

<b>MINUTES</b>	
<b>MORGANNWG LOCAL MEDICAL EXECUTIVE COMMITTEE</b>	
<b>Mercure Hotel, Phoenix Way, Swansea SA7 9EG</b>	
<b>TUESDAY 12<sup>th</sup> March 2019</b> (arranged as a time-out session to replace the Executive Committee meeting originally scheduled for 12 <sup>th</sup> February 2019)	
<i>Items in normal text - for consideration / items in italics - for information / * indicates additional papers</i>	
<b>GUESTS AT FUTURE LMC MEETINGS:</b>	
<ul style="list-style-type: none"> <li>• Tuesday 14<sup>th</sup> May 2019: SOAP BOX SESSION</li> <li>• Tuesday 9<sup>th</sup> July 2019: tbc</li> </ul>	
<b>GENERAL</b>	
<b>1.</b>	<b>ATTENDANCE:</b> Drs I Harris (Chair) (IH), S Hlaing (SH), A Rayani (AR), N Shah (NS) Mrs M Liddell (Executive officer) (ML), E Harris (Secretarial assistant) (EH)
<b>2.</b>	<b>APOLOGIES:</b> Dr E Rees. Emma had resigned from the LMC wef 8 <sup>th</sup> March 2019 due to her forthcoming relocation to Australia in April 2019. The Executive Committee members had expressed their appreciation of Emma's contribution to the LMC and also her involvement as an Executive Committee member.
<b>3.</b>	<b>MINUTES:</b> <ul style="list-style-type: none"> <li>• <b>LMC Executive Committee meeting - Tuesday 11<sup>th</sup> December 2018:</b> the Minutes were approved and signed by the Chair.</li> </ul>
<b>4.</b>	<b>MATTERS ARISING:</b>
<b>4.1</b>	<b>CPW DRUG SHORTAGE BRIEFING PAPER (4.1):</b> NS agreed to review the document with a view to implementing within ABMU.
<b>4.2</b>	<b>Radiology Issues:</b> IH has arranged a meeting with Sian Phillips to discuss POW issues
<b>5.</b>	<b>LMC ISSUES</b>
<b>5.1</b>	<b>LMC STRUCTURE:</b> The Exec discussed the relevance of current LMC provision and whether, with the imminent transfer of Bridgend contracts to Cwm Taf Health Board it would continue to meet the needs of all constituents. April 20-March 21 would be a period of transition which would provide the

**ACTION NS**

	<p>opportunity to determine whether the LMC could continue in its current form or whether further change would be required to ensure that its statutory obligations in respect of consultation were met and it continued to be representative at both local and national level. A pastoral role also needed to continue. It was agreed that two pieces of work would be undertaken.</p> <ol style="list-style-type: none"> <li>1. Elected members would be asked for their views about the timing of LMC meetings and whether an 'in hours' meeting would be more favourable than the current evening meeting,</li> <li>2. A survey of all constituent to assess their views of what they want from the LMC and whether their needs were being met and would continue to be met after 1<sup>st</sup> April 2019.</li> </ol>	<b>ACTION ML</b>
<b>5.2</b>	<p><b>MLMC Constitution/MLMC Ltd Articles of Association:</b> The process to amend the Constitution (LMC) and Articles of Association (MLMC Ltd) would commence prior to AGM(s) to reflect the Health Board boundary changes.</p>	
<b>5.3</b>	<p><b>Executive Committee Vacancies:</b> IH's term of office as chair would end on 31<sup>st</sup> March 2020. Succession arrangements were discussed and it was agreed that vacancies for Exec members would be highlighted at the LMC meeting and expressions of interest sought.</p>	<b>ACTION IH</b>
<b>5.4</b>	<p><b>MLMC Ltd BOARD:</b> Appointments to the MLMC Ltd Board would be finalised at the AGM on 9<sup>th</sup> April 2019.</p>	<b>ACTION ML</b>
<b>5.5</b>	<p><b>LMC Representation at Bro Taf LMC and Cwm Taf Health Board Meetings.</b> IH would continue to attend Bro Taf LMC meetings and Liaison meetings with Cwm Taf HB. He would provide feedback from these to Morgannwg LMC full and liaison meetings. Representatives from Cwm Taf HB would be invited to Morgannwg LMC meetings</p>	
<b>5.6</b>	<p><b>FINANCE: (standing item);</b> A summary of expenditure to 28<sup>th</sup> February 2019 was tabled and discussed. ML would provide a projection of the budget for 2019-20 and it was anticipated that the levy would stay the same or not increase by more than 2p.</p> <p>Advice about liability for Corporate tax would be obtained from the Accountant.</p> <p>The sessional rate paid had not increased during the last two years and a proposal to increase the rate to £300 would be raised at the AGM.</p> <p>Funding arrangements for GPC Wales elected members was discussed and the continuing problems noted. Morgannwg LMC would continue to pay the voluntary levy to GPDF but agreement around the payment structure had to be agreed to ensure continued representation.</p>	<b>ACTION ML</b>  <b>ACTION ML</b>  <b>ACTION ML</b>
<b>5.7</b>	<p><b>RETENTION Periods for MLMC Documents:</b> Retention periods for LMC Minutes and other documents were discussed and agreed. These would be included in the MLMC privacy policy.</p>	
<b>6.</b>	<b>GMS &amp; PRIMARY CARE ISSUES</b>	
<b>6.1</b>	<p><b>LMC/ABMU Liaison Group Meeting 15<sup>th</sup> Jan 2019:</b> The minutes (draft) and action log had been circulated. The action log had proved helpful in focusing attention on issues requiring to be addressed.</p>	

