

MINUTES of the LOC COMMITTEE MEETING

Held on 15th January 2020

At Springfield Hospital, Lawn Lane, Chelmsford, Essex, CM1 7GU

**Attendees**

Emma Spofforth (ES) Secretary Maggie Glover (MG) Sara Porter (SP) Kevin Lewis (KL) Reshma Patel (RP) Chris Rushen (CR)

Sheila Purser (SAP) Mike Daly (MD) David Dixon (D2)

Tracey Kinns (TK) Kennedy Rath (KR) Binal Patel (BP)

Bhups Battu (BB) Steven Hui (StH) Nick Hagan (NH)

Mark Carhart (MC)

In attendance: Katie Kingcott (KK) Administrator

**20/01 Welcome and apologies**

Welcome from SAP. Apologies from Michelle Barrick.

**20/02 Health and safety**

No planned fire alarm this evening. If alarm sounds meeting point is at the front of the building. Location of toilets given.

**20/03 Conflict of interest statement**

None to update.

**20/04 Minutes of last meeting/matters arising**

No amendments. SAP signed.

**20/05 Action log**

Action 5 – Update: ES discussed at last meeting in December 19. HES said they would consider this with the potential new contract they need to issue in March 2020

Action 60 – Update: Fees not discussed with CCG/HES as this aspect was halted due to IT issues at MSB

Action 75 – Update: KK to check we have the most up to date version - review 6/12

Action 96 – Remove

Action 97 – Update: ES sent email out to all practices in Mid asking for names and who wants to join. Very poor response

Action 109 – ES to review database

Action 123 – Remove

Action 125 – Remove

Action 142 – Update: KR not voted as Director. What do we want to do for CoF? If anyone has an idea for a project speak to KR.

Action 146 – Remove

Action 150 – Update: ES flagged with HES. Numbers have improved recently and px who have been seen in community and then called back to HES are once more coming back out into community. Will be more coming out for the Mid patients as of April. Need a Contracts meeting. Close action

Action 158 – Remove

Action 159 - Updated by all HES where missing. Close action

Action 160 – Closed

Action 161, 162 and 163 – Remove

Action 164 – Update: StH emailing individual committee members to gather information. StH to ask MB if she would like a mentor

Actions 165 and 166 – Remove

Action 167 – Update: AGM to be on either Weds 3rd June/Thurs 4th June – KK to contact Writtle to find out if available. 1st committee meeting after AGM 30th June – KK to book with Springfield.

Action 168 – Remove

Action 169 – Update: SAP signed and given to KK. Close action.

Action 170 – Closed

Action 171 – Update: SP and RP attended LEHN meeting on 03.10.19 - feeling from the meeting is that the Jaywick project won’t go ahead

Action 172 – Update: TK has produced spreadsheet and shared with committee. Any ideas send to TK. Review at next committee meeting in April - add LOCSU analysis spreadsheet onto the agenda

Action 173 – Update: ES/KK did not have any feedback - add info into February’s newsletter

**20/06 LOC Chairman’s report (sent out in advance)**

No questions

**20/07 LOC Secretary's report (sent out in advance)**

Referral process in Essex (excluding SW Essex) can be complicated – there are around 8 combinations you can possibly do.

Mid practices – the two NHS email addresses SAP gave out on 28th Nov are correct – this information is also correct and up to date on the referral pathways on the LOC website.

Post payment verification (PPV) has started – practices in Essex have had PPV request in. Our region is wider than just Essex – East of England.

KK to check SRP and PAG (Performance Advisory Group) are on the abbreviations sheet.

When practice is registered with NHS England, they will receive a visit from NHS England and then then LOC are then notified.

**20/08 LOC Treasurer's report (sent out in advance)**

Discussions about cutting the Levy – StH has suggested maybe increasing our workstream to do more for our members. The other option is keeping the workload as it is and reduce the levy. KR feels we are accumulating money. 3-4 months income is a fair reserve - £12,000 a month, so £40,000/£50,000 is very comfortable. StH suggests spending more time on promoting the LOC e.g. phoning our members to have an introductory chat, or visiting practices. ES suggests putting paper comms for CET events to practices for them to put up in staff room to attract new members to attend events. RP suggests going into third year Optom students to talk about the role of the LOC. Suggestion to do a full day of CET. Members to email ES and SAP with individual suggestions for spending the levy.

**20/09 PESL report (sent out in advance)**

Q: South CGS overall activity seems very low? ES has flagged this. ES suggests there is a possibility that the LOC go into the hospital and do an audit. ES to look into this.

