

## **SOLIHULL LOC MEETING – MONDAY 3<sup>rd</sup> April 2023**

**held at The Crowne Plaza, Solihull - start time - 6.30P.M.**

Present: Spencer Parkes (Chair)  
Cassandra Kendall (Treasurer)  
Salma Ali (Vice Treasurer)  
Sukhi Drake (Secretary)  
Simone Mason (Vice Secretary)  
Hitesh Parmar (Education Officer)  
Brendan O’Doherty (Referrals Officer)  
Mandy Hart (HES Liaison Officer)  
Kazim Haji (Diabetic Lead) - **via Teams**  
Arooj Wahid (Communications Officer) – **via Teams**

### **APOLOGIES**

Dan Sanders (Vice Chair)

#### **1. DECLARATIONS OF INTEREST**

There were no new declarations.

#### **2. MINUTE OF LAST MEETING**

The minutes from the March meeting were signed off as a true record of the meeting.

#### **3. MATTERS ARISING**

- Kazim to send SP a list of issues with new Diabetic Screening service. SD also to let him know of issues being experienced. Confidentiality was discussed and assurance can be given to contractors who give feedback. Note: it is commissioned by NHSE not the ICS. Covered in the Actions List attached - KH has requested 3 more weeks to get list of issues together. Agreed.
- All other items on attached List of Actions.

#### **4. CHAIR’S REPORT**

SP attended the following meetings:

6<sup>th</sup> March – Met with the Paediatric Pathway team for a catch up. SP said that all the data covered was too much for them to assimilate in one go and that they are going to have a call to touch base with Perminder to try and discuss/set up different groups to meet via Teams around the different issues. This has been arranged for next few weeks.

13<sup>th</sup> March – SP/DS had a meeting with Andrew Jackman of Heath Harmonie. SP took along the survey carried out along with the feedback which Andrew has taken away with him (he has been sent an electronic version) and the LOC are currently awaiting some feedback from him. The meeting was quite productive re collaborative working. SP to chase for some feedback to survey.

**ACTION: SP**

21<sup>st</sup> March – attended the Midlands Regional Forum

Also had a meeting with Perminder Paul (more of a strategic meeting) about how to integrate with the PCN and ICB who are currently restructuring, mainly their PCNs. Each PCN will have a clinical lead. SP is trying to set up a meeting with Dr Nazir (new role in the ICB) to discuss. Talk to Kazim if struggling to set up a meeting.

**ACTION: SP**

SP has been invited to the EeRS Midlands Region Collaboration Forum being held 4/4/23. He is expecting more of an update about what is expected from each region during the proposed roll out. Sarah Watson is our contact point. SP to chase.

**ACTION: SP**

SP also attended the HWMROC meeting (16th Mar) where Diabetic Screening and EeRS were discussed along with new NHS data protection governance, some issues still to be ironed out. There is a need to fix the problems being experienced with NHS email addresses. The problem seems to be with mid-size groups of practices. SP also stated that the LOCSU comms would be coming out shortly.

The allocation of the grant money was discussed, this is to fund the roll-out of EeRS for all practices in the region private or otherwise, & has come from NHS England (& is not part of GOS activity) As more and more practices are going down the private route there needs to be a clear distinction about what the funds can be used for as EeRS is basically a replacement for old GOS18 paper referral system & Px's whether private or GOS should have access to NHS services. The levy for GOS services is not to be used to support private practices in any other matters.

With regard to the fees issue – CB is going to send out an email.

SP also reported that they are currently trying to recruit a new regional LEHN for the West Midlands with a new campaign.

The Regional Forum Meeting (LOCSU hosted) was attended virtually by SP/SA with EeRS being the main topic of conversation. Pilots are in progress over 4 regions. 1st Roll-out scheduled Jun/July/Aug. At the end of which there will be a consultation period prior to a main roll out. December/January has been mentioned as our possible 'go-live', but this may well move into next year. CINAPSIS is the company that have been commissioned to work with EeRS and be the platform provider for the programme. Current reports are that it is a lot easier to use and integrate than OPERA. It has been tested across several Trusts on the same patch (all with different systems) & it has proven to work very well.

From the Regional Forum meeting some LOCs appear to be doing more, some less but SP said that it all evens out over the course of time, with Solihull being somewhere in the middle. SP has been invited to a meeting with CHEC and the Warwickshire LOC and will report back once the meeting has gone ahead.

**ACTION: SP**

## 5. **TREASURER'S REPORT**

CK reported a balance of £49,816. CK has paid some expenses since the previous meeting and requested expenses up until the end of March for all Committee members who have not yet submitted them as from April onwards expenses will be paid every 3 months using LOCUMKIT, which means that expenses will be paid less tax which CK will pay to HMRC.

If not already submitted, CK requires:

Name  
DOB  
Address  
Tax Code  
NI number

If your claim looks like it will go over £1,048 within the 3 months then CK advised to submit an interim expense claim to avoid paying National Insurance.

Travel, Subsistence, petrol etc. are not taxed and should be recorded separately.

SP thanked Cass for all of her hard work during this transition period.

6. **ROC Actions** – Nothing to report apart from what's included in the Chair's report.

## 7. **PES UPDATE**

Nothing to report.

