

Cheshire Local Medical Committee Limited	January 26, 2022
<b>Minute No. 149</b>	1:30pm – 4:00pm
	Virtual meeting MS Teams

<b>Chair</b>	Dr Stephen Kaye
<b>In Attendance:</b>	Dr David Ward, Dr Giles Kent, Dr Simon Powell, Dr Daniel Harle, Dr Tiina Ashton, Dr Claire Baker, Dr Tom Rigby Dr Yvette Brindle, Dr Fiona Kilby, Dr Nichola Bishop, Dr Jonathan Griffiths, Dr Peter Speake, Dr Peter Leftwick, Dr Lesley Appleton, Dr Susannah Ball, Dr Sean Morris, Dr Richard Hart, Dr Laura Neale, Dr Dan Jones (joined for the 2 <sup>nd</sup> part of the meeting), Dr Ivan Camphor, Dr Paul Bowen, Mr William Greenwood, Mrs Julie Hughes
<b>Apologies:</b>	Dr Branwen Martin
<b>Observers:</b>	Dr Shukti Bharadwaj (GP Partner Millcroft Medical Centre, Crewe) Dr Omar Mahmoud (GP Swanlow Lane Surgery, Winsford)

## Draft Minutes

<b>AGENDA ITEM 1</b>	<b>WELCOME AND INTRODUCTION</b>	<b>Presenter:</b>	<b>CHAIR</b>
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### 1.1

The Chair welcomed members to the virtual business meeting and outlined the arrangements for on-line engagement.

The Chair welcomed Observers Dr Shukti Bharadwaj and Dr Omar Mahmoud.

<b>AGENDA ITEM 2</b>	<b>DECLARATIONS OF INTERESTS</b>	<b>Presenter:</b>	<b>CHAIR</b>
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### 2.1

The Chair reported Dr Kilby has resigned from the board of The Alliance Federation and will cease being a GP Federation Director on 31.1.22. She is being replaced by Dr Rowena Sheldon. Dr Kilby will remain an elected LMC Member for her PCN cluster of practices.

<b>AGENDA ITEM 3</b>	<b>APOLOGIES FOR ABSENCE</b>	<b>Presenter:</b>	<b>CHAIR</b>
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Apologies received: Dr Branwen Martin

<b>AGENDA ITEM 4</b>	<b>TO RECEIVE AND CONFIRM THE MINUTES OF THE MEETING 3 NOVEMBER 2021 (148)</b>	<b>Presenter:</b>	<b>CHAIR</b>
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### 4.1

**Discussion:** To receive and approve the minutes of the last meeting held on Wednesday, 3 November 2021.

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

Action Items	Person responsible	Deadline
A copy of the minutes CLMC (148) 3 November 2021 was duly signed off by the Chair.	Chair / Business Operations Manager	27.1.22

AGENDA ITEM 5	MATTERS ARISING FROM THE PREVIOUS MINUTES	Presenter:	CHAIR
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### 5.1 Minute 148. 6 Appointment of LMC Medical Director designate

The Chair announced Dr Daniel Harle has been appointed as LMC Medical Director and has accepted. He will join in shadow form dual running with Dr Branwen Martin for 6 months in April and will then take over as our permanent Medical Director. The Chair welcomed Dr Harle in his new post. This therefore leaves a vacancy in the East so we will be writing out to appropriate members seeking expressions of interest in his Associate role.

### 5.2 Minute 148. 8 NHS Plan for Improving Access – BMA action and LMC current position

The Chief Executive reported much of this has been covered in the medical press so there is no action at this point, but for members to note. The LMC wrote out to all members on 18 January to update them on where the GPC were at so should be up to date on this item.