NE Essex POCS are not producing any px’s yet. MG sent an email today based on figures.

Mid Essex GRR – figures very low. SAP to remind Mid Essex about GRR service.

NE Essex – GP’s/A&E/walk in centre’s are giving patients wrong information regarding MECS.

MG and SAP feel they are not being supported by PES admin. SAP has emailed regarding this.

**20/10 Communications report**

StH has learnt from attending the NOC that the NHS work very geographically now. Suggests the LOC approach Essex in a similar way - to be covered in the CCG area reports.

KK to get communications report from StH as not received ahead of meeting.

**20/11 CCG area reports (sent in advance)**

ES has a contact for West PCN - ES to contact and introduce the LOC and try to arrange a meeting. PCN national pathways been discussed at LOCSU level.

KK to add CGPL (Clinical governance performance lead) to abbreviations sheet.

Ramsey Health will be live with POCS from 5th February. Reminder for Mid practices to offer Ramsey Health as an option to patients.

GP’s in West are now added to the Mid and South portal.

Doing more interaction with London LOC. ES has met with chair a few times.

ES/KK to resend email regarding patient choice for hospital referrals.

**West** – had four meetings to discuss pathways with Binal, SAP and ES. The pathway is the patient’s journey from the moment the patient enters primary care, through the system to the day they are discharged from the hospital.

**North** – nothing to add to report.

**South & Mid** – IT problems continuing. CGS in Mid Essex, been disappointed with number of practices who have said they will go on the service.

**20/12 LEHN update**

SP and RP have attended two meetings since the last LOC committee meeting.

Not many people attended the subgroup meeting on 3rd October – Anthony West from NE Essex CCG and Adrian Thrower were there. Lyn Price (LP) spoke about needing to produce business case by 28th October. LP felt that because increase spending for NHS England was going to be below a certain level the business case didn’t need to go through procurement process. The feeling from the meeting is that the Jaywick project won’t go ahead.

LEHN meeting on 26th November - only 6 people including SP and RP attended. LEHN asked if there is a possibility of LOC putting something in our newsletter to encourage people to attend meetings.

LP spoke about the fact Hertfordshire and Bedfordshire have no LEHN Chair. Noted that Hertfordshire don’t actually have a LEHN. LP is planning to contact NHS England to ask for funding for a LEHN chair

Next meeting is on the 12th March. RP to ask for a progress update at the next meeting – suggest action log for LEHN to review at each meeting.

**20/13 CET events**

West – CET event at PAH on Feb 10th. Consultants want to talk to practitioners about what they offer/their pathways etc. Thea is paying for food/refreshments.

Spring CET event at Springfield Hospital on 26th February – ES to do the workshop. KK to apply for CET.

Theme for AGM CET needs to be decided - ES suggests doing a workshop event followed by AGM. Suggestion for CL related CET - Speak to Menicon/coopervision/No7/Mark Ennovy

AGM to be on either Weds 3rd June/Thurs 4th June – KK to contact Writtle to find out if available.

1st committee meeting after AGM 30th June – KK to book with Springfield.

**20/14 NOC**

Thank you to attendees. Reports have been circulated to the committee. Reminder for people writing reports to sign their name at the bottom.

Well done to StH for getting his leadership certificate at the NOC.

NOC looking at possibility of reformatting. Looking for feedback from LOCs. Attendee’s to give feedback to ES – good and bad points, suggestions for improvement etc.

Leadership course to be discussed later in the year – include on the action log.

**20/15 Central Fund**

StH didn’t get his idea funded. StH has not heard officially from Central Fund – told by KR who attended the meeting.

If anyone has an idea for a project speak to KR.

**20/16 AOB**

ES not able to attend the next LOC meeting. ES will still write Secretary and CCG reports. Needs a committee member to take questions on CCG report – BP to do this. Action log will need to be run through.

Elections for AGM – CR, SP, NH, MD and BB up for election this year. Need a summary stating why they should keep their current role in the committee should an election be needed.

MC attended a meeting organized by West Minster Health Forum on 14th November. Trying to roll out integrated care systems to create best outcomes for patients. No evidence to suggest integrated care systems are any good – main reason for this is data has not been kept properly.

College website – drug shortage of cyclopentolate. SAP to email children practitioners regarding this.

Sensory lights conference – SP attended. Educating professionals about sensory loss, hearing and sight.

**20/17 Date of next meeting**

1st April 2020

Meeting finished 10.10pm