

**GGPET Executive Committee Meeting (ECM)**  
**Tuesday 8<sup>th</sup> November 2011**  
**Leckhampton Surgery**  
**1230-1400**

**Present:**

Dr J Morison (JM)	Chairman
Dr Sadaf Haque (SH)	Secretary
Dr P Fielding (PF)	LMC
Dr S Nelson (SN)	Treasurer
Dr W Peek (WP)	Steering Committee Representative
Dr J Nevin (JN)	GGPET Administrator
Dr C Bhargava (CB)	Observing

**Apologies:**

Dr L Mearns (LM)	Medical Director /PCT Representative
Dr M Nicholas (MN)	Trainer Representative
Dr L Eley (LE)	Steering Committee Chair
Dr N Roach (NR)	ST3 Scholar
Kate Bartlett (KB)	Education Manager

1. Apologies:

- as above

2. Action points from minutes of last meeting 20<sup>th</sup> July 2011:

- Book- keeping: Jackie Martin, Finance Manager at Sixways has expressed an interest and is meeting with Kate Bartlett
- PCT Representation: LM as Medical Director of NHS Gloucestershire and Swindon is keen to be involved to preserve contact between GGPET and PCT and may second a representative to attend future ECMs

3. Matters arising

- Covered in the agenda

4. Report from Steering Committee (WP/JN)

- Committee is made up of Lizzie Eley (chair), Chin Whybrew, Andrew Pearce (Glos GP), Sarah Wittam (Glos GP), Anya (previous member, back from Australia), ST Education Scholar, GP Education Fellow
- Activities (JN): Vast variety of Nuffield evening talks, Staple events (Minor Ops, Emergency Medicine, Dermatology), Dementia training initiative. Good to see geographical spread as Winfield sponsoring Cardiology event on 19<sup>th</sup> Jan (Jim Moore), makes more attractive to eg Forest GPs. Yearly programmes are much more sorted now so it is easier for JN to arrange similar for the following year.
- (JM) has produced a report for the postgraduate centre- there have been 61 meetings with 1300 GP session attendances which is twice what GGPET originally set out to do so this is an enormous success, a credit to the steering committee.
- (WP) ENT: there has been mixed feedback on the 3-day ENT course, JN says it was kitemarked with objectives but next time LE will have a much more scrutinised look at the programme to ensure it is right for it's audience. Kate Evans is still keen on running this event but plan is to have 1 day event primarily for STs and 1 advanced ENT day in October specifically for GPs. This event has 3 sponsors/day and we need to not lose sponsorship rights.

- (WP) cardiology, Womens Update have good attendees
- (JN) Kitemarking process at Nuffield: session plan, speaker liases with LE, formal application for course approval and evaluation of the event.
- (PF) suggested The Steering Committee considered clinical commissioning group objectives are linked into educational planning eg Jim Moore's AF talk with a view on commissioning
- (JN) there are low Forest GP bookings (3 out of 18 Forest members) for dementia event, JN will send locality e-mail. (PF) concern over their isolation but they do have small group meetings, good to have events in Gloucester eg Winfield for improved access to educational events.
- (WP) the sustainability of the committee was discussed, QP recommendations are job descriptions and invoicing for the distribution of the £10K allowance. It was felt important to encourage new people onto the steering committee and a change of name was requested to accurately reflect their role. (JM) we will discuss restructuring at the AGM: it is proposed that the executive committee will become all become Trustees of GGPET and the Steering Committee will become the functioning committee. It was agreed not to have the Steering chair as a Trustee due to potential conflicts of interest.
- WP suggested it may be helpful to have 2 leads on the steering committee, JM/PF endorsed the payment overall to the SC and they can decide how they will pay themselves.
- (WP) as all major topics have been saturated, there was a concern if more courses are added there may not be good value for all GGPET members as topics may be too specific, so perhaps only national groups should put these on. (JN) commented that consultation skills and CBT course had small numbers but there was very good feedback and less £ was spent by reducing the number of actors. The timing of half term however was an issue for attendance.

#### 5. Website development (WP)

- We have gone with Ann Hicks who designs the Somerset educational website which looks great, we hope people view it as completely up to date, but there are as yet no dates for going live. We need to come up with a specific GGPET logo. Clicking to book onto an event will generate an email receipt to JN which will help with managing her workload. Ann will be overall responsible for the website and ? there will be a slot in the week to liase with JN. Before going live there will be a link to the Executive Committee to test it out.

#### 6. Report following QA Visit (JM)

- The highlights were that they were impressed with the appropriateness and enthusiasm of the high quality courses reflected by their feedback, innovative sessions eg Ultimate GP Journal Club and String of Pearls, engagement with trainees.
- Recommended developments were to ensure the Steering Committee was not taking on too much, having formal job descriptions, liason with RCGP, meeting the challenges of GP commissioning wrt education.
- (WP) Liz Alder from RCGP Severn will help with J Club. Remuneration was compared with Bath Educators who are paid lots more but they have more admin staff. The Steering Committee work is hugely enjoyable but considering an hourly rate there is lots of unpaid work involved. It was decided to review after formal job descriptions and considering expanding members of the steering committee.

#### 7. MoU (JM)

- This document is a formal agreement between the Deanery and GGPET as it purchases membership for its 90 trainees at £130/trainees. It has been sanctioned by the Executive committee and JM will sign on behalf and send back to Shara at the Deanery.
- At present we invoice in August, (PF) suggested JN invoice the Deanery as soon as Hilary Carter has the full list of expected STs. (after April)

#### 8. Report from the Deanery (JM)

- UBHT are a current fron t runner to be the secondary care host of Severn Deanery.
- The National Dementia Strategy is being financed by the Deanery but training is being arranged by GGPET.
- There is a proposed electronic resource allocator as the deanery would like programmes of all education trusts on one site to make it more convenient for trainees to access. JN will need to copy in Alison Needler at Deanery to enable this once it is live

#### 9. Membership report (JN)

- Current membership stands at 375 including ST1-3 (till March following year of qualification) and new members are joining all the time. (PF) there are 562 GPs on the Performers List and we hope membership continues to grow.
- (CB) Stroud has 52 members, her feeling is there are too many emails and courses, Stroud GPs have a monthly meeting at Cotswold Care Hospice which is also good for peer support, SN agreed with the volume of emails that come through and when the website is up and running, this will improve things. JN was conscious of not overburdening people with emails but it was important to advertise events as far ahead as possible.

#### 10. Treasurer's Report (SN)

- GGPET membership fee planned increase of £30 but this is still a bargain for high quality GP Education events
- The current balance of funds is healthy but as we are only half-way through the financial year this may be deceptive. We have £30K from the Postgraduate Centre and we are fortunate to have indirect sponsorship from the Nuffield and Winfield.
- It was decided to discuss fees at the next executive committee meeting in advance of the AGM to enable JN to give as much notice as possible.

#### 11. AGM Planning (ALL)

- Trevor Thompson, lecturer in Primary Care at Bristol is confirmed speaker for the AGM on 28<sup>th</sup> March 2012 at Gloucester Rugby Club, the venue has also been confirmed. He proposes to speak on 'Greening the Clinical Gaze: the why, the what and the how of sustainable primary care' but the final title of the talk will be decided on in January.

#### 12. Next Committee Meeting (ALL)

- Friday 20<sup>th</sup> January 2012 at 12.30pm St Paul's Medical Centre Postgraduate Room (Top Floor)

#### 13. A.O.B

- CB would like to join the Steering Group. Anyone from the Steering Group is always welcome to attend the Executive Committee Meetings.