

MINUTES of the LOC COMMITTEE MEETING

Held on 20th January 2021

Via Zoom

**Attendees**

Emma Spofforth (ES) 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) Nick Hagan (NH) Mark Carhart (MC)

Michelle Barrick (MB)

In attendance: Katie Kingcott (KK) Administrator

**21/01 Welcome and apologies**

Welcome from SAP.

**21/02 Health and safety**

Not applicable as virtual meeting.

**21/03 Conflict of interest statement**

None to update.

**21/04 Minutes of last meeting/matters arising**

No amendments. KR states they are a true representation of meeting - MC seconded. SAP electronically signed. To send to KK.

**21/05 Action log**

Action 97 – Update: ES had discussions in November with new consultant at Southend. Due to lockdown this is now on hold. Keep action as ongoing.

Action 109 – Master copy in dropbox will be updated as and when. Close action.

Action 164 – KK to share updated version with committee and add to dropbox.

Action 167 – Remove.

Action 172 – not on this month’s meeting, due for review in April 2021 ie every six months

Action 177 – Remove.

Action 183 – Close.

Actions 192, 193 and 194 – Remove.

Action 195 – Whatsapp groups have been expanded slightly. Close action.

Actions 196, 197 and 198 – Remove.

Action 199 – Update: CR has sent to Hatch. Suggest keep an eye on this and keep action open.

Action 200 – Update: All positive responses received. Close action.

Actions 202, 203 and 204 – Remove.

Action 205 – Update: Still on hold due to COVID. Keep open.

Action 206 – Update: KK to check if received signed minutes from SAP. Close action if complete.

Action 207 – ES to chase.

Action 208 – Close.

Action 209 – Update: All attended and reports shared with the committee. Close action.

Action 210 – Update: Complete. TK has more leaflets if anyone needs some. Close action.

Action 211 – Update: Some improvement in communications and there has been some data gathering. There will be a change to the cataract SRP as a result of this process ES to continue monitoring figures. Follow up meeting to be arranged. First date changed due to vax program. Keep open.

Action 212 – Update: SAP has emailed practitioners. MG still to do. ES notes more email addresses gathered due to the vax program Keep open.

Action 213 – Update: Richard Rawlinson is now the primary contact. Close action.

**21/06 LOC Chairman’s report (sent out in advance)**

No questions. SAP thanks everyone for all their hard work during the pandemic.

**21/07 LOC Secretary's report (sent out in advance)**

COVID response – everyone has been great.

Lateral flow tests – everyone must make sure staff are reporting them twice a week, this is a statutory requirement. Q: Even if the test is negative? A ES: Yes all findings need to be reported. Check with contractor if they are doing it on your behalf or you need to do it via gov website.

Q RP: If staff have been vaccinated do they still need to do these? A: Yes they still need to do these as vaccine doesn’t give you 100% protection.

Q MG: Are Lateral flow tests optional? A ES: Yes it is optional – however once signed up you must complete and report results twice weekly.

Vaccine program – ES getting lots of questions from practitioners asking when they will get theirs.

West Essex contacted ES and SAP to say they need certain staff details in order to get practitioners vaccinated. Email sent out to all practices in West Essex with survey attached to gather this info. Another survey sent out to the rest of Essex – however the LOC has not been asked for this info yet.

West Essex have offered out all their vaccines – extended vaccines to PAH or Stevenage hub.

Advised practitioners to write to GP’s explaining they are front line workers. Some success with these letters.

Contact at Mid and South CCG has contacted ES today to say they have 55 spare vaccines – been offered to CGS practitioners in South – ES emailed these practitioners earlier today.

LOCSU have stated must include locums.

KL: had problems finding NHS.email account with GP. Can’t get in contact with GP and can’t get through on phone. ES suggests writing a letter to GP and physically go and post to the GP through their letter box.

E Referral – meeting in December. NHS England have 8.4 million to set up electronic referrals. They are asking 7 regional teams to do the process of commissioning this electronic referral process. Each region has a list of suppliers they can potentially go to for the procurement process, already agreed by NHS Digital, for these electronic referrals. Discussion regarding procurement in East England region – Hertfordshire/West Essex ICS have said they are interested. Companies and their staff on procurement list (one is PES) can’t be involved in developing the service spec. Potential risk is that ES may be conflicted in her role as LOCSU board member. If it turns out ES can’t be involved, will need another committee member to step in.

Current discussions relating to the service spec – what is required from an IT element. ES can currently be involved with this process. Deadline for service spec is this Friday 22nd. Potentially this could be rolled out in early April.

ES has asked for funding for her time for this as not normal role of LOC.

Q NH: IP – has some optoms keen to get going but universities are saying they can’t be taken on for IP unless they have hospital placement. NH needs letter to confirm there will be a placement available. Can LOC provide this? A ES: Part of the funding for hospital training is funded by the LOC. ES asks NH to email SAP and ES regarding this.

Q RP: Does IP just cover North Essex? A: Yes it does – need to work regularly in North Essex.

**21/08 LOC Treasurer's report (sent out in advance)**

currently in safe and steady position. Income back to normal levels in November/December. £60,000 in current account.

Prediction is that funds will dip due to current lockdown. However, because the LOC have cut back on expenditure we are prepared.

Q D2: What is the average annual income (like to have 50% of this in reserves)? KR A: Annual income is around £150,000.

Email KR if have any queries/problems with payments.

**21/09 PESL report (sent out in advance)**

CR - West Essex MECS doing really well.

Figures for Dec are only for half of December for MECS.

18,000 episodes in 2020 resulting in £54,000 to PES management in 2020.

Transitioning to Opera now. MECS has gone over to Opera. Few issues which MG and SAP are not happy with – was going to bring up in meeting yesterday but meeting cut short.

MC suggests problems with Opera should be flagged with PES.

PES are looking for two more directors. Need to apply by end of January if interested – KR planning to apply. Committee members encouraged to apply.

**21/11 CCG area reports (sent in advance)**

Not much change since last committee meeting.

West – e referral covered in secretary’s report.

North – no questions.

South/Mid – Q RP: in regards to bounce outs from Queens Hospital – are they just fields and IOP that need completing? A SAP: Yes just fields and IOP.

Network meetings had started again in South/Mid however due to the current lockdown all have been put on hold.

**21/12 LEHN update**

RP, SP, SAP and also ES attended last meeting. (ES attended to find out whether LEHN had more information on Vaccine program. It appears the LOC is better informed.)

RP asked how recruitment process is going with Lyn Price. Lyn hasn’t officially handed her notice in yet.

RP to ask Rupal who Lyn’s boss is. Then RP to email regarding LEHN chair position.

**21/13 AOB**

Katie’s replacement – need one person to do meeting planning including minutes of meetings, action log etc. Other job is to oversee enquiries email account and mailchimps.

Need one or two volunteers. D2 has volunteered to help out. TK also offered to help out. MB to speak to KK to find out more information on what job involves. Anyone else interested speak to KK and report back to officers by end of next week.

CET – last year of the cycle. Any idea’s let officers know. CR suggests asking practitioners what they would like. RP suggests sending out a survey. D2 suggests he could do a poll on the fb group. All agreed.

CR – reports a shortage of medication for acute problems in pharmacies in his area.

**21/14 Date of next meeting**

Wednesday 14th April 2021