

CALDERDALE LOCAL MEDICAL COMMITTEE

Minutes of the Meeting of the Calderdale Local Medical Committee held on Wednesday 8/1/2020

Present <u>LMC Members</u> Dr S Nagpaul (Chair) Dr R Loh Dr D Kumar Dr M Mensah Dr S Ganeshamoorthy Dr E Gayle Dr G Chandrasekaran Dr N Taylor Dr R Hussain	Spring Hall Rosegarth Plane Trees Keighley Road Raistrick Brig Royd Plane Trees Hebden Bridge Sessional	(SN) (RL) (DK) (MM) (SG) (SK) (GC) (NT) (RH)	<u>Practice Managers</u> Tracy Worrall <u>Liaison Officer</u> Marcus Beacham <u>Public Health</u> <u>Observers/Guests</u>	Spring Hall	(TW) (MB)
					<u>ACTION</u>
155/19	<u>WELCOME and APOLOGIES</u> Apologies were received from Dr A Jagota, Dr S Khan, Dr J Ring, Dr J Ishaq, Dr M Azeb, Carron Walker and Helen Barker.				
156/19	<u>DECLARATION OF INTERESTS</u> None declared				
157/19	<u>MINUTES OF THE LAST MEETING 11/12/19</u> Minutes agreed as an accurate record				
158/19	<u>ACTION LOG AND MATTERS ARISING</u> The following actions were agreed as closed:				

	<p>115/19 Social Service MAST Requests</p> <p>123/19 White top bottles</p> <p>136/19 Staff Vaccinations</p> <p>141/19 Meeting clashes LMC and Clinical Directors</p> <p>146/19 Practice Manager Development</p> <p>148/19 LARC Service Information sharing</p> <p>150/19 Visit to Accountants and pending information</p> <p>152/19 Support Functions to LMC</p> <p>153/19 Response to Local Care Direct proposal for working with Locums to be sent now letter agreed.</p>	MB
159/19	<p><u>CCG</u></p> <p>Closure of APMS Practices:</p> <p>An update was given regarding the ongoing processes and discussions between the LMC and the CCG on the pans for the five APMS Practices. The Exec were also able to update the meeting on their involvement in some specific support to the practice at Todmorden and the ongoing negotiation with the CCG regarding the payment per patient proposed by the CCG. Previously in similar circumstances the CCG had made payments of £10 in advance for practices who take on the allocations then £10 once they have registered, LMC have proposed this be increased to £30 total payment as an exceptional circumstance. Information will be sent to Practices once this is finalised. It is also agreed that these payments will be back dated to last July for patients who have already moved following the pre-engagement letter sent by the CCG to affected patients.</p>	
160/19	<p><u>Resource Escalation Action Plan (REAP)</u></p> <p>The CCG are looking to develop a task/finish group to look at an action plan for practices who may be under pressure, this to be led by the Urgent Care Lead at the CCG. This is to potentially implement similar processes to CHFT who have a process to warn practices they are under pressure and can we only refer if necessary. The CCG would like to look at a way of measuring the heat hitting general practice which may help to justify more money being pushed into general practice where necessary. In the past CHFT have received money from the urgent care board however general practice struggle to justify the funding coming to us this would help to give them this justification.</p> <p>SN asked for someone who would be willing to represent the LMC on the task/finish group. EG expressed an interest.</p> <p>ACTION: SN will email the CCG to let them know.</p>	SN

