

Chairman: Dr Shaun Pike – [spike@worcslmc.co.uk](mailto:spike@worcslmc.co.uk)

Vice-Chairman: Dr David Herold

Secretary: Dr Simon Parkinson - [sparkinson@worcslmc.co.uk](mailto:sparkinson@worcslmc.co.uk)

Executive Officer: Lisa Siembab - [lsiembab@worcslmc.co.uk](mailto:lsiembab@worcslmc.co.uk)

## The Minutes of the Worcestershire Local Medical Committee Ltd held on Thursday 10<sup>th</sup> May 2018 at 7.30pm at The Charles Hastings Medical Centre, Worcester.

### OPEN MEETING

**PRESENT:** Dr P Bunyan, Dr M Davis, Dr G Farmer, Dr K Hollier, Dr F Martin, Dr G Moore, Dr S Morton, Dr J O'Driscoll, Dr E Penny, Dr S Pike, Dr D Pryke, Dr B Fisher, Dr J Rayner, Dr C Whyte, Dr L Stepien, Dr R Fanous, Dr R Dhuck, Dr E Shantsila, Dr J Seewoodhary, Dr J Rankin, Helen Garfield, Amy Louvaine, Lisa Siembab

- APOLOGIES:** Dr D Herold, Dr D Pryke, Dr I Haines, Dr M Venables, Lisa Luke, Dr Carl Ellson, Lynda Dando,
- FORMAL APPROVAL OF THE MINUTES OF THE MEETING HELD ON THE 8<sup>TH</sup> FEBRUARY 2018**
- MEMBERSHIP** – The Secretary updated on two resignations, Dr J O'Driscoll and Dr M Jordan who is moving to a partnership in Birmingham. The Chairman thanked them both for their contribution and especially Dr J O'Driscoll for his long service on the LMC. He will be greatly missed on the Committee. This leaves a vacancy for Worcester City. Dr F Martin volunteered to cover this vacancy and the Committee agreed.
- CCGs** – both Lynda Dando and Dr Carl Ellson sent their apologies. The Secretary updated on the Woodrow Practice that has had its contract cancelled recently by CQC. They now have regular GP Locums in post and a nurse practitioner so that slots are well covered. Stay Well Healthcare are due to sign a formal contract next week.

The Secretary has been worried about the domino effect on neighbouring practices and the CCG has put a lot of hard work into ensuring this does not happen and have offered £70 per patient for practices which includes amounts for summarising and extra nurse and GP appointments for these patients. There are issues around the quality of the medical records and all notes are sorted off site. The Secretary has suggested the CCG looks at ways in which the notes can easily be moved around.

The chairman felt our thanks should go to the CCG for all their efforts to stabilise Woodrow

Mari Gaye, Chief Operating Officer has sent an email to all practices implying that GPs should try not to refer to the Trust and the Secretary asked if we should write to the CCG to express our concern that things do not seem to be improving. All agreed.

**Action: The Secretary to formally write to the Trust**

7. **HEALTH AND CARE TRUST** – The Secretary updated that the Officers are due to meet the new Medical Director who starts in post soon.

8. **STP** – the Chairman updated that there is a joint statement that has been emailed to the Committee for comment. All to let the Chairman have their comments via email. There is also a report from the Health Select Committee a link has been shared for information.

**Action: All to read and email any comment to the LMC Office**

9. **WORCESTERSHIRE ACUTE HOSPITALS TRUST** – The Secretary updated on the issue of historical letters and that 395 more of these letters have been discovered. The Secretary has asked for an update on the investigation into this.

10. **REGULAR ITEMS**

a. **NHS England AT** – the Secretary updated that we are awaiting a further meeting date from them

b. **Public Health/County Council** – nothing to report

c. **Federations** – Memorandum of Understanding – the Secretary updated that Warwickshire LMC have asked us if we have one of these in place with our Federations as they are keen to establish one. The Secretary feels this would be a good idea. The Secretary to approach Claire Gould regarding this.

**NW Healthcare** – nothing to report

**SW Healthcare** – nothing to report

**Wyre Forest Health Partnership** – nothing to report

d. **Education** – nothing to report

e. **LWAB (Local Workforce Action Board, formerly LETC)** – The Worcestershire CEPN Lead, Louise Folkes has resigned and Nikki Marriott is due to take over responsibility for this piece of work. Dr D Herold also provided a LWAB Report as he sent his apologies.

f. **Dispensing** – nothing to report

g. **Out of Hours / NHS 111** – Dr E Penny circulated a report on a recent meeting. The Secretary updated that there has been a request for him to attend a meeting on NHS 111/GP Direct and the reason why he asked for the Committee's opinion on this. There was no appetite for this.

h. **Non-Principals Group** – nothing to report

- i. **Registrars** –nothing to report
- j. **P.M. Groups** – nothing to report
- l. **Workload** – nothing to report
- k. **Administration** – nothing to report
- m. **PAG** – The Secretary updated on the last PAG Meeting, this was virtual and he has asked for clarity on why this happened.

## 11. **MATTERS ARISING**

### **Minute 5/856: ERS**

The Secretary updated that he met with John Quinn recently who is leading on ERS for NHS England. Simon Gartland from the CCG also attended but there was no representative from the Trust. The Secretary ran through the list of our concerns and he shared our draft Memorandum of Understanding which they are updating. The meeting was very positive. The rejection of referrals and how this will be communicated to practices was discussed. Each practice will be asked for a dedicated email address for all issues/rejections. The Secretary has agreed to a soft launch at the beginning of June with a switch off date of the beginning of July. This will allow sufficient time for any issues to be identified and resolved.

The Secretary shared a letter with the Committee from the Trust that a patient brought to his attention recently regarding a rejected referral. He asked if anyone else had seen this letter before and if they could ask within their practices.

All practices will be provided with contact details for ERS issues and for patient issues.

### **Minute 5/864 GDPR**

The Secretary updated on the LMC GDPR Seminar on 8<sup>th</sup> May 2018 that was led by Shanee Baker from LMC Law. This was well attended and we have received positive feedback on this. The Secretary ran through a summary of his understanding. Practices need a couple of people in each practice who understand this and practices require a DPO. All practices require a privacy statement for both their patients and their employees and employees within the practice need to be trained. Practices also need to analyse their dataflows and a template is available on the ICO website.

LMC Law is offering to provide a half days training for 2 practice members of staff, provide a template privacy notice and provide regular updates for £180 per practice and the CCG are looking to fund some of this work. Some practices have already signed up to an external DPO although LMC Law did not advise on this. All were happy for the LMC to pursue this with LMC Law.

## 12. **COMMITTEES**

- a) **GPC** – nothing to report

b) **GPC News** – nothing to report

**13. NEW ITEMS**

No new items

**14. ITEMS B – Receive - Circulated**

**15. ITEMS C – For discussion**

**16. ANY OTHER BUSINESS**

There was no AOB.

**CLOSED MEETING**

The Chairman closed the meeting at 8.35pm.