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| Cheshire Local Medical Committee Limited Minute No. 145 |

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| March 10, 2021 |
| 1:30pm – 4:00pm |
| Via Zoom  |

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| Chair | Dr Stephen Kaye |
| Attendees: Dr Branwen Martin, Dr David Ward, Dr Richard Henney, Dr Simon Powell, Dr Daniel Harle, Dr Fiona Kilby, Dr Giles Kent Dr Tiina Ashton, Dr Jonathan Griffiths, Dr Peter Speake, Dr Ivan Camphor, Dr Dan Jones, Dr Claire Baker, Dr Sian Hartry Dr Susannah Ball, Dr Sean Morris, Dr Peter Leftwick, Dr Laura Neale, Dr Tom Rigby, Dr Lesley Appleton Dr Yvette Brindle, William Greenwood, Mrs Julie Hughes |
| Apologies: | Dr Nichola Bishop |
| Observers: | Dr Shukti Bharadwaj |

## Draft Minutes

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| AGENDA ITEM  | **WELCOME / INTRODUCTION / APOLOGIES/MINUTES** | Presenter: |  **CHAIR** |

**1.1 WELCOME / INTRODUCTION**

**Discussion:** The Chair welcomed members to the remote business meeting and outlined the arrangements for engagement via Zoom.

The Chair welcomed Observer Dr Shukti Bharadwaj Partner at Millcroft Medical Centre in Crewe to the meeting.

**2.1 DECLARTAIONS OF INTEREST**

A declaration was made from Dr Jonathan Griffiths regarding his work for the Cheshire Health and Care Partnership.

The Chief Executive reported the LMC would be conducting a full refresh of the Register of Interests in 2021 and be writing out to all members in due course.

**3.1 APOLOGIES FOR ABSENCE**

Dr Nichola Bishop.

**4.1 TO RECEIVE AND CONFIRM THE MINUTES OF THE MEETING 20 JANUARY 2021 (144)**

**Discussion:** To receive and approve the minutes of the last meeting held on Wednesday, 20 January 2021.

#### Conclusion: Members formally received the minutes of the meeting as a correct record.

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| **Action Items** | **Person responsible** | **Deadline** |
| Chair to sign the minutes and forward signed copy to Head of Business Operations for filing. | Chair / Head of Business Operations | 17.3.21 |

**5. MATTERS ARISING FROM THE PREVIOUS MINUTES**

**5.1 Cheshire LMC Elections (min 5.4 refers)**

The Chief Executive gave an update on the LMC Elections and advised the full Membership of the election outcome. He confirmed the elected and new co-opted appointments as follows;

Dr Daniel Harle

Dr Giles Kent

Dr Sian Hartry

Dr Tom Rigby

Dr Yvette Brindle

Dr Nichola Bishop

Dr Dan Jones

Dr Peter Speake

Dr Lesley Appleton

Full details of the election result will be added to the LMC membership list which will be updated and issued to all relevant practices, PCN Clinical Leads and CCG Chair for information. The Chief Executive welcomed Dr Yvette Brindle to her first meeting.

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| **Action Items** | **Person responsible** | **Deadline** |
| LMC Office to update the LMC Membership list and issue to all practices, PCN Clinical Leads and CCG Chair for information |  WG/JH | 24.3.21 |

**5.2 UK Conference of LMC Representatives 12th & 13th May 2021 (min 7.4 refers)**

The Chair confirmed delegates representing Cheshire LMC Drs David Ward, Daniel Harle, Sian Hartry and Susannah Ball had been registered to attend. The Chair asked if representatives could feedback following the conference at 23rd June meeting.

The Chair reported two motions (previously circulated to members) were received and had been submitted.

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| **Action Items** | **Person responsible** | **Deadline** |
| Delegates attending the Conference on 12th & 13th May 2021to feedback at the next County meeting 23rd June 2021 | Drs Ward, Harle, Hartry  and Ball | 23.6.21 |

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| **AGENDA ITEM**  | **LOCAL CORONAVIRUS MATTERS** | **Presenter:** |  **CHAIR** |

**6. LOCAL CORONAVIRUS MATTERS (for discussion)**

The Chair introduced this item as being for general discussion and opened the floor to members to comment on current issues.

Inappropriate work load into primary care. Following group discussion and several issues were raised by members regarding the amount of extra vaccine related emails and queries being received on a daily basis. The shift of non-contracted or funded work between Secondary Care and Primary Care was also an issue. Rolling Half Days and ADHD service issues were also raised. It was agreed the Chief Executive would collate a list of the main issues and write to Trusts re transfer of work. Dr Lesley Appleton suggested copying Paula Wedd, CCG Quality Lead into the email.

