan to merge with PCS is on track and we anticipate completion 31 December 2023 / 1st January 2024.
Who are PCS? Primary Care Sheffield is a social-purpose organisation set up by GPs in Sheffield to help support the delivery of world-class primary care in the City.
<https://primarycaresheffield.org.uk/>.
- 3) **How do PCS run their PPG meetings?** Michael explained that the meetings were a contractual requirement and part of any CQC inspection and as such would continue. PCS have proposed a light touch takeover and we don't envisage any huge changes to these meetings although Michael will probably not chair many more before handing over. PCS have offered to attend the next meeting and will no doubt be able to give a more detailed answer.
- 4) **Staffing:** Dr Bird and Dr Gane are returning from maternity leave in December and January respectively. We have also employed another GP, Dr Agobua who starts with us on Monday 11th December. Although we have had a Clinical Pharmacist for several Years, we have now employed a further Clinical Pharmacist. Kehan Qubady started with us on Monday 5th December. We are hoping that this level of staffing will significantly reduce our reliance on Locums and improve our continuity of care whilst also hopefully reducing the administrative burden on our partners.
- 5) **Staff Christmas Lunch** we have a Christmas lunch planned on Thursday 14th December. Telephones already divert to the GP collaborative from 12:00 – 13:30, we have extended this to 14:00 and the practice will be closed for this time, re-opening as usual for the afternoon from 14:00. We try very hard to let our patients know about this ([Sothall Medical Centre](#) (1) [Facebook](#)) and apologize for anyone who attends during this time. Our GPs could be out visiting patients at this time, and this will not impact on our capacity.
- 6) **Christmas closures** as usual we will be open all days except official Bank Holidays. Our

opening and closing times will not change (apart from item 5 above).

- 7) **Hero of Health** - Dr Linda Mizun attend the meeting in October to explain this new initiative, more information available here; [Hero of Health | health and wellbeing](#) . Our first walk was on Thursday 30th November 2023. We are planning to walk from our Practice car park every Thursday going forwards, including inclement weather if it is safe to do so. The walks are designed not to be taxing and are as much about talking as walking, they are not hikes and the group will go at the pace of the slowest person. Advice on health, wellbeing diet and many other health related issues is given throughout the walk. Everyone who has come along has been very positive and found the experience uplifting. Anyone can attend, ideally get in touch through the website link above or via the Hero of Health App [Available here](#). Several members from other practice groups have joined us and some have amazing health improvement stories which they are happy to share. Cooking groups will also follow (Held at Beighton Limes) with the aim of bringing further health benefits to our patients.
- 8) **Better communication between Pharmacy and Practice**; this was a suggestion posed by a forum member. There are a lot of complex issues relating to prescriptions and the issue does not seem to be improving. Many items are out of stock for a variety of different reasons, and whilst it may seem that we are not communicating this is not the case. Unfortunately, sourcing alternatives, which may also be unavailable, is not always simple and can lead to frustrating delays for patients, Dr Welch commented that this is also a problem for clinical staff who are regularly asked to suggest a suitable alternative which is time consuming additional workload.
- 9) **AOB what will happen to the Practice Manager** the forum kindly asked what my (Michael Lyall, Practice Manager) role would be in the new process and if I would be at the next meeting. I explained that long term, there is no role for a practice manager in its current context as many of the tasks I carry out at Sothall will be managed centrally. The plan is for me to remain at Sothall for a few Months until the handover is completed, the role of manager will then fall to Keeley our current Assistant Practice Manager. PCS are a very busy organisation, and the longer-term plan is for me to support ongoing projects over coming years which would mean me working elsewhere across the city.
- 10) **Lasting Power of Attorney (POA)** this was discussed at the last meeting. This can be set up via Gov.uk [Make, register or end a lasting power of attorney: Overview - GOV.UK \(www.gov.uk\)](#). The question was, should the patients inform the Practice. Dr Welch explained that there are several types of POA and it is a good idea to inform the Practice if this is set up, we can add this to the homepage of a Patients notes with their consent which may make the process, if enacted, less complicated. More information can be found here; [pat-guid-give-another-person-access-bw.pdf \(england.nhs.uk\)](#)

There being no further discussions, the meeting closed at 19:15

Next meeting – Provisionally Wednesday 7th February 2024, 6.30pm – 8:00pm
in the Practice waiting room.