**The Hollies Patient Forum (HPF)**

**Steering Group Meeting (held via Zoom)**

**1 March 2021**

**Summary notes from the meeting**

**Present**: Sarah Bowler (Chair), Dr Richard Harvey (GP), Fran Draper (Practice Manager), Tom Baker, Liz Friend, Diane Davies, Helen Blackburn, Andrew Spooner, Anita Sims, John Harding

**1. Apologies for absence -** Catherine Prior and Chris Armes

**2. Introductions, welcome to new members and membership news**

* Anita Sims and John Harding were welcomed as e-group members and potential new members to the Steering Group..
* Several members of the Steering Group had submitted pen portraits for all to read.
* Ernest Shoobridge and Pam Hooley have resigned from the Steering Group. They have joined the HPF e-group.

**3. Minutes of the previous meeting and matters arising**

These had been circulated and amended previously and were accepted as a true record. There were no matters arising.

**4. E-Group feedback**

Sarah has taken on the role of e-group co-ordination. There are now 60 members, which is an increase of 12 from last year. Sarah passed on thanks from e-group members to all the Hollies team for all their hard work and the success of the vaccine roll out.

**Action**

* Fran will pass on the e-group’s thanks to the team.
* Fran will contact the Hollies vaccination volunteers to promote recruitment to the HPF group.

**5. HPF web page update**

Diane and Liz reported the good news that the HPF web page has been updated. Harriet has completed a total makeover and it is now more user-friendly and attractive. There are a few tweaks still needed. Thanks were extended to Harriet for all she had done. Diane reported that the new posters were up in the surgery.

**Actions**

* Diane, Liz and Fran will pass on thanks to Harriet and approach her to make the final amendments to the web page
* Fran will ensure easy access to the HPF webpage from the home page
* Once the amendments have been made, Steering Group members can test out the accessibility and usability of the web page and feed back comments to Liz and Diane.

**6. Action Plan 2021-22**

Diane said that despite a difficult period the highly aspirational Action Plan 2019-2021 had achieved a number of its objectives which Liz outlined.

For 2021-22, a more achievable plan linked to the post-Covid reset which can usefully help the Practice seems more appropriate. Key to this could be a Patient Survey looking particularly at the changes instituted during the pandemic. Other ideas for the action plan could be linked-up work with the five other GP practices in the Porter Valley Primary Care Network and some work around mental health.

**Action**

* Diane to send an email to Steering Group members to gather views on priority actions for the action plan and identify willing volunteers to take the planning forward

**7. Practice Update**

**Staffing**

Dr Harvey informed members that the two new GP partners, Dr Bramwell and Dr Hogan, had now been in post for 3 months. The new Network Physician Associate, Dilraj Marwaha, is working in care homes, on the vaccination programme and telephone appointments with patients. All clinical staff are balancing day to day clinical work with the Network covid vaccination programme based at Dore Surgery.

Fran explained the admin team are playing a major part in the vaccination programme.

Dr Harvey said a clinician undertaking minor surgery now Dr O’ Connor had retired was currently under discussion.

**The vaccination programme**

Dr Harvey explained this is going well, but there are challenges. Cohort 6 patients are currently receiving their first vaccinations. All care home residents, most care staff and nearly all housebound patients in the Network had been offered their first vaccination. The second doses of vaccination are due to start soon and running the first and second dose programmes at the same time will be a new challenge. The pace of the programme is linked to the supply of vaccine and there is the challenge of only having a week’s notice of the actual amount of vaccine to be received. The Dore site is likely to continue to be the base for the Porter Valley Network programme. The Sheffield Arena vaccination hub is also doing a good job. Anecdotally, Sarah reported that Hollies patients have appreciated receiving texts or letters preparing them for their invitations to be vaccinated.

**New systems**

It is hoped that annual reviews for a variety of conditions or medications will be co-ordinated to happen around a patient’s birthday.

**Actions**

* Fran and Dr Harvey to pass on thanks from the HPF to all the Hollies team for their hard work and dedication during the pandemic and the vaccine roll out.

**8. Appointment of Chair, Vice-Chair and Secretary for 2021-22**

There was unanimous agreement on the following appointments:

* Chair – Diane Davies
* Vice-Chair - Liz Friend
* Secretary – Sarah Bowler

Thanks were extended to the previous Chair, (Sarah Bowler), Vice-Chair (Andrew Spooner) and Secretary (Patrick Harding) for their longstanding and greatly appreciated service.

**9. Any other business**

Sarah asked if members would be prepared to share their addresses with the Secretary in future to facilitate communications such as get well cards.

**Action**

* Diane will seek each member’s consent

**10. Dates and times of next meetings and suggested speakers**

Next meeting **Monday 7 June 2021, 6pm, via Zoom**

Suggested speaker, Elaine Atkin, the Primary Care Network Manager for Porter Valley

Following meetings - **Monday 6 September** and **Monday 6 December 2021, 6pm**

**Action**

* Sarah will invite all e-group members to attend Steering Group meetings
* Fran will invite Elaine Atkin to the June meeting

Diane Davies March 2021