Dr Camphor reported since November GPC has gone through a big transformation. Richard Vautrey who was Chair for a number of years has stepped down as well as a new Executive Team and Chair, Dr Farah Jameel who works in Camden, London. She has 3 Executive Members Dean Eggitt, Medical Secretary in Doncaster, Kieran Sharrocks Medical Secretary for Lincolnshire LMC and Richard Van Mellaerts a GP Partner in Richmond have been selected to work with Farah.

The Conference in England asked GPC to look at industrial action. The GPC Secretariat and BMA are looking into this. Dr Camphor said the appetite in Mid Mersey for industrial action has long since gone, if ever it was.

The next GPC England meeting is in May.

AGENDA ITEM 6	GPC UPDATE	Presenter:	CHAIR
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### 6.1 Update by GPC Representative

Dr Camphor to introduce any GPC related items. Take member questions / discussion.

**Discussion:** Dr Camphor updated members on a conversation he had with the Medical Director and Chief Executive regarding Medical Examiners, getting sign-off following death of a patient and obtaining a Death Certificate. He said there is going to be some beaurocracy around death certification and following a conversation he had with Rob Barnett and Joe Chattin, there will be a fee attached to this, but it's not clear as to what the fee will be. The Chief Executive reported The Medical Director has been leading discussions on the Medical Examiner role in Cheshire.

Dr Camphor also reported 'Winter Access Monies' are coming through the PCNs at £3 per head for each practice, this money was available from November 2021 until March this year. Dr Camphor would appreciate any feedback if anyone is having difficulty accessing winter access monies.

**6.2** The Chair introduced this item. Countess of Chester – lab process and problems with discharge summaries. Dr Powell reported this is only affecting GPs in Western Cheshire. There has been a whole host of problems from the Local Hospital Trusts to General Practices in that discharge summaries are not being generated, systems not functioning properly or results not being returned. This has been a huge problem for general practice in West Cheshire.

Dr Powell has made contact with the safety team at the CCG as there were numerous safety issues and patients coming to harm because of this. There has been ongoing work and Dr Powell said we are still in a position where the system still isn't functioning properly. I'm told there is a meeting later today. There is still a lot of work to do, but we are certainly in a better position than we were 6 months ago.

**Conclusion:** The Chair thanked Dr Camphor for the update. Members were asked to note the update.

**AGENDA ITEM 7****LOCAL CORONAVIRUS MATTERS****Presenter: CHAIR**

7.1 The Chair invited discussion or debate from members on issues not covered in the agenda.

**Discussion:** The Chair invited Drs Harle and Powell to describe any items in the East or West that would benefit from being discussed around the table.

Dr Harle reported practices on the whole are managing well. PCNs are being very supportive, supporting practices and putting solutions in place. There haven't been any significant concerns that he is aware of practices not being able to cope. We did have some concerns about the Rapid Access discharges that may come through and there were lots of discussions about how we would manage that, but we haven't had a huge number of patients coming through.

Dr Powell reported they had some local issues with booking larger numbers of patients into PCN run Covid immunisation clinics and then finding a pop-up clinic had suddenly been announced 2 days before. Half the people that had been booked into the PCN run clinic didn't turn up as the Mental Health Trusts had run a pop-up clinic in a shop without electricity and no washing facilities. Hot Hubs potentially might have been an issue. My own personal experience use of a Hot hub very often there is no capacity left and from a practice perspective we've probably not seen a huge amount of benefit from that. The biggest concern I've got going forward is what's going to happen with the enormous backlog that is existing within the hospital sector. We are hearing rumours of patients being discharged back to GPs to decide if the referral might need to be re done. We haven't had any direct communication from the hospital about this. In addition to that, we are having increasingly long waits for cancer services and some of the clinics are 6-8 weeks before being seen which is of great concern to patients.

**Conclusion:** The Chair thanked Drs Harle and Powell for their updates.

**AGENDA ITEM 8****OTHER MATTERS****Presenter: CHIEF EXECUTIVE****8.1 Covid vaccination requirements for staff and other issues.**

**Discussion:** The Chief Executive gave a general update and reported the LMC wrote out to all practices on 18 January with a template letter that practices could adapt for themselves along with a short update from Farah Jameel. An update was received last night from the BMA, which has been shared with all practices this morning.

