

**Outline Business Case for Proposed Contractual Merger**  
**(a full detailed business case will be required to seek approval of the proposed merger)**

Please complete the following (Please add additional pages if you have insufficient room to complete fully):

**1. Details of the two contractual agreements you are proposing to merge**

Name and Address - Practice A			Name and Address - Practice B		
BROOKFIELD SURGERY VALLEY HEALTH CENTRE SAVILLE STREET DALTON ROTHERHAM S65 3HD			Magna Group Practice Valley Health Centre Saville Street Dalton Rotherham S65 3HD		
Practice Code			Practice Code		
C87023			C87006		
GMS/PMS			GMS/PMS		
PMS			PMS		
GPs			GPs		
Name	Role (Salaried, Partner)	WTE	Name	Role (Salaried, Partner)	WTE
Dr Prabhu Shanmugam	Partner	Full time -1	Dr T Ahmed	Partner	0.75
			Dr N Nazir	Partner	0.75
			Dr Akram	Partner	1.0
			Dr R Ahmed	Partner	0.75
			Dr A Jubb	Salaried	0.5
			Dr V Bishop	Salaried	0.9
			Dr A Fakhry	Salaried	0.9
			Dr L Jacob	Salaried	0.6

			Dr A Brown	Long-term locum	0.75
<b>Other clinical staff</b>			<b>Other clinical staff</b>		
Name	Role (Nurse Practitioner, HCA)	WTE	Name	Role (Nurse Practitioner, HCA)	WTE
Diane Woodward	Practice Nurse	0.54	Claire Billups	Nurse Prescriber	0.72
Lucie Johnson	HCA	0.40	Tracey Webb	Practice Nurse	1.0
			Tracy Stallebrass	Practice Nurse	1.0
			Beverley Aryton	HCA	0.77
			Sarah Shanley	HCA	0.61
			Gulshan Hayat	HCA apprentice	0.53
			Nurse job for ***advert	Practice nurse	0.64
<b>Administrative staff</b>			<b>Administrative staff</b>		
Name	Role	WTE	Name	Role	WTE
Angela Madden	Practice manager	0.84	Cheryl Ramsey	P. Manager	0.80
Margaret Barrett	Admin	0.54	Diane Lambert	Deputy Manager	0.93
Deborah Calleja	Admin	0.81	Isobel Clark	Admin	0.80
Janet Pepper	Admin	0.32	Annette Miree	Admin	0.80
Rita Sales	Receptionist	0.40	Julie Maycock	Admin	0.93
Marcia Griffin	Receptionist	0.87	Sonia Wall	Admin	0.92
			Alison Wilson	Admin	0.80
			Louise Ward	Admin	0.47
			Lynda Jaques	Receptionist	0.73
			Joanne Howard	Receptionist	0.76
			Sharon Borrington	Receptionist	0.68
			Sharon Cant	Receptionist	0.43
			Karen Bagnall	Receptionist	0.40
			Haleema Bashir	Receptionist	0.59
			Julie Mcshane	Receptionist	0.59

			Sharon Lidster Debra Chapman Karen Compai Christine Atkinson	Receptionist Receptionist Receptionist Receptionist	0.67 0.99 0.53 0.53
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## 2. Premises Arrangements

Practice A Current Premises: Please list all sites the practice currently operates from				
Site name & address	Owned or leased	If owned, name of owner(s)	If leased, name of landlord(s)	If leased, expiry date of lease
Valley health centre Saville street Dalton Rotherham	leased		Brook Valley Health Ltd	2040

Practice B Current Premises: Please list all sites the practice currently operates from				
Site name & address	Owned or leased	If owned, name of owner(s)	If leased, name of landlord(s)	If leased, expiry date of lease
1)Valley Health Centre Saville Street Dalton Rotherham	Leased		Brook Valley Health Ltd  SAME AS PRACTICE A	2040  SAME AS PRACTICE A