	<p><u>LMC DEVELOPMENT</u></p>	
161/19	<p><u>LMC Workstreams</u></p> <p>The current workplan for the Executive was circulated so that all Officers could be aware of the areas of work currently being completed by the LMC.</p> <p>SN and MB gave an overview of the current plan. This proved to be of benefit to the LMC and the current plan will continue to be circulated with the papers for each meeting for information purposes.</p>	
162/19	<p><u>Ltd Company Status</u></p> <p>MB gave an overview of the paper presented. Although at the previous meeting it had been agreed in principle for the LMC to register as a Ltd company by guarantee, it was agreed that further advice is required from the LMC law members and directors and more discussion over the costing of the accounts for a Ltd company. Discussion also took place on whether our current Management Liability insurance would still be required at the same level once the LMC is a Ltd company. Again, further clarification is needed on this point.</p> <p>Actions: Email contact to be made with LMC Law regarding the best option for Directors/Members in regard to LMC Officers and GPs across member practices, plus the advice regarding insurance requirements.</p>	MB
163/19	<p><u>LMC Officer Training Proposal</u></p> <p>MB gave an overview of the proposed programme presented in the paper. There was agreed support for the suggested programme from all Officers and appreciation expressed for the work completed so far.</p> <p>It was agreed that this should be a stand alone programme for the LMC in Calderdale at this stage. It was also recognized that some elements of the programme could be used as a potential recruitment opportunity for new members but also some sessions were specific to LMC officers only.</p> <p>The proposed costings were discussed and the meeting agreed that these should be revised to £800 per session total cost and an overall administrative set up cost of £800. This brought the overall total to £4,800.</p> <p>In addition to the programme discussion was led by SN on the development of a LMC members procedure manual. This would provide all Officers with the information required on being a member of Calderdale LMC, requirements and constitution, forms and templates for claims etc. The manual would be developed as an electronic folder. The cost of development should also be a funding request to the GPDF.</p> <p>ACTION: The programme to reflect the new cost agreement and to be submitted to the GPDF for pump priming funds, an additional bid to also be submitted of £1,200 for the development of the Procedure Manual</p>	MB

164/19	<p><u>Support Roles to the LMC</u></p> <p>A copy of the Liaison Officer Role Profile and a final draft Terms of Engagement were circulated for approval. There was general agreement on the documents attached although some discussion took place regarding the current status of Self Employed working on a contract basis. Potential IR35 implications were discussed and it was agreed that although this will not be an issue for the first two year period, this may require further advice for the best way forward beyond this timeframe. It was agreed that the terms presented could be signed with the amendment taking out any specific total for hours expected.</p> <p>ACTIONS: Terms of Engagement to be adjusted as discussed and signed by MB and SN. Further advice from Accountants to be sought regarding the potential IR35 implications.</p> <p>A paper giving role profiles for three important support functions was circulated, these included:</p> <ul style="list-style-type: none"> • LMC Minute Taker @ £45 per meeting • Practice Manager LMC representative @ £60 per meeting • Practice Manager representative on the CHFT Outpatient Transformation Board at a rate previously agreed. <p>The meeting agreed the profiles.</p> <p>ACTION: The role profiles to be distributed to all practices through the CPMG and the February Communiqué.</p>	MB
165/19	<p><u>Patient Script Direction</u></p> <p>An email from Ruth Buchan (CEO Yorkshire and Humber LPC) to say there has been an increase of prescription direction across West Yorkshire. The LPC would like to send a letter to practices reminding them that they must not direct patients as this is against patient choice and could be a potential conflict of interest for some practices. It was agreed that the LMC would support the communication and make practices aware.</p>	MB
166/19	<p><u>Correspondence</u></p> <p>None received</p>	
167/19	<p><u>AOB</u></p> <p>TW advised that practices were concerned at the suggestion of 25p per patient proposed in the revised Treatment Room LES for Ear Wax Removal was not enough money to cover it and could the LMC take this into account when discussions took place over the next treatment LES. This was noted.</p>	

	<p><u>DATE OF NEXT MEETING</u></p> <p>Date of Next Meeting Wednesday 12th February 2020 Learning & Development Centre, Calderdale Royal Hospital, 7.45 pm</p> <p>Conference Dates:</p> <p>LMC Secretaries 2020</p> <p>Thursday 5 March</p> <p>London – RL and MB attending, SK applying</p> <p>LMC UK 2020</p> <p>6th and 7th May</p> <p>York – SN and (SG – 1 day) attending</p>	
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