**Conclusion:** Members were asked to note the update.

**8.2 NHS Planning Guidance 2022/23**

**Discussion:** The Chief Executive reported this paper has been previously circulated to all members and is mainly to note the key themes and ask of Primary Care. The document provides a brief outline of the content of the planning guidance sent out in December to all NHS organisations. It sets out the key deliverables and targets for the NHS system for the year. Much of the document covers recovery of waiting times etc., caused by the pandemic. He said it's difficult to see how much progress will be made in the short term. It's all about having a common voice.

**Conclusion:** The Committee was asked to note the report.

**8.3 Cheshire Local Enhanced Services Review Workstream**

**Discussion:** In the absence of the Medical Director the Chief Executive reported a paper has been circulated by the Medical Director which provides a brief update of the work to review the Cheshire LES schemes ahead of the establishment of Cheshire & Merseyside ICS/ICB.

**Conclusion:** The Committee was asked to note the update report.

**8.4 East Cheshire Confederation Proposals and General System Update**

**Discussion:** The Chief Executive introduced the draft paper which seeks to set out the proposal for the establishment of a General Practice Confederation (GEGPC) for the Cheshire East Place, as part of the restructuring of the NHS. The paper has been shared that Paddy Kearns and others as part of East Cheshire Confederation Development Group have

been involved in. The Chief Executive reported the proposal is for the practices, PCNs, Federations and LMC to agree to work together to represent General Practice as a provider and sharing work will benefit the Partnership.

Dr Daniel Harle endorsed the need to support this proposal in the East. He said it's precise and we should support it as this is a positive piece of work.

**Conclusion:** A Member vote took place which was proposed by the Chair Dr Stephen Kaye and seconded by the Vice Chair Dr David Ward. There was a show of 18 hands and the vote was passed.

Action Items	Person responsible	Deadline
The Chief Executive to progress with the proposal in the East	Chief Executive	8.3.22

### 8.5 General System Update

Dr Jonathan Griffiths outlined the details at the ICS in that Graham Urwin is the new Chief Executive and is putting together his board. They have appointed a Medical Director and a Chief Finance Director although these posts haven't been announced yet. They have also appointed an Associate Medical Director, this post hasn't been announced yet either as they are waiting for the national pay scales to be confirmed. There will be a further Associate Medical Director post I understand that will be responsible for Primary Care. There will also be on the Board at least 1 from Acute Trusts, 1 from Local Authorities and 1 from Primary Care. Our intention you will remember is that we have created our primary care Forum, we have Paul Bowen from Cheshire East and Jonathan Gregson from Cheshire West sitting on that forum.

<b>AGENDA ITEM 9</b>	<b>SESSIONAL GP MATTERS</b>	<b>Presenter:</b>	<b>CHAIR</b>
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#### 9.1 Update on any sessional GP or GP Registrar matters (Members)

**Discussion:** The Chief Executive is seeking any issues from Dr Richard Hart (Trainees), any Sessional GPs present or members questions. There were no issues or updates to report.

The Chief Executive reported we have an educational meeting after this committee meeting discussing the successful GP programmes we've ran in the past. There is not a lot nationally coming through the LMC list server. I've been invited to go and speak to the GP Registrars in May and our 2<sup>nd</sup> Next Gen GP Programme starts on 7 February.

**Conclusion:** Members were asked to note the update.

<b>AGENDA ITEM 10</b>	<b>COMMITTEE MATTERS</b>	<b>Presenter:</b>	<b>CHAIR</b>
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#### 10.1 Proposal to form an Association of LMCs for Cheshire & Merseyside to consider/accept the 'Terms of Reference' and agree to Cheshire LMC Engagement with the process.