2)Highthorn Road Surgery Highthorn Road Kilnhurst Rotherham	Lease being sorted out	Dr T. Ahmed		In process of sorting out lease
3)Thrybergh Medical Centre 21 Park Lane Thrybergh Rotherham	Lease being sorted out	Dr T. Ahmed & Dr A Akram		In process of sorting out lease
4)Wath Health Centre 35 Church Street Wath upon Dearne Rotherham	Leased		NHS Property Services	Not sure when finishing

**Indicate whether you intend to operate from all current premises - YES**

a. If yes, which premises will be classified as the contractual main site and which will be classified as the contractual branch(es) (if applicable):

**YES - . The main practice site will be Valley Health Centre. BOTH Practices already practices from this site. Sites 2, 3 and 4 will continue to act as contractual branches**

b. If no, which of the current premises do you intend to practice from and detail the proposed timescales for withdrawing services from the other current premises:

**N/A**

c. Do the proposed premises have the capacity and infrastructure to accommodate the additional patients and services?

**The two merging practices already practice from the same site i.e. Valley Health Centre which was built with NHS support two years ago. Capacity and infrastructure issues are not anticipated for the near or long term future.**

d. Details of the distances between the practices and the transport links.

**0 miles- same site**

e. Details of car parking arrangements currently in place at all premises.

**Circa 44 car park spaces**

### **3. Practice Area**

a. Details of the current practice boundary (inner/outer if outer agreed) (please attach a map)

Practice A:

**See attached maps**

Practice B:

**See attached maps**

b. Please indicate the proposed practice boundary for the proposed merged practice

**Will be the same as Practice boundary map as for Practice B.**

#### 4. I.T. Information

Indicate which IT systems are currently in use at each practice

Practice A –	Practice B –	Proposed Merged Practice -
IT system: TTP/SystemOne	IT system: <b>TTP/SystemOne</b>	IT system: <b>TTP/systemOne</b>

## 5. Business Plan

Provide full details of the benefits you feel your registered patients will receive as a result of this proposed merger, including access and service delivery.

- **Currently Practice A(Brookfield surgery) is a single handed GP practice and the merger will improve access and have choice of seeing other GP's. It will also minimize professional isolation and thus improve clinical governess and improve joint working**
- **The merged practice will continue to work from the same existing premises i.e. Valley Health Centre.**
- **Improved access to G.P's over 4 sites – i.e. Dalton, Kilnhurst, Thrybergh & Wath**
- **Access to female G.P's**
- **The ability to continue to offer increased/extended patient access**
- **Sustainability in providing all existing services to patients and keeping pace with new developments**
- **Larger Practices are more attractive when trying to recruit staff especially practice nurses and doctors when the need arises**
- **Increase ability to cope with staff leave and sickness**
- **More staff resources meaning staff can focus more on individual tasks**
- **Avoid duplication of clinics that are currently run separately by both surgeries within the same building – this will free up clinical staff to provide more appointments and improve access.**
- **Patients will be reassured that their named GP will stay the same but they will also have increased choice. within the practice.**
- **The merger fits in with the current NHS strategy of having larger practices to sustain primary care and it will also help the NHS to improve management and support services to practices**
- **The application to merge is subject to our final agreement with NHS England re total PMS funding FROM 1/4/2018**
- **The merged practice will continue to care for the current Brookfield's patients that fall in the area of its existing extensive boundary that now falls outside the new practice's main Boundary. See secondary practice area boundary for Brookfield patients**

Please confirm the neighbourhood and locality to which the proposed merged practice will belong and describe the engagement and consultation undertaken with neighbouring practices, practices in the neighbourhood and practices in the locality.

Both practices are in Central 2. The merged practice will remain in the same locality .  
We have consulted with the other practices in the Locality at our last Locality meeting on 8<sup>th</sup> November 2017 and they are fully supportive of the merger our two practices.

