

6 Uplands Terrace, Uplands, Swansea SA2 0GU

E: [morgannwglmcltd@btconnect.com](mailto:morgannwglmcltd@btconnect.com)

T: 01792 815954 F: 01792 814938

W: [www.morgannwglmc.org.uk](http://www.morgannwglmc.org.uk)



## MINUTES

### MORGANNWG LOCAL MEDICAL EXECUTIVE COMMITTEE

The Great House Hotel, Laleston, Bridgend CF32 0HP

Monday 18<sup>th</sup> December 2017

*Items in normal text – for consideration / items in italics for information / \* indicates additional papers*

#### GUESTS AT FUTURE MEETINGS:

- 9<sup>th</sup> January 2018: - FULL LMC: Jo Abbott-Davies, ABMU Assistant Director of Strategy and Partnership will present on the proposal to develop a major trauma network for South Wales.
- 13<sup>th</sup> March 2018: Dr Richard Lewis will be invited to attend.

#### GENERAL

1.	<b>Attendance:</b> Drs. I Harris (IH) (Chair), S Hlaing (SH), J Kletta (JK), A Rayani (AR), N Shah (NS), H Wilkes (HW) Mrs M Liddell (ML), Executive Officer
2.	<b>Apologies:</b> Dr L El-Sharkawi
3.	<b>Minutes of:</b> <ul style="list-style-type: none"><li>• LMC Executive Committee Meeting on Tuesday 10<sup>th</sup> October 2017 were ratified by the Committee and signed by the Chairman.</li></ul>
4.	<b>Matters Arising:</b>
4.1	<b>IPFR (4.1):</b> The TOR for the IPFR Appeal Panel had been amended to enable the attendance of the LMC Chair or a Deputy to attend meetings.
	<b>LMC KEY ISSUES</b>

<p><b>5.</b></p> <p><b>5.1</b></p>	<p><b>APPOINTMENT OF LMC VICE CHAIR:</b> HW had stepped down from the role of LMC Vice Chair at the end of November 2017 but would remain on the Executive Committee. IH thanked her and hoped that she would return to the role when circumstances allowed. LMC members would be advised of the vacancy and expressions of interest would be sought prior to the LMC meeting on 9<sup>th</sup> January 2018.</p> <p><b>CONSTITUENCY VACANCIES:</b> There was currently one vacancy in Bridgend, two in Swansea and seven in the Sessional GP Constituency.</p>	<p><b>ACTION ML</b></p>
<p><b>6.</b></p> <p><b>6.1</b></p> <p><b>6.2</b></p> <p><b>6.3</b></p>	<p><b>GP CLUSTERS</b> (standing item): LMC members had attended 9 cluster meetings since the end of September 2017 and the rota to the end of March 2018 was almost full. Cluster leads welcomed LMC attendance. The meeting report pro-forma was found to be helpful in summarising issues discussed and would be re-circulated to encourage use. Exec members who had attended cluster meetings provided a brief summary of the main topics of discussion at each.</p> <p><b>CLUSTER LEADS &amp; HoPC MEETINGS:</b> The LMC had been invited to attend Part 1 of future bi-monthly scheduled meetings. IH would attend the meeting on Wednesday 31<sup>st</sup> Jan 2018.</p> <p><b>ABMU PACESETTER – NPT HUB:</b> HW voiced concern about reports that four practices in NPT had agreed to partially fund costs of the Neath Hub from GMS monies. Clarification would be sought.</p> <p><b>PT4L/PLTS COVER:</b> Discussed at Cluster Leads and HoPC meeting. To enable PT4L/PLTS to continue Clusters would be required to fund, and provide the required telephone answering and GP cover. The LMC supported the use of Cluster funds for this purpose.</p>	<p><b>ACTION ML</b></p> <p><b>ACTION AR</b></p>
<p><b>7.</b></p> <p><b>7.1</b></p> <p><b>7.2</b></p>	<p><b>SUSTAINABILITY PROGRAMME / PRACTICE SUPPORT UNIT:</b> AR had attended one panel and two update meetings in November 2017.</p> <p><b>PC ACCESS &amp; SUSTAINABILITY FORUM: 14<sup>th</sup> December 2017:</b> Attended by NS. Maps identifying practices / areas at risk had been tabled but not circulated. NS would request that they be shared with the LMC. Newcastle and Ashfield Surgeries in Bridgend had merged on 1<sup>st</sup> Nov 2017 and Clydach MC and Sway Road in Swansea would merge on 1<sup>st</sup> Jan 2018. Meetings of the forum had changed from quarterly to bi-monthly.</p> <p><b>ABMU ACCESS STANDARDS:</b> ABMU had undertaken a desk top review of practice compliance in respect of the 2015 Access Standards. IH met with ABMU on 14<sup>th</sup> Dec 2017 and agreed to the circulation of a letter to approx. 50% of non-compliant (Level 1) practices. The HB recognised that the 2015 standards were not entirely relevant because of the introduction of 'Telephone First' and had agreed to map 'sustainability' to 'poor access'. Current clinical systems were unable to provide accurate workload data and although work was going on nationally to improve this, contact numbers were not currently available. IH had agreed to provide the HB with some 'rough data' from Exec Team practices (contacts / 1000 patients) prior to a second meeting with ABMU early in 2018.</p>	<p><b>ACTION NS</b></p> <p><b>ACTION IH/ML</b></p>