	IH had met with the medicines management team and would now meet them on a regular basis. A section would be added to the Liaison agenda for Medicines Management and a member of the team would attend on an as required basis.	
<b>6.2</b>	<b>GP Clusters</b> Although LMC attendance at cluster meetings throughout the year had been lower than anticipated Exec members believed it to be of value and agreed that attendance should continue to be encouraged during 2019-20.	
<b>7.</b>	<b>PRIMARY / SECONDARY CARE INTERFACE ISSUES</b>	
<b>7.1</b>	<b>OPEL Escalation Tool:</b> Very little feedback had been received from practices. IH commented that Practices could end up with a more onerous method if not adopted. He had spoken to practice managers in Bridgend to encourage its use and it would be discussed again at the full LMC meeting.	
<b>7.2</b>	<b>ABMU Clinical Services Plan 2019-24</b> The approved version of the CSP had been circulated to all practices and feedback requested.	
<b>7.3</b>	<b>WCCG issues in POW:</b> IH confirmed that recent problems were being dealt with	
<b>7.4</b>	<b>Pathology Issues – meeting with Consultant:</b> IH had arranged to meet Dr Gunnenberg to discuss <ul style="list-style-type: none"> <li>• The retiral of the Vitamin D form</li> <li>• The process for managing results sent to wrong practices</li> <li>• The increasing number of samples not tested because of leakage</li> </ul>	<b>ACTION IH</b>
<b>7.5</b>	<b>Radiology Issues – meeting with Consultant</b> IH had arranged to meet Dr S Phillips to discuss <ul style="list-style-type: none"> <li>• Chest x-ray to CT scan pathway – downgrading of referrals</li> </ul>	<b>ACTION IH</b>
<b>7.6</b>	<b>Continence Steering Committee:</b> SH had attended a meeting on 6 <sup>th</sup> March 2019. Confusion about referral arrangements had been identified. These should be made via WCCG and the LMC believed that the forms currently included in the pathway should be retired. SH had been asked to lead a task and finish group to streamline the process. It was noted that secondary care colleagues do not have access to WCCG and would require another route.	<b>ACTION SH</b>
<b>8.</b>	<b>CONTRACTUAL ISSUES:</b>	
<b>8.1</b>	<b>WHC 2018 048 Immunisations Catch up NES:</b> It was not clear if the NES had been implemented in ABMU and this would be raised at Liaison. ML would check if it had been commissioned in other areas.	<b>ACTION ML</b>
<b>8.2</b>	<b>Uplift of ES payments:</b> The LMC intended to negotiate an uplift to the payments for the basket of Enhanced services.	<b>ACTION IH</b>
<b>8.3</b>	<b>Shingles catch up LES:</b> A request would be made to retire the Shingles catch up LES	<b>ACTION IH</b>
<b>9.</b>	<b>OTHER</b>	
<b>9.1</b>	<b>WAST:</b>	<b>ACTION IH</b>

9.2	<p>IH would meet with Alastair Rooves and Chris White on 4<sup>th</sup> April 2019 to discuss delays in the handover of patients at EDs</p> <p><b>NWIS – DPO ROLE:</b> Four ABMU practices had still to respond to the NWIS offer to provide the DPO service. One practice had declined to accept but had requested further information. All others had accepted.</p>	
19.	<p><b>NEXT LMC MEETINGS:</b></p> <ul style="list-style-type: none"><li>• <b>AGM(s): Tuesday 9<sup>th</sup> April 2019 – Morgans Hotel Swansea</b></li><li>• <b>LMC full Meeting: Tuesday 14<sup>th</sup> May 2019 – Mercure Hotel Swansea</b></li></ul>	