Minutes of Rural Forum Steering Group Meeting

Minutes of the Rural Forum Steering Group Telephone Conference held on Wednesday 15 February 2017
Meeting Commences at 20:00

PRESENT:

Dr Robert Lambourn  Chair
Dr Chris Clark  English Representative on RFSG
Dr Hal Maxwell  Scottish Representative on RFSG
Dr Mel Plant  Welsh Representative on RFSG
Dr Michael Smyth  Northern Ireland Representative on RFSG
Dr Malcolm Ward  Scottish Representative on RFSG
Dr Chris Williams  Scottish Representative on RFSG
Mrs Lifa Zvimbande  Regional Engagement Manager, Northern Region

IN ATTENDANCE:

Paula Lythgoe  Rural Forum Administrator

<table>
<thead>
<tr>
<th>Item</th>
<th>Title</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>CHAIRMAN’S ANNOUNCEMENTS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rob introduced the group of attendees.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>APOLOGIES FOR ABSENCE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drs John Wynn-Jones, Dr Steve McCabe and Mrs Jane Randall-Smith</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>DECLARATIONS OF INTEREST</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Chair asked those present to be aware of their personal interests and to declare them if relevant to items discussed.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>INFORMATION GOVERNANCE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Chair reminded members present to be diligent regarding data security and information governance.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>MINUTES OF MEETING 15 NOVEMBER 2016</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The minutes of the previous meeting held on Tuesday 15 November 2016, were agreed to be a true and accurate record.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>MATTERS ARISING/ACTION LIST</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The action list from the previous minutes was discussed. Item 7 – Rural Forum Conference – Chris C to draft letter to Faculty Chairs asking if they would be willing to sponsor 5 delegates at the Conference. Item 7 - Rural Forum</td>
<td></td>
</tr>
</tbody>
</table>
Conference – Chris W will check if North of Scotland Faculty video equipment software is compatible for use at the conference. Item 7. Rob will write to speakers enquiring if they are happy to be recorded.

Item 9 – GP Forward View. Rob attended November’s Council Meeting and brought the issue up regarding Rural Proofing GP Forward View.

Item 11 – Structure of the Rural Forum. The Terms of Reference are still fairly accurate but can be adapted as and when required.

Item 18 - How we can help appropriate MRCGPs become FRCGPs. This is scheduled on next week’s Council Agenda to enquire how Rural GPs can become Fellows.

Item 22 – Any Other Business AiT Rep on Rural Forum. Paula approached the AiT members on the Rural Forum, but unfortunately there were no applicants. She has contacted the AiT committee at Central College to enquire if they would be willing to ask AiTs if they would like to represent the Rural Forum on the RFSG. They are willing to help recruit. This was discussed by the group and it was agreed that when the Rural Forum had previously advertised for an AiT member and were successful the previous member engaged with the Rural Forum, whereas when an AiT had been appointed by Central College there was no engagement whatsoever. Rob suggested writing to the AiT members on the Rural Forum in his Chair’s capacity to hopefully attract a new AiT to the group.

All other agenda items on action list have been actioned.

7. RURAL FORUM CONFERENCE & EDUCATIONAL EVENT

Paula reported that the Rural Forum Conference has 5 currently booked on. If we cancel at this late stage, we may incur cancellation fees from the Golden Jubilee Hotel. Paula will check cancellation policy. The programme has been circulated to the Rural Forum and will be included in Faculties next Campaignmaster. Chizom will add to the Faculties web page and will send out via Twitter. The programme has been circulated to the Scottish Practice Nurse Association and various GP Societies. All RFSG agreed to circulate to their email lists and those who use Twitter will Tweet.

AGM

8. The AGM is due to take place at the Rural Forum Conference. The main objective is to reaffirm the RFSG. In theory one third of the RFSG should step down which gives prospective members the opportunity to put themselves forward. It was agreed that a letter will be sent to RF members enquiring if anyone would like to join the RFSG.

A yearly financial report should also be presented at the AGM.

9. FUTURE OF RURAL FORUM – PURPOSE/STRUCTURE/FINANCE/STATUS ON UK COUNCIL

Rob is due to meet with Nigel Mathers, Rebecca Hughes and Simon Ashmore next week. Rob’s meeting with Rebecca will discuss the finances of the Rural Forum. Historically the RF budget has always been held at Central College. Ideally, if a figure could be agreed upon and the amount was transferred across to the Rural Forum bank account this would give the Rural Forum autonomy and be accountable for it’s finances. Rob’s meeting with Simon will be to discuss the RF and possible new business plan. Malcolm has a copy of the original business plan from the Rural Forum’s conception and will send to Rob prior to the meeting.

The letter of 30 September 2016 from Nigel Mathers was discussed. It stated that two rural GPs had seats on Council. It is unclear who these rural GPs are as it is no-one within the RFSG.
It was discussed that Rob should enquire if the RR could attend Council meetings as an observer. Sometimes a Faculty is not representative of their area, depending on the geographical area i.e. large counties with concentrated urban areas, but larger rural areas., the focus is often on the urban area.

In previous years the RF received consultation documents regularly. These appear to have fallen off recently. This may be due to the fact that there haven’t been many consultations or it could be that the RF are no longer on the distribution list. How can we ensure that the RF are included in College Consultations.

10. NETWORKING/EXTENDING INFLUENCE BOTH INSIDE AND OUTSIDE RCGP

The group discussed that the more networking Rob or in fact any of the group do which raises awareness of the Rural Forum to both outside the RCGP and inside the RCGP will raise the Rural Forum’s profile.

11. MAPPING OTHER RURAL ORGANISATIONS

Rob has been contacted by a number of other Rural focussed organisations who are trying to tackle the issue of recruitment amongst other things. This item will be discussed at future meetings as it also links in with item 10.

12. NHSE MIDLANDS/EAST EVENT

Rob has been contacted by Mark Sanderson from NHS England with a view to the Rural Forum being involved in an event on the Challenges of Healthcare in Rural Areas and how this fits with the Five Year GP Forward View. This is timetabled to be held on the 12 May in the Leicester Area. Mark is looking for any help with this event. Rob will attend the day.

13. ANY OTHER BUSINESS

The group discussed difficulties in their regions and how they are dealing with it. Mel Plant stated that in Wales the training of practice nurses needs to change as their role has changed beyond recognition. She also mentioned that pharmacists employed in practices need to be aware that working in general practice is completely different and more demanding than working as a pharmacist in hospital or elsewhere. In Northern Ireland, Michael reported that Pharmacists are employed in practices, but not by the practice and it works very well. Practice nurses in Northern Ireland have a curriculum which is being developed as their job role becomes more complex. Chris Williams stated that NHS Education for Scotland are developing a curriculum for GP pharmacists.

Chris Clark stated that Rob should appear in GP Frontline. Everyone was in agreement.

14. DATE OF NEXT TELEPHONE CONFERENCE

Paula to send Doodle Poll to group for telephone conference prior to RF Conference