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## MINUTES

### MORGANNWG LOCAL MEDICAL EXECUTIVE COMMITTEE

ABERAVON BEACH HOTEL, PORT TALBOT SA12 6QP

WEDNESDAY 15<sup>th</sup> February 2017

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

#### GUESTS AT FUTURE MEETINGS:

**14 March 2017 – FULL LMC:** Mr David Roberts, ABMU Service Director for Mental Health & Learning Disabilities Services and Ms Jo Abbott Davies, ABMU Assistant Director of Strategy would attend to update members on Primary Care access arrangements to Adult Mental Health Services and CAMHS.

**9<sup>th</sup> May 2017 – FULL LMC.** Speaker to be confirmed

#### GENERAL

1. **Attendance:** Drs. I Harris (IH), S Hlaing (SH), J Kletta (JK), AP Rayani (AR), N Shah (NS)(Chair), H Wilkes (HW)  
Mrs M Liddell (ML), Executive Officer  
  
Mrs D Edwards, Assistant Programme Director, 111 Service attended before the commencement of the meeting to update the Exec. Committee on the 111 Pilot (see 13.2)
2. **Apologies:** Dr L El-Sharkawi
3. **Minutes of:**
  - LMC Executive Committee Meeting on Tuesday 13 December 2016 were ratified by the Committee and signed by the Chairman.
4. **Matters Arising:**
  - 4.1 **IPFR (4.1):** A request would be made to ABMU that representation by the LMC on IPFR Appeals panels should not be restricted to the Chairman.

**ACTION AR**

4.2	<b>CAMHS (4.3):</b> A letter of response received did not address the LMC's concerns about accessing the service. Practices would be asked for details of their concerns in relation to both adult Mental Health Services and CAMHS for discussion with the speakers at the LMC meeting in March 2017.	<b>ACTION AR</b>
4.3	<b>BRANCH CLOSURES (6.4(ii)):</b> A panel would be held on 1 <sup>st</sup> March 2017 in respect of the proposed branch closure in NPT. AR would attend.	<b>ACTION AR</b>
4.4	<b>DERMATOLOGY REFERRALS – CAMERAS (19):</b> As agreed at the LMC/ABMU Liaison group meeting on 17 <sup>th</sup> January 2017 the pathway would be reviewed by the Unit Medical Director (PCCU).	<b>ACTION ABMU</b>
	<b>LMC KEY ISSUES</b>	
5.	<b>GP CLUSTERS</b> (standing item): ABMU had confirmed that one cluster lead would attend each LMC meeting and/or the Liaison group meeting and report back to the monthly meeting the cluster leads had with PCCU MD and CDs. The Exec. agreed that attendance at the LMC meeting would be of greater benefit and would advise ABMU.	<b>ACTION ML</b>
5.1	<b>GP LEADERSHIP FORUM:</b> The format and frequency of the forum was under discussion and the LMC would be advised of future arrangements.	<b>ACTION ABMU</b>
6.	<b>SUSTAINABILITY PROGRAMME / PRACTICE SUPPORT UNIT:</b> AR had attended a sustainability panel on 13 <sup>th</sup> February 2017 bringing the total number of panels held to nine. Input from the Practice support team had been agreed in Feb/March 2017. The LMC would facilitate a meeting to discuss partnership issues.	<b>ACTION AR</b>
6.1	<b>PRACTICE MERGERS:</b> Discussions around possible mergers in NPT had been held but would not be proceeding whilst other options were being considered.	
6.2	<b>PC ACCESS &amp; SUSTAINABILITY FORUM:</b> NS would attend the meeting on 16 <sup>th</sup> March 2017	<b>ACTION NS</b>
7.	<b>CONSTITUENCY VACANCIES:</b> No changes were reported.	
7.1	<b>LMC ELECTION 2017-2020:</b> The closing date for nominations was 20 <sup>th</sup> February 2017 and numbers received to date remained low ( <i>confirmed as 15 following the meeting</i> ). The Exec. agreed that the introduction of a payment system would have to be considered and would be discussed at the AGM in April 2017.	
7.2	<b>LMC OFFICE:</b> The Exec. unanimously approved the proposal to offer a permanent contract to EH who had been in post as Secretarial Assistant on a temporary basis since November 2015.	<b>ACTION ML</b>
8.	<b>FINANCE (standing item):</b> A summary of expenditure to 31 <sup>st</sup> January 2017 was tabled and discussed. Expenditure was within budget and no issues were raised.	