### Services to be provided by the proposed merged practice

#### Directed Enhanced Services:

Extended hours

Dementia

Childhood vac & Imms

MMR over 16yrs

Shingles

Seasonal Flu

Child Flu's

Pneumonia

Rota Virus

Men ACWY

F&F

Men B

PPG



**Learning Disabilities**  
**Hib MenC**  
**Dementia comp 2**

**CCG Commissioned Services :**

**Acupuncture**  
**Anticoagulation**  
**Aural Care**  
**CEA**  
**Care Homes**  
**Case Management including Over 75s Health Checks**  
**Minor Surgery**  
**Joint injections**  
**Phlebotomy**  
**PSA Testing**  
**Ring Pessary**  
**Suture Removal**  
**DMARDS**  
**Transgender**

**Local Authority Commissioned Services :**

**Implanon**  
**Health checks**  
**Shared Care Drugs**

**Practice A: Current Opening Times (open = on-site & telephone access, between 8am and 6.30pm):**

	Morning		Afternoon	
	Open	Close	Open	Close
<b>Monday</b>	8am			6.30
<b>Tuesday</b>	8am			6.30
<b>Wednesday</b>	8am			6.30
<b>Thursday</b>	8am			6.30
<b>Friday</b>	8am			6.30

**Open onsite 8 am till 6.30p.m**

**Between 6pm and 6.30pm- telephone provided by OOH care provider.**

**Practice B: Current Opening Times (open = on-site & telephone access, between 8am and 6.30pm):**

**Currently from 0800 to 0830 and 1800-1830 the out of hours care provider is providing telephone access**

**The surgery opens as follows**

	Morning		Afternoon	
	Open	Close	Open	Close
<b>Monday</b>	8.30			6.30
<b>Tuesday</b>	8.30			6.30
<b>Wednesday</b>	8.30			6.30
<b>Thursday</b>	8.30			6.30
<b>Friday</b>	8.30			6.30

**Please provide details of the extended hours (days and times) currently provided under the Extended Hours DES:**

**Practice A:**

**Tuesday evenings 6.30-7.30p.m**

**Practice B:**

**Wednesday – 6.30pm – 8.30pm**

**Describe the service delivery model for the proposed merged practice.**

**The existing 2 reception desks will be combined so there will be one central reception desk. No other changes are required as the patient waiting area and consultation rooms will continue to function as they do currently.**

**Both practices use have the same telephone company for telephone services. It will be fairly easy to change a single contract. Brookfield surgery telephone system will close and patients will use the existing Valley Health Centre telephone lines. A divert will be put onto Brookfield surgery telephone lines – The duration of divert to be negotiated with the CCG. Valley Health Centre will have 4 usable lines with 1 fax line. The phone system has a numbered waiting mechanism. Both Practices use SystemOne. We therefore believe it should be relatively easy to integrate both into a single computer system.**

**Brookfield surgery staff are to join Magna Group Practice Staff on TUPE regulations.**

**The Practice Nurse, Healthcare assistant appointments, telephone consultation appointments, home visits and any other services including the number of recommended gp consultation slots will be maintained as they already are. Once the new structure beds down and becomes fairly stable we will then look at what efficiency gains we can make to improve access to patient services.**

**Practice B already has experience of three previous practice mergers. We are therefore expecting an overall smooth experience for all our staff and especially our patients with full support from our Rotherham CCG Officers and NHS England as previously provided in the other mergers. Ideally there should be a minimum amount of unnecessary bureaucratic hoops and loops to climb through which can only distract us from our frontline patient care duties over the busy winter period.**

**MERGED PRACTICE**

**Name of proposed merged practice...MAGNA GROUP PRACTICE.....**

**Proposed date of merger.....ASAP – LATEST 1.4.2018.....**

**Proposed contract type (GMS or PMS).....PMS.....**

**Proposed contract holder (individual or partnership & name(s)...Partnership –**

**Dr's T Ahmed, Dr N Nazir, Dr A Akram, Dr R Ahmed, Dr P Shanmugam.....**

**Proposed CQC registered manager.....Dr Tariq Ahmed.....**

**Proposed Merged Practice Opening Times:**

	Morning		Afternoon	
	Open	Close	Open	Close
<b>Monday</b>	8.00			6.30
<b>Tuesday</b>	8.00			6.30
<b>Wednesday</b>	8.00			6.30
<b>Thursday</b>	8.00			6.30
<b>Friday</b>	8.00			6.30