## 8. **LOC NEEDS ANALYSIS**

Simone to look into the storage side of things for LOC documents (google drive, dropbox, etc) We need to consider: does everyone need to edit, delete, etc. Recent examples of documents we hold would be MOU, Constitutions, PAYE details, etc. **Ongoing – carried forward.**

**ACTION:SM**

SM shared a map of regional Optical practices and their closest PCN in order to try and get a closer buddy system up and running. SM to share the map on the What's App group and also put an updated Buddy list on there.

**ACTION: SM**

## 9. **PCN Update**

SP to try to find out the date of the meeting for PCN Clinical Leads which is the meeting the LOC needs to get an invitation to. SP's aim is to find the right route in to try and improve communication with PCNs.

**ACTION: SP**

## 10. **Regional Forum Update**

Covered in Chair's report

Due to Nizz's suggestion of rotating attendees from the LOC in order to gain experience and see what is discussed at Regional level. Salma attended the meeting along with SP (virtual meeting).

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

Already covered.

**12. REGIONAL CPD MEETING UPDATE (Re-name Workforce Development)**

HP sent an email to SD for circulation to the Committee – regarding the new application for the next round of funding.

**ACTION: SD**

**13. DIABETIC SCREENING**

Issues are ongoing (**see Action Point**). Nothing further to add.

**ACTION: SD/KH**

**14. LOC WEBSITE & COMMUNICATIONS**

Nothing to report.

**15. Simone – LOCSU/WOPEC Peer Review CPD**

SM shared on screen a sample of a WOPEC Peer Review which could also be run by the LOC. It showed 3 case studies which are issued a few days before the event and which are discussed on the Peer Review date. The one shown had facilitator notes which are given to the organiser of the event. If Solihull were to run an event similar to this it was discussed that numbers would need to be known in advance and SM recommended that groups of around 6 people are ideal for this scenario which is run virtually. Each case study is discussed for approx.. 30 minutes making the session length around 90 minutes. SM suggested running a trial session with the LOC before offering out to a wider circulation. The Committee all agreed this was a good idea.

SM to facilitate and a date to be agreed via What's App.

**ACTION: SM**

**16. Hitesh – AGM CET Topic**

HP has now heard from Thea who have a new Clinical Lead, happy to run the talk at the AGM. A list of 13 topics was given out which HP added to the What' App group and the topic chosen was Item 13. Entitled 'What Shall I Do?'. There are 3 CPD points available and HP will report back to Thea with the agreed topic.

**ACTION: HP**

**17. AOB**

- SP asked if anyone had read the contract changes from NHS England, circulated by SD.
- NHS England monies have been paid out to help with the roll out of EeRS (£116K). SP to have a conversation with Ian Hadfield as to how the money should be divided, short committee conversation but nothing concrete suggested.
- Diabetic Screening – SD reported that her practice has received some payment – KH confirmed this also.
- SP mentioned about Health Harmonie doing a CPD event (possibly virtually at an LOC Meeting) he will discuss when chasing them for their survey feedback.

**18. DATE OF NEXT MEETINGS**

- 10<sup>th</sup> May – Virtual** – please note this has been moved from 9<sup>th</sup> May
- 5<sup>th</sup> June – Virtual
- 3<sup>rd</sup> July – Crowne Plaza
- 4<sup>th</sup> September – Virtual
- 20<sup>th</sup> September – AGM – Crowne Plaza
- 2<sup>nd</sup> October – Crowne Plaza
- 6<sup>th</sup> November – Virtual
- 4<sup>th</sup> December – Virtual

The meeting closed at 8.15pm. Length of meeting 1.45 hours

| <b>ACTIONS</b>    |  |                 |               |
|-------------------|--|-----------------|---------------|
| <b>No</b>         | <b>Item</b>  | <b>Lead</b>     | <b>Status</b> |
| <b>06/02/2023</b> |  |                 |               |
| 01                | Photo/Bio for website c.f.   | SP              | In Progress   |
| 02                | Setting up emails – ask RA if assistance required – by next meeting please   | ALL who haven't | In progress   |
| 03                | NOC reports to be added to What's App Group - <b>SP</b>  | SP              | In progress   |
| 04                | Kazim to send SP a list of issues with new Diabetic Screening service – <b>Kazim has requested 3 more weeks to get report to Committee which was agreed.</b> | SP/KH/SD        | In progress   |
| 05                | SP to feedback re payments from PES to Wasim   | SP              | In progress   |
| 06                | Simone to look into the storage side of things for LOC documents   | SM              | In progress   |
| 07                | SP to attend ICB event in Birmingham in April  | SP              | In progress   |
| 08                | SP to set up a meeting with Dr Nazir (ICB)   | SP              | In progress   |
| 09                | SP to chase Andrew Jackman for a response to the survey sent to him  | SP              | In progress   |

|    |  |    |             |
|----|--|----|-------------|
| 10 | SP to attend meeting with CHEC and report back           | SP | In progress |
| 11 | SP to try and find out date of PCN Clinical Lead meeting | SP | In progress |
| 12 | Peer Review to be organised with LOC Committee           | SM | In Progress |
| 13 | HP to agree topic with Thea for AGM                      | HP | In Progress |
| 14 |  |    |             |
| 15 |  |    |             |
| 16 |  |    |             |