<p>9.</p> <p>9.1</p> <p>9.2</p>	<p><b>COMMUNICATION BETWEEN SECONDARY &amp; PRIMARY CARE:</b> Practices had been asked to submit all examples of poor discharge information during a two week period in January 2017 and 24 had been received.</p> <p><b>WCCG – CLINICAL LETTERS:</b> ABMU had informed practices that they would no longer receive paper copies of clinical letters if they had already been sent electronically. Training issues for hospital clinicians / secretaries had been identified and were being addressed.</p> <p><b>REFERRALS TO GENERAL SURGERY:</b> A proposal had been made by General Surgery (POW) that wef 1<sup>st</sup> March 2017 all referrals should be made via WCCG and paper referrals would be declined. IH and HW had responded and advised that paper referrals <b>must</b> be accepted until a date for switching off had been agreed by every therapy / speciality. A survey of practices would be undertaken and a mythbusters sheet prepared to encourage practices to use WCCG.</p>	<p><b>ACTION IH /Exec</b></p>
<p>10.</p>	<p><b>WEBSITE:</b> Further developments / additions would be discussed at a separate meeting.</p>	<p><b>ACTION IH / ML</b></p>
<p><b>SESSIONAL GPs:</b></p>		
<p>11.</p>	<p><b>Swansea Sessional GP Group</b> – Nil reported. Date of Next Meeting 7<sup>th</sup> March 2017</p>	
<p><b>GP REGISTRARS:</b></p>		
<p>12.</p>	<p><b>VTS:</b> nil reported</p>	
<p><b>OUT OF HOURS/ACUTE GP UNIT/OTHER SERVICE MATTERS:</b></p>		
<p>13.</p> <p>13.1</p> <p>13.2</p>	<p><b>ABMU OOH Rota Problems</b> – (Standing item) Overnight closures of the PCC in NPT had been reported. Further details would be obtained from the Clinical Director.</p> <p><b>IHR (Welsh GP Record):</b> Nil reported. This item would remain on the agenda until the roll out programme to secondary care and community pharmacists was complete.</p> <p><b>111 PILOT:</b> Dorothy Edwards attended and confirmed that the 111 service was working well in ABMU. Properly validated data was not yet available but referrals to ED had not increased and no clinical incidents or significant events had been reported. The recruitment of call handlers was on-going with students studying health related courses being targeted. Pharmacists based in the hub were closing around two thirds of cases without further intervention. Improved services were being piloted for deaf patients.</p> <p>The service would be rolled out to Carmarthenshire in the next few weeks followed by the remainder of Hywel Dda, Aneurin Bevan and Cwm Taf Health Boards in stages later in the year.</p> <p>The Exec. congratulated DE on the introduction of the service noting that there had been no negative impact on practices. NS thanked DE for attending to update the Exec committee.</p>	<p><b>ACTION AR</b></p>

<b>LMC / ABMU / CONTRACTOR SERVICES LIAISON GROUP / ENHANCED SERVICES GROUP</b>		
<b>14.</b>	<b>LMC / ABMU ENHANCED SERVICES STEERING GROUP MEETING 20<sup>th</sup> December 2016:</b> IH's summary notes had been circulated. The Specs. for the Substance Misuse LES and Syrian relocation programme had been agreed and signed off by the LMC. Confirmation of sign off by ABMU would be obtained. The group had agreed to start looking at a NOAC LES and to review the Shared Care LES.	<b>ACTION ML</b>
<b>14.1</b>	<b>WOUND CARE LES:</b> Community based wound care clinics had been established to deliver services for non-GMS wounds for those practices that were withdrawing from the existing LES. Details of practices withdrawing would be obtained from ABMU.	<b>ACTION ML</b>
<b>14.2</b>	<b>LMC MEETING 10 January 2017:</b> The draft minutes had been circulated <b>and would be amended to reflect NS's</b> attendance at the LMC UK Conference on 18-19 <sup>th</sup> May 2017 as representative of the <b>GPC UK Sessional Sub Committee.</b>	<b>ACTION ML</b>
<b>14.3</b>	<b>LMC/ABMU LIAISON GROUP MEETING 17<sup>th</sup> January 2017:</b> Draft minutes had been circulated. Terms of Reference had not been developed and would be discussed at the next meeting.	
<b>ABERTAWNE BRO MORGANNWG UNIVERSITY HEALTH BOARD MEETINGS</b>		
<b>15.</b>	<b>GENERAL</b>	
	i. <b>Accessible Healthcare:</b> <ul style="list-style-type: none"> <li>Tuesday 7<sup>th</sup> March 2017 – AR would attend</li> </ul>	
	ii. <b>EPAC:</b> Guidance was awaited from ABMU on how local guidelines and pathways and new procedures would be discussed and approved.	
	iii. <b>End of Life Board</b> <ul style="list-style-type: none"> <li>Thursday 2 March 2017 - <b>?LMC representation required</b></li> </ul>	
	iv. <b>Mental Health Drugs and Therapeutic Meeting</b> <ul style="list-style-type: none"> <li>Tuesday 6 December 2016 - attended by AR</li> <li>Tuesday 21 March 2017 – AR would attend</li> </ul>	
	v. <b>Strategic Immunisation group:</b> <ul style="list-style-type: none"> <li>Friday 10 February 2017 – attended by JK</li> </ul>	
	vi <b>GP Leadership Forum:</b> Awaiting confirmation from ABMU of future meeting arrangements	