**Please provide details of any proposed changes to the future delivery of extended hours, the rationale behind any changes and details of any patient consultation that may have taken place regarding the changes:**

**After consulting all stakeholders who are able to participate in the extended hours programmed. We are proposing to incorporate Brookfield Surgery's extended hours into Magna Groups Wednesday evening programme as per the Directed enhanced service requirements of 30mins per 1000 patients. This will be a combination of doctor, Nurse and Health care assistant appointment slots. The extended hours will be extensively promoted via our Surgery website, in-surgery notices/leaflets and messages to patients via Mjog or NHS messaging service if IT system not merged in time.**

## 6. Engagement and consultation

**How do you propose to consult with your patients and other stakeholders about this proposal, communicate actual change to patients and ensure patient choice throughout the proposed merger:**

### PPG Group

Both practices have established Patient Participation Groups. Magna Group Practice discussed the possible Practice merger with their PPG at their meeting on 17.10.17, when the PPG were holding a coffee morning for the registered Carers of the Practice. Brookfield Surgery along with the management from Magna Group Practice discussed the possible merger at their PPG meeting on 23.11.2017. This gave the opportunity to both groups to ask questions or to raise any concerns.

### Surgery Advertisement

We have placed notices and banners in both Magna Group Practice and Brookfield surgery reception areas, to draw attention to the publications available about the merger.

### Posters/leaflets

We have created various posters and leaflets, including questionnaires, and distributed these in various ways such as making them available for patients to pick up in both practice's. Notes have been attached to Prescriptions, and notices have been displayed in the local Pharmacies. Local Pharmacies have been given a batch of notices to add put in the bags of medication being delivered to the elderly and housebound patients. Clinicians have also handed the notices out to patients during consultations.

### Text Messages via MJOG or NHS messages

A campaign advertising the merger was sent out to all the patients aged over 16yrs of age who had consented to receive messages from the surgeries. Magna Group Practice did this via MJOG – giving patient's the opportunity to reply if they have any concerns regarding the merger and management to follow this up with the patient.

Brookfield Surgery are not registered to use Mjog, and sent out message to over 16yrs of age via NHS text messaging.

### Surgery Website

Magna Group Practice publicized the Proposed merger on their Practice website, both have publicized the news on NHS choices.

## 8. To completed by CCG and NHS England:

1. Details of any remedial breach notices issued within the last three years

None

2. Current CQC rating (across each domain and overall)

**Magna**      **Overall – Good**  
**Safe – Good**  
**Effective – Good**  
**Caring – Good**  
**Responsive – Good**  
**Well-led – Good**

**Brookfield**      **Overall – Good**  
**Safe – Good**  
**Effective – Good**  
**Caring – Good**  
**Responsive – Good**  
**Well-led - Good**



**3. Registered list size for last three years**

<b>Magna</b>	<b>Sept 2017</b>	<b>11,180</b>
	<b>October 2016</b>	<b>10,892 (merged with Thrybergh)</b>
	<b>October 2015</b>	<b>8,951</b>
<b>Brookfield</b>	<b>Sept 2017</b>	<b>2,069</b>
	<b>October 2016</b>	<b>2,079</b>
	<b>October 2015</b>	<b>2,035</b>

**To be signed by all current partners / individuals to the contracts being proposed for merger**

**We, the undersigned, confirm that the information provided in this outline business case is completed and accurate. We understand the requirement for us to undertake our own due diligence checks on the proposed merger and to seek our own legal and financial advice. We also understand the importance of establishing our own formal partnership deed to support, where the proposed merged contract is to be held in partnership.**

Signed: .....

Print: .....

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Please continue on a separate sheet if necessary