**Discussion:** The Chief Executive outlined the proposal to form an Association of LMCs for Cheshire and Merseyside and the Terms of Reference that have been shared that he and the Medical Director have been working on with LMC colleagues in Liverpool, Mid Mersey, Sefton and the Wirral to establish a focus and operating model for an Association made up of representatives from the 5 LMCs to represent the views of general practice as a profession on key issues.

As a formal Committee we now need to decide if we wish to engage with this approach going forward and to agree how this will be developed operationally.

**Conclusion:** The Committee noted the brief report, received the proposed draft TORs which were formally proposed by the Directors and agreed the LMC continues to engage in the development of the Association of Cheshire and Merseyside LMCs.

Action Items	Person responsible	Deadline
Chief Executive and Medical Director to progress with the proposal.	Chief Executive/Medical Director	8.3.22

### 10.2 Invitation for Expressions of Interest for the role of Associate Medical Director (East Cheshire Place).

**Discussion:** The Chief Executive gave an overview of the structure of the appointed 2 officers to work with the Medical Director. Now that Dr Harle is stepping up to take over from Dr Martin we are taking Expressions of Interest. The Chief Executive will be writing out to all members with details confirming an end date for expressions, job role and salary. A start date is likely to be April or later.

**Conclusion:** To bring this item forward for the March County meeting or a later date.

Action Items	Person responsible	Deadline
The Chief Executive to write out to members with details of the Associate Medical Director role (East Cheshire Place)	Chief Executive	8.3.22

### 10.3. Primary Care Staff Wellbeing

The Chief Executive reported due to the dual running costs of the Medical Director role he will have a conversation with the Education Group to inform them that the LMC will be supporting Health & Wellbeing. The Training Hub will be pulling a questionnaire together that will be circulated to all practices.

The Chief Executive said by working with The Training Hub we could scope out a programme with additional funding to put together an offer. It was suggested to contact Rob Stokes Health Education England.

**Conclusion:** Chief Executive to progress

Action Items	Person responsible	Deadline
Chief Executive to update the Education Group	Chief Executive	8.3.22

### 10.4 Update report on Cheshire LMC Racism survey and proposed first stage action plan

**Discussion:** The Chair invited Dr Bharadwaj to talk to this item.

Dr Bharadwaj referred to the report Humberside LMC distributed last year following a racism survey in their local area across primary care. As a result of the report, it highlighted the impact of racism discrimination within their local areas. As a result of this our Cheshire committee established its own task group which has overseen much of the work to date and successfully completed a racism and discrimination survey across primary care within Cheshire. I understand the results have been shared with all members ahead of this meeting. Following feedback, we now have a list of 7 actions.

1. Reviewing the make up of the LMC committee to encourage more people to stand for election
2. Working with the CCG / ICS to extend any existing quality training
3. Reviewing wellbeing streams to include anti racism
4. Developing a freedom to speak up guardian role withing the LMC or within system partners
5. The development of an anti-racism charter for the LMC
6. Signing up to the race at work charter and undertaking its recommendations
7. Incorporating sessions on unconscious bias in up-coming training programmes or commissioning them separately.

**Conclusion:** The Chair gave thanks to Dr Bharadwaj for this important piece of work and the future action list we have.

<b>AGENDA ITEM 11</b>	<b>FINANCIAL MATTERS</b>	<b>Presenter:</b>	<b>FINANCE DIRECTOR</b>
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**11.1 Financial Report. To receive the report by the Finance Director for the period to 31 December 2021.**

**Discussion:** The Finance Director provided an overview of the Committee's financial performance for the period 1 April to 31 December 2021 (month 9). The reported in-year position against approved budget remained Green and the balance sheet remained favourable. He outlined that we are reviewing our overall spend and increase in the training and development for GPs.

**Conclusion:** Members formerly received the report by the Finance Director and noted the financial position to 31 December 2021.