<b>8.</b>	<b>FINANCE: (standing item):</b> A summary of expenditure to 30 <sup>th</sup> November 2017 was tabled and reviewed. Expenditure remained within budget.	
<b>8.1</b>	<b>GPDF:</b> AR reported that Expenses were currently under review	
<b>9.</b>	<b>COMMUNICATION BETWEEN SECONDARY &amp; PRIMARY CARE:</b> IH reported continuing improvement and had received confirmation that the ABMU performance dashboard would continue when eTOC was replaced by Mted.	
<b>10.</b>	<b>LMC MEETING 12<sup>th</sup> September 2017:</b> The draft minutes had been circulated and were noted.	
<b>11.</b>	<b>LMC/ABMU LIAISON GROUP MEETING 19<sup>th</sup> September 2017:</b> The draft minutes had been circulated.	
<b>11.1</b>	<b>MATTERS ARISING.</b>	
<b>11.1.1</b>	<b>WARFARIN DES:</b> The claiming process was unclear for those practices which had submitted statements of readiness but were unable to participate in the DES because training, software and consumables had not been provided by ABMU. The LMC would assist practices in the process.	<b>ACTION IH</b>
<b>11.1.2</b>	<b>WOUND CARE LES:</b> ABMU had been asked to clarify escalation and prescribing issues arising from wound clinics. Appropriate clinical handover was essential and where this was not occurring should be reported to the HB.	<b>ALL TO NOTE</b>
<b>11.1.3</b>	<b>DOAC LES:</b> Still not agreed and signed off. Following the meeting IH submitted the minimum costings acceptable to the LMC. A response was awaited.	<b>ACTION ABMU</b>
<b>11.1.4</b>	<b>DIABETES NES:</b> Letters had been circulated to practices by ABMU. ML to confirm receipt by all. Claims could now be submitted monthly	<b>ACTION ML</b>
<b>OUT OF HOURS/ACUTE GP UNIT/OTHER SERVICE MATTERS:</b>		
<b>12.</b>	<b>ABMU OOH Rota Problems - (Standing item)</b> A response was awaited from the CD to IH' email about contractual arrangements for GPs working for the OOH service following the changes made to PAYE/NIC. ML to chase.	<b>ACTION ML</b>
<b>12.1</b>	<b>IHR (WELSH GP RECORD)</b> (Standing Item): Nil reported. This item would be removed from the agenda	
<b>12.2</b>	<b>111 PILOT:</b> Nil reported. This item would be removed from the agenda	
<b>13.</b>	<b>WEBSITE:</b> JK would meet with ML to discuss further developments.	<b>ACTION ML/JK</b>

<p><b>14.</b></p> <p><b>14.1</b></p> <p><b>14.2</b></p> <p><b>14.3</b></p> <p><b>14.4</b></p> <p><b>14.5</b></p> <p><b>14.6</b></p>	<p><b>ABMU ISSUES:</b></p> <p><b>CHILD HEALTH IMMUNISATION:</b> JK would contact Child Health to clarify for practices the implication of waiting lists for child vaccinations.</p> <p><b>LEASE AGREEMENTS:</b> The Exec Team were concerned that there appeared to be significant variations in lease agreements and building management contracts for practices in PFI premises and would arrange a round table discussion if requested by constituents.</p> <p><b>IMPROVEMENT GRANTS:</b> Clarification would be sought around the availability of improvement grants. Following the meeting ABMU confirmed that practices would not be asked to submit applications for IGs as this had already been done as part of the Practices' PDPs.</p> <p><b>APPOINTMENT OF CEO:</b> The appointment of Tracy Myhill as ABMU CEO had been confirmed. She would take up post in February 2018 following which an invitation would be extended to attend the LMC meeting in March 2018.</p> <p><b>MENTAL HEALTH SERVICES IN NPT:</b> HW reported continuing problems accessing MH services in NPT and confirmed she had written again to Richard Maggs, Consultant Psychiatrist. The outcome of a meeting between Dr Maggs and Dr Alastair Reeves was also awaited.</p> <p><b>DISTRICT NURSING SERVICE IN NPT:</b> HW had formally raised her concerns about the Community nursing service in NPT with ABMU. IH confirmed that meetings with the Community Nursing staff managers were being arranged on a quarterly basis.</p>	<p><b>ACTION JK</b></p> <p><b>ACTION LMC</b></p> <p><b>ACTION ML</b></p>
<p><b>15.</b></p> <p><b>15.1</b></p> <p><b>15.2</b></p>	<p><b>LMC ANNUAL CONFERENCES:</b></p> <p><b>WELSH LMC CONFERENCE: 20<sup>th</sup> January 2018: Doubletree Hotel, Chester:</b> IH/NS/HW/JD would attend as GPC Wales reps and AR as Medical Secretary. PW/SH/JK/TC/HH would attend as MLMC reps. The date of the next Welsh conference was confirmed as 10<sup>th</sup> November 2018.</p> <p><b>UK LMC CONFERENCE: 9<sup>th</sup> March 2018: BT Convention Centre, Liverpool.</b> The LMC had three places. AR would attend as a member of the GPDF. Confirmation of GPC Wales reps was awaited prior to confirming MLMC reps. Closing date for applications was 26<sup>th</sup> January 2018</p>	
<p><b>16.</b></p>	<p><b>LOCAL GOVERNMENT REFORM – Realignment of LHB Boundaries:</b> The consultation is now under way. GPC Wales were reviewing the implications of the proposed changes for the affected LMCs.</p>	
<p><b>NEXT LMC MEETINGS</b></p>		
<p><b>16.</b></p>	<ul style="list-style-type: none"> <li>• <b>Full LMC Meeting – Tuesday 9<sup>th</sup> January 2018 - The Mercure Hotel, Swansea</b></li> <li>• <b>LMC Executive Committee – Tuesday 13<sup>th</sup> February 2018. Venue to be confirmed</b></li> <li>• <b>AGM(s) – Tuesday 10<sup>th</sup> April 2018 – The Great House Hotel Bridgend.</b></li> </ul>	