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| **Action Items** | **Person responsible** | **Deadline** |
| Chief Executive to email practices and to collate a list of the main issues. Results to be discussed with LMC Exec with a view to writing to the Trusts. | Chief Executive | 30.4.21 |

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| **AGENDA ITEM** | **OTHER MATTERS / HOT TOPICS** | **Presenter:** |  **CHAIR** |

**HOT TOPICS**

**7.1 DSQS (Dispensing Services Quality Scheme) for Dispensing Practices**

Dr Giles Kent outlined the current position regarding non-suspension of the reporting requirements and that there hasn’t been any movement with NHS England stance and therefore no further progress made to date nationally or locally. He also briefly touched on the likely issue of further FMDs (Falsified Medicines Directives).

**7.2 Alignment of Local Enhanced Services and Payments**

A brief update was given by the Chief Executive regarding the alignment of the previous LESs and local payments from the previous CCGs. Work on this had been put on hold due to Covid working but he had asked the CCG to expedite this work and to progress the exercise to review/align as many commissioned service specifications and payments prior to April 2022. The Chief Executive has an agreement from the CCG to proceed with this work and outlined this would put us in a good position post the development of a single CCG for Cheshire and Merseyside. He reported that quarterly meetings had now been established with East Cheshire Public Health and Commissioning Team. He was trying to get a similar meeting schedule organised with West Cheshire and Chester Council.

**7.3 Update on Integrated Care System Proposals**

Dr Jonathan Griffiths updated Members on the ICS proposals in relation to GP engagement and representation. He welcomed the LMC Chief Executives precis of the White Paper and the highlighted impact issues for general practice. The Chief Executive had previously circulated the White Paper and briefings to Members for information.

Dr Griffiths outlined the key board and committee membership proposals:-.

**ICS Partnership Board:**

 i. A representative from each of our nine Local Authority areas within the ICS footprint.

 ii. A CEO and a Chair representing acute providers

 iii. A CEO and a Chair representing mental health and community providers

 iv. A CEO and a Chair representing specialist providers

 v. Two Primary Care Network representatives. Assumed elected or nominated via the Primary Care Network

 vi. A CCG Accountable Officer

 vii. A CCG Clinical Chair

 viii. The Chairs of each system CCG providing community, place and clinical perspective

 ix. A Public Health representative

 x. A VCSE representative

 xi. An NHSE/I representative

 xii. From the Partnership, itself, it is proposed that the Chair, Chief Officer and up to 3 executive director posts

 will be full or voting members of the Board. Other directors will attend.

 - The plan is to introduce these arrangements from 1st June. There is a commitment to review these

 arrangements within 6 months of their introduction.

 - Raj Kumar (GP in Warrington) is the current GP on the board. Raj and Jonathan Griffiths have been working on

 the creation of a Primary Care Provider Leadership Forum. This forum will elect/select 2 individuals to

 sit on the board as the Primary Care representatives.

**Primary Care Provider Leadership Forum is as follows:**

 - 9 CDs representing GPs from across the 9 places need to be nominated or voted by GPs in their places

 - 2 places for the LMC (a Cheshire LMC place and a Mersey LMC place)

 - 2 places for Dental providers

 - 2 places for Pharmacy providers

 - 2 places for Optometry providers

 - 1 Place for GP Federations

 Each Place had been determining which CD would be its representative (in Cheshire we know one of the

nominations and the other is currently being agreed). The Chief Executive proposed that we give the two successful nominations to be ‘standing observer status’. This would enable them to hear LMC views but keep them ‘independent’ of the LMC itself. It was important that Primary Care had a strong and credible voice within the ICS and that as an LMC we work with our other Cheshire LRC colleagues.

**Conclusion: Members received the above updates and agreed the proposal.**

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| **Action Items** | **Person responsible** | **Deadline** |
| Chief Executive to contact the two PCN representatives to the ICS | Chief Executive | 30.4.21 |

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| **AGENDA ITEM** | **COMMITTEE MATTERS** | **Presenter:** | **CHIEF EXECUTIVE** |

**8.1 Summary Outturn Report on LMC Annual Workplan 2020/21**

The Chief Executive gave an overview of the Annual Work Plan performance against objectives. He outlined that we had failed to deliver the upgrade of the Website due to Fourteen Fish having a reduced workforce during Covid and their existing commitments with RCGP. He reported that we are currently looking at alternative providers should Fourteen Fish not be in the market. We had also not delivered on the digital filing due to the office being closed since March 2020 due to Covid restrictions. .A review of office needs would be conducted in 2021.

The Chief Executive reported the NextGen GP Programme and GP Phoenix Programme has been very well received and this has resulted in a keen interest by some GPs who wanted to learn more about the LMC and get involved with LMC projects.

The Medical Director gave thanks to William Greenwood and Julie Hughes for their outstanding and successful work for the LMC during the last 12 months despite difficulties caused by the pandemic.

**8.2 Draft LMC Annual Work Plan 2021/22**

The Chief Executive introduced the Draft Work plan 2021/22 (which the Directors had seen previously) for general review and sign-off against the proposed programmes and actions.

In brief he outlined the developing of our ‘Fit for the Future 2’ strategy, the Pastoral Care Scheme, development including ‘NextGen GP Programme 2’, Phoenix Programme 2’, Nurse Engagement Sessions and an LMC/ LPC event.