	vii.	<b>Primary Care Access and Sustainability Forum:</b> <ul style="list-style-type: none"> <li>Thursday 16 March 2017 – NS would attend</li> </ul>	
	viii.	<b>Health Professionals Forum:</b>	
	ix.	<b>Primary Care Prescribing Advisory Group:</b> <ul style="list-style-type: none"> <li>Thursday 2 February 2017 – LMC rep unavailable</li> <li>Thursday 6 April 2017 – AR would attend</li> </ul>	
<b>PRESCRIBING ISSUES:</b>			
16.	<b>ANTI-DEMENTIA DRUGS:</b> Following discussion with other Welsh LMCs the Exec. agreed that constituents should be advised not to take on prescribing and monitoring of anti-dementia drugs. This would also be confirmed via PCPAG.		<b>ACTION AR</b>
17.	<b>ANTIBIOTIC PRESCRIBING:</b> The letters relating to prudent antibiotic prescribing in ABMU which had been circulated to GPs were noted.		
<b>WELSH AMBULANCE SERVICE NHS TRUST</b>			
18.	GPC Wales were continuing discussions with WAST about response times of emergency ambulances including those called to GP surgeries.		
<b>HEALTH &amp; SOCIAL CARE / SOCIAL SERVICES</b>			
19.	<b>Child Protection Forum</b> <ul style="list-style-type: none"> <li><b>Confirmation of the re-establishment of the forum was awaited</b></li> </ul>		
<b>PUBLIC HEALTH WALES AND IMMUNISATION ISSUES:</b>			
20.	No new items raised		
<b>GPC WALES / GPC UK</b>			
21.	<b>WELSH LMC CONFERENCE: 4 March 2017: Celtic Manor Hotel:</b> NS/IH/AR/JD would attend as representatives of GPC Wales. CD/EO/HW/JK/PW/SH would attend from MLMC and ML		

<p>21.1</p> <p>21.2</p> <p>21.3</p> <p>21.4</p>	<p>would attend as an observer. Draft motions had been submitted for consideration by the agenda committee.</p> <p><b>LMC UK CONFERENCE: 18-19 May 2017: International Conference Centre, Edinburgh:</b> NS would attend as GPC UK Sessional sub-committee rep; IH would attend as GPC Wales rep. HW/JK/SH would attend as MLMC reps and AR as an observer. <b>The deadline for motions was noon on 13 March 2017.</b></p> <p><b>GPC Wales NEGS/EXECs Meeting 26<sup>th</sup> January 2017:</b> Attended by IH/AR/ML. IH summarised the meeting content. The value of this group meeting would be reviewed.</p> <p><b>GPC WALES MEETING 2<sup>nd</sup> February 2017:</b> Attended by NS/IH. A summary of issues discussed was provided.</p> <p><b>MATERNITY LEAVE – LOCUM PAYMENTS:</b> GPC Wales was awaiting confirmation that eight sessions had been agreed by the Welsh HBs as full time for GPs and that locum payments would be calculated on this basis.</p>	<p><b>ACTION ALL</b></p>
<b>BRITISH MEDICAL ASSOCIATION:</b>		
22	No new items reported	
<b>WELSH GOVERNMENT(WG) / DEPARTMENT OF HEALTH (DH)</b>		
23.	<p><b>FIREARMS LICENSING PROCESS:</b> Updated BMA guidance was currently with the legal team for approval. MLMC had arranged a meeting with SWP on 17<sup>th</sup> Feb 2017 to discuss this and other contract compliance issues. IH/AR would attend.</p>	<p><b>ACTION IH/AR</b></p>
<b>ANY OTHER BUSINESS</b>		
24.	<p><b>MANAGEMENT /SERVICE CHARGES:</b> The Exec. was concerned about significant variations in the level of management / service charges incurred by practices. A survey would be undertaken to establish the position in ABMU.</p>	<p><b>ACTION IH</b></p>
<b>NEXT LMC MEETINGS</b>		
25.	<ul style="list-style-type: none"> <li>• <b>Full LMC Meeting – Tuesday 14 March 2017 at The Towers Hotel, Jersey Marine. FUNCTION SUITE)</b></li> <li>• <b>LMC AGM(s) – Tuesday 11 April 2017 at Morgans Hotel Swansea</b></li> </ul>	