Action Items	Person responsible	Deadline
Finance Director, Chief Executive and Business Operations Manager to review the overall spend and increase in the training and development for GPs.	Finance Director, Chief Executive and Business Operations Manager	8.3.22

<b>AGENDA ITEM 12</b>	<b>CORRESPONDENCE</b>	<b>Presenter:</b>	<b>CHAIR</b>
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**12.1** Nothing to report.

<b>AGENDA ITEM 13</b>	<b>ANY OTHER URGENT BUSINESS</b>	<b>Presenter:</b>	<b>CHAIR</b>
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**13.1** Nothing to report.

<b>AGENDA ITEM 14</b>	<b>DATE, TIME AND PLACE OF NEXT MEETING</b>	<b>Presenter:</b>	<b>CHAIR</b>
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**14. 1** The Chair advised the next meeting would take place on Wednesday 9<sup>th</sup> March 2022 at 1:00pm for refreshments and 1:30pm business agenda. Venue: Nunsmere Hall Hotel.

**14.2** Conference of UK LMCs 10 & 11 May 2022. The Chair asked if any member is interested to contact Julie Hughes. The dates are confirmed as above and will be face to face at The Barbican in York. Overnight accommodation will be booked for representatives for 9 & 10 May. Deadline for Motions to be submitted by noon on 2<sup>nd</sup> March.

LMC County Meeting 26.1.22 Action Tracker				
Agenda Item No	Subject / Action	Person responsible	Post meeting note	Status
8.4	<p><b>East Cheshire Confederation Proposals and General System Update.</b></p> <p>The Chief Executive introduced the draft paper which seeks to set out the proposal for the establishment of a General Practice Confederation (GEGPC) for the Cheshire East Place, as part of the restructuring of the NHS. The proposal is for the practices, PCNs, Federations and LMC to agree to work together to represent General Practice as a provider and sharing work will benefit the Partnership.</p>	CEO	A member vote took place which was proposed and seconded for the Chief Executive to progress with the proposal in the East.	Complete
10.1	<p><b>Proposal to form an Association of LMCs for Cheshire &amp; Merseyside to consider/accept the 'Terms of Reference' and agree to Cheshire LMC Engagement with the process.</b> The Chief Executive outlined the proposal. As a formal Committee we now need to decide if we wish to engage with this approach going forward and to agree how this will be developed operationally.</p>	CEO/Medical Director	The Committee noted the brief report, received the proposed draft TORs which were formally proposed by the Directors and agreed the LMC continues to engage in the development of the Association of Cheshire and Merseyside LMCs. Chief Executive and Medical Director to progress with the proposal.	Complete
10.2	<p><b>Invitation for Expressions of Interest for the role of Associate Medical Director (East Cheshire Place).</b> The Chief Executive gave an overview of the structure of the appointed 2 officers to work with the Medical Director and will write out to members with details of the Associate Medical Director role (East Cheshire Place).</p>	Chief Executive /Medical Director		8.3.22
10.3	<p><b>Primary Care Staff Wellbeing.</b> The Chief Executive reported the LMC will be supporting Health and Wellbeing and by working with The Training Hub we could scope out a programme with additional funding to put together an offer. Chief Executive to update the Educational Group.</p>	Chief Executive		8.3.22