He confirmed all practices paid the Statutory Levy apart from an APMS practice in Ellesmere Port and so they are not eligible to vote in our elections or receive our LMC services. The contract holder (CWP) had agreed that if the GPs in the practice agreed levies could be deducted. The GPs had failed to respond to LMC requests.

**Conclusion:** The paper was received and approved by Members.

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| **Action Items** | **Person responsible** | **Deadline** |
| Dr Simon Powell to contact the APMS Practice in Ellesmere Port and discussLevy payments with the lead GP | Dr Simon Powell | 30.4.21 |

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| **AGENDA ITEM** | **FINANCIAL MATTERS** | **Presenter:** | **CHIEF EXECUTIVE** |

**9. FINANCE REPORT**

**Discussion:** The Finance Director presented the Committee’s financial performance update for the period to 28 February 2021. The LMCs financial position remained strong in terms of cash on deposit and reserves. The Finance Director reported the balance in the Handlesbanken current account can fluctuate between months due to the CCG paying levies on a quarterly basis. There was a reduction in costs due to not holding face to face meetings / training events.

**Conclusion:** The Members formerly received the report by the Finance Director for the period to 28 February 2021.

**9.2 Summary Report on the Expected Financial Outturn Position 31 March 2021 and Budget Proposals 2021/22**

The Finance Director gave an overview and having reviewed the draft Annual Work Plan he believes we can continue to live within our current level of levy and other income. He referred to the Statutory Levy and it had been at least 10 years since the Statutory Levy was increased and suggested LMC Officers continue to review all heads of expenditure and make savings without reducing the services to our member practices.

The Finance Director outlined the proposals for the new financial year and the Committee was asked specifically to consider:

* A 2.5% uplift in members attendance allowance from 1 April
* A 2.5% uplift in Honoraria payments from 1 April
* A 2.5% uplift in the salaries of the Medical Director, Chief Executive and Head of Business Operations from 1 April
* Agree that the programmes outlined in the LMC Annual Work Plan be approved for funding from within the LMCs expected in year resources

**Conclusion:** Members were asked to receive this report and consider the proposals for uplifts in the 2021/22 budget as detailed above.

The Chair reported that Dr Henney would be stepping down from his role as Finance Director at 1 April and that Dr Kent was willing to fulfil the role if approved by members. The Chair gave thanks to Dr Henney for his due diligence work whilst he had been Finance Director and, following unanimous agreement by the members present, welcomed Dr Kent to the role.

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| **Action Items** | **Person responsible** | **Deadline** |
| Members to feedback to the Chair if they wish to agree or otherwise the uplifts by Wednesday 17.3.21  | All Members | 17.3.21 |

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| **AGENDA ITEM** | **CORRESPONDENCE** | **Presenter:** | **CHAIR** |

**10. CORRESPONDENCE**

**Discussion:** There were no correspondence items for discussion.

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| **AGENDA ITEM** | **ANY OTHER URGENT BUSINESS** | **Presenter:** | **Chair** |

**11. ANY OTHER URGENT BUSINESS**

**11.1** **ICT Strategy**

Dr Dan Jones outlined 3 specific items that maybe of interest to Members.

1. His role in Digital First Primary Care. He has been asked to write the ICT strategy for Cheshire and Merseyside and the likely impact on practices. Dr Jones suggested to Members if there is any impact to their practices to let him know.
2. Cheshire Care Record. He outlined links up with Merseyside Share to Care records. Supports clinical care especially in tertiary centres e.g. Clatterbridge, LHCH, Walton.
3. Remote locum agencies – impact on practices and local arrangements. Dr Jones reported locum agencies are offering remote locums who may not be in the Cheshire area and this will turn into a large scale.

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| **AGENDA ITEM** | **DATE, TIME AND PLACE OF NEXT MEETING** | **Presenter:** | **Chair** |

#### The Chair reported the May meeting has been cancelled due to a clash with national conference of LMCs.

#### The next meeting will take place on Wednesday 23rd June 2021 at 1:30pm – 4:00pm. Physical meeting / venue to be confirmed.

**(V2) JH/WG 100321**

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| **LMC County Meeting 10.3.21 Action Tracker**  |
| **Agenda Item No** | **Subject / Action** | **Person responsible** | **Post meeting note** |
| 5.3 | Commissioned Sexual Health Services Cheshire West & Chester (Min 12.1 refers)Medical Director to write to Lee Bennet, Commissioning manager at CWAC, with examples and to request details of current waiting list for LARC | BM | ICP and Ian Ashworth (director of Public Health) are aware of the issues and are working with Virgin to get an outcome. This might include restarting community-based services or may involve renegotiating the contract (Info from West ICP 17 3 2021) |
| 9.2 | Summary Report on the Expected Financial Outturn Position 31 March 2021 and Budget Proposals 2021/22 | SK | No subsequent feedback was received by the Chair and so the Financial Directors recommendations are received and agreed. |