

SOLIHULL LOC MEETING – MONDAY 5th DECEMBER 2022

held via Zoom - start time - 6.30P.M.

Present: Spencer Parkes (Chair)
Dan Sanders (Vice Chair)
Cassandra Kendall (Treasurer)
Arooj Wahid (Communications Officer)
Sukhi Drake (Secretary)
Simone Mason (Vice Secretary)
Hitesh Parmar (Education Officer)
Salma Ali (Vice Treasurer)
Brendan O’Doherty (Referrals Officer)
Kazim Haji

1. APOLOGIES

Osman Siddiq, Mandy Hart

2. DECLARATIONS OF INTEREST

There were no new declarations.

3. MINUTE OF LAST MEETING

The Minutes from the November meeting had one small amendment made and were signed off as a true record of the meeting.

ACTION: SD TO AMEND AND FORWARD TO RACHEL AUSTIN

4. MATTERS ARISING

Covered in the Actions List attached

5. CHAIR’S REPORT

SP sent apologies as was not well enough to attend the first Integrated Care Board local review.

SP attended the Q1/Q2 QCRM (Quality Contract Review meeting) which included 3 attendees from ICB and 2 attendees from PES (including Wasim). SP mentioned the problem being experienced currently with BMEC which Wasim reported was being investigated.

There is a Regional Forum meeting being held tomorrow (6th December), SP to attend. Also a HWMROC meeting is planned for 16th December, SP/DS to attend.

SP will circulate reports from these meetings as soon as they become available.

ACTION: SP

SP reported on being contacted by a local provider of diabetic screening services who is desperately looking for a person able to record for screening purposes. Kazim stated that there is a lack of assessors for people who want to do the training which is a major issue with the new screening service along with several other issues which SP asked Kazim to bullet point in a report which he will take with him to the next ROC meeting. SP will also make enquiries with the CCG about how the new system is being monitored.

ACTION: KH/SP

6. **TREASURER'S REPORT**

CK reported a balance of £50,918 with approx.£4K of expenses outstanding.

The next Treasurers meeting delivered by LOCSU that CK is attending will be held on 26th January.

Action: CK to share details with SA

Expenses were discussed regarding Solihull LOC being paid more in line with our surrounding LOCs. With the Levy set at 2% CK stated that an increase is affordable without having to increase the Levy. SP to cover at the ROC meeting.

ACTION: SP

7. **ROC ACTIONS** – Next meeting 16th December.

8. **PES UPDATE**

SM had no real update only to say that more detailed information is being requested by Wasim re expenditure across the regions.

9. **LOC NEEDS ANALYSIS**

SM has championed CPD as the first item to work through which will be carried forward to address in January.

ACTION: SM

A PCN template letter has been sent out from LOCSU in order to assist our approaches to the PCNs, a project for the January meeting. SD to put the template on What's App Group.

(SD already actioned)

10. **PCN Update**

See above

11. **NOC Update**

Outstanding reports from attendees to be added on the What's App group.

12. **Regional Forum Update**

SP to facilitate the next meeting (December 6th) and will circulate the minutes once completed.

ACTION: SP

13. **HH Single Point Access-Referrals/Pathways/CUES**

Still no feedback being received from referrals. SP/DS to pick up. Carried forwarded

c.f. ACTION: SP/DS

14. REGIONAL CPD MEETING UPDATE

HP reported that application forms have now been sent out but only one application received from the Solihull area. There is a meeting on 15th December to assess how many forms have been received across the region and how to allocate funds. HP reported more Locums than employees applying which is another topic for discussion.

It was discussed at the LOC about funding being rolled over to use for other types of training if no further applications are received from the area for the training options currently available. This would seem more beneficial than missing out on funding altogether. HP to raise at the December meeting.

15. DIABETIC SCREENING

KH reported on some poor feedback and unhappy patients with regard to the new contract and service being offered by IH. The problems are ongoing and were discussed at length. KH was asked to supply a list of issues, mentioned in the Chair's Report which SP will raise at the next appropriate meeting. **ACTION:KH**

16. LOC WEBSITE & COMMUNICATIONS

AW/SA have posted the grant application form across all formats as yet nothing received.

17. Hitesh – one pager for review and Comments

HP reported this will be completed by for the January meeting. Action c.f.

ACTION: HP

18. CPD – Application to become a GOC Provisional Provider.

Carried forward

ACTION: SM

19. AOB

There was no other business

20. DATE OF NEXT MEETINGS

9th January 2023 – Crowne Plaza

6th February – Virtual

6th March – Virtual

3rd April – Crowne Plaza

8th May – Virtual

5th June – Virtual

3rd July – Crowne Plaza

4th September – Virtual

20th September – AGM – Crowne Plaza

2nd October – Crowne Plaza

6th November – Virtual

4th December – Virtual

The meeting closed at 7.30pm. Length of meeting one hour

ACTIONS			
No	Item	Lead	Status
06/12/2022			
01	Photo/Bio for website c.f.	SP	In Progress
02	MH to supply form regarding ECLO – MH not in attendance	MH	In Progress
03	Mailchimp research c.f.	SD	In Progress
04	Invite SL to attend as a representative of her Contractor (Scrivens) c.f.	CK	In Progress
05	BMEC situation c.f. not attended a meeting where it can be brought up – dealt with in Chair's Report being taken to a December Regional Forum meeting.	SP	In Progress
06	Becoming a provisional provider	SM	For Jan
07	HH	SP/DS	In progress
08	AGM – sponsors/CPD provider for next year	HP	In progress
09	Setting up emails – ask RA if assistance required	ALL who haven't	In progress
10	PCN – SP to draw up plan of action – SP/CK to talk to go through cost implications	SP/CK	In progress
11	NOC reports to be added to What's App Group	SP/SA	In progress
12	AGM – HP to contact sponsors in New Year	HP	In progress
13	SD to send May/June/Nov minutes to RA c.f.	SD	In progress
14	Book Crowne Plaza for next year's meetings – availability confirmed just need to book definite dates with hotel	SM	In progress

15	Kazim to send SP a list of issues with new Diabetic Screening service	KH/SP	In progress
16	Expenses alignment with other LOCs - SP to report back from ROC	SP	In progress
17	Circulate minutes of Regional Forum Meeting once completed	SP	In progress
18	HP one page for review and comments	HP	In progress