11.1	<b>Finance Report.</b> Finance Director outlined that we are reviewing our overall spend and increase in the training and development for GPs. Finance Director/CEO/Business Operations Manager to review the overall spend and increase in the training and development for GPs.	Finance Director/CEO / Business Ops Manager		8.3.22
<b>LMC County Meeting 3.11.21 Action Tracker</b>				
<b>Agenda Item No</b>	<b>Subject / Action</b>	<b>Person responsible</b>	<b>Post meeting note</b>	<b>Status</b>
6	<b>Recruitment of LMC Medical Director.</b> Members were happy with the actions taken and for agreement to make a formal offer to Dr Harle. CEO/Medical Director to follow up the action.	CEO/Medical Director	Dr Harle has been appointed as LMC Medical Director and has accepted. He will join in shadow form dual running with Dr Branwen Martin for 6 months in April 2022.	Complete
8	<b>NHS Plan for Improving Access.</b> Dr Mark Sanford Wood, Deputy Chair of GPC addressed the Committee with an update on the background to the dispute between NHSE and GPC. CEO to agree a formal letter for issue to all practices and PCN CDs outlining the BMA action and LMCs current position.	CEO/Executive Team	Chief Executive wrote out to all LMC members on 18.1.22 with an update.	Complete
10	<b>West Cheshire Confederation update.</b> David Holden in the East has agreed to do an article for Heartbeat. CEO to contact David Holden regarding the article.	CEO	Chief Executive has approached David Holden a couple of times but no reply.	Complete
14	<b>Outpatient Waiting Times.</b> The Medical Director would make contact with the CCG and seek their support to provide regular published hospital data on waiting times and make available to every practice. Once the data is received a copy would go into Heartbeat	Medical Director	The Medical Director confirmed regular published hospital data on waiting times is being shared with GP practices through the CCG bulletin monthly.	Complete
15	<b>Countess of Chester Hospital IT System.</b> To take this item off line for action and report back at the next meeting.	Medical Director, Drs Powell, Appleton, Jones	Coch is ongoing work, regular meetings and updates, Dan Jones is the technical expert. I have asked for further financial recompense to affected practices and await CCG and COCH coming to an agreement about who pays. Dr Branwen Martin	9.3.22
<b>LMC County Meeting 15.9.21 Action Tracker</b>				

<b>Agenda Item No</b>	<b>Subject / Action</b>	<b>Person responsible</b>	<b>Post meeting note</b>	<b>Status</b>
2.1	The Chief Executive reminded Members that the LMC is conducting a full refresh of the Register of Interests for 2021 for all full Committee Members and to return their forms to Julie Hughes.	All Members	Declaration forms have been returned to Business Operations Manager	Complete
2.1	Julie Hughes to arrange for Member updated photos and bio's to be uploaded to the 'Members Section' of the LMC website.	JH	Member photos have been updated on the website.	Complete
6.1.1	Racism and Discrimination in General Practice	Directors / Chief Executive	LMC Directors to collate a message re. Px Scheme to go to all practices This has been actioned.	Complete
6.2	Covid 19 General Update	Medical Director / Chief Executive	Medical Director/Chief Executive to draft letter and share with Clare Watson for joint sign off and issue. Actioned.	Complete
6.3	Blood Bottle and Blood Tests Issue	Chief Executive	Chief Executive to include an item on the November County meeting agenda. Actioned.	Complete
6.7	Discretionary Funds Local Enhanced Services	Medical Director	Clinical Directors / Practice Managers all agreed to continue the review work.	Complete
7.1	The Chair introduced Clare Watson CCG Accountable Officer guest speaker to the meeting (virtually)	JH	The slides unfortunately were unable to be uploaded but shared with members following the meeting. Actioned.	Complete
8.3	Cheshire LMC Annual Report	JH	The Annual Report to be circulated to all practices and other parties. Actioned.	Complete
8.4	Draft Schedule of LMC Meetings 2022	JH	No concerns were raised at the meeting.  Head of Business Operations circulated the dates via outlook in members diaries.	Complete
<b>LMC County Meeting 23.6.21 Action Tracker</b>				
<b>Agenda Item No</b>	<b>Subject / Action</b>	<b>Person Responsible</b>	<b>Post meeting note</b>	<b>Status</b>
5.3	Commissioned Sexual Health Services Cheshire West & Chester (Min 12.1 refers)	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	Complete

	Medical Director to write to Lee Bennet, Commissioning manager at CWAC, with examples and to request details of current waiting list for LARC		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	Complete