



***Minutes of LDC meeting held at the Holiday Inn Express, Llandarcy
on Tuesday 19th November, 2013.***

Members Present.

Rhiain Paul in the chair, Roger Pratley, Huw Hopkins, Lesley Hicks, Anwen Hopkins, Mike Spencer-Harty, Janet Megins, Pam Norman, James Bater, Dave Jones, Mark Harris, Tony Fodor, Alison Walker, Rob Elliott.

In Attendance.

Chris Wills-Wood, Rhian Jones, Phil Majoe, Sian Jones.

Apologies for Absence.

Richard Herbert, James Davies, Bill Walters, Steve Gould, Tesni Metcalf, Gayathri Kini, Tom Bysouth, Hugh Bennett, Celia Topping, Karl Bishop, Ioan Owen.

13/66 Occupational Health and Wellbeing - Presentation by Margaret Lake and Joy Powell

Following on from a presentation given to the LDC/LHB Liaison group on development of an Occupational Health Service for dentists and their staff working in the GDS and PDS, LDC officials had invited Margaret and Joy to present to the LDC. They explained that their department could supply a range of services to practices, including relevant immunisations, pre-employment medical checks and post illness assessments together with helping practices develop sickness policies, etc. The services would be available to all practices that provided NHS services. The presentation was followed by considerable questions and debate and it was agreed that further work needed to be carried out on protocols etc. and that a small working group of LDC members and Margaret should be set up to move the process forward and to report to the next LDC meeting. Any thoughts, comments should be emailed to the secretary by the end of November, and he will liaise with Margaret and interested members in setting up a meeting.

The chair thanked Margaret and Joy for the presentation, adding that we had been trying without success to get a service moving for some considerable time.

13/67 Minutes of the Meeting held on 24th September, 2013 were accepted.

13/68 Matters Arising.

There were no Matters Arising from the minutes, not already on the Agenda

13/69 Secretary's Report.

The secretary reported that there were a number of ongoing performance issues across the localities. Concern was expressed about the methods of accessing dental records by the authorities. There appeared to be no consistency in the number of records taken and examined in relation to performance issues. Some practices had 20 records examined, others 50. Similarly requests should be made and removal should be carried out away from patient areas, preferably when there are no patients at the practice.

It was proposed that written guidelines and protocols should be set up in relation to performance management and that practitioners should be made aware of these protocols

This to be taken to the Associate Medical Director and the localities for further discussion.

13/70 Chair's Report.

This had been emailed to all members previously.

Operative Dentistry Working Group - there is backing for Endo DWSI's from the strategy Group and funding sought from primary care budget.

The committee felt this was somewhat of a luxury and since there were areas of high dental need in the localities, funding would be best used elsewhere. LDC to raise this issue.

13/71 Treasurer's Report and LDC Finance.

The balances stood at:-

Current Account: £9597.00

Deposit Account: £6131.50

13/72 Delegates' Reports.

Joint BDA Welsh Council and WGDPC meeting 25th October 2013

Report had been emailed to all members with meeting papers

HTM 0105 - Welsh version will remove essential elements so only best practice is to be aimed for. There was no time scale set for achieving best practice; it was felt this was a move not to supply any funding.

Parkway Clinic

Parkway had still not officially been awarded the GA contract. November and December 2013 clinics are now full, not booking January 2014 as there is no service spec to work from and no SLA had been signed. Members were unable to understand the delays since the tender had been submitted in August 2013.

Referrals would now be sent to a central referral centre and then onward to an assessment centre in one of the ABMU localities. They would then be forwarded to CDS, HDS, or Parkway Clinic. Funding for this would come from the Parkway funding. Members were concerned that a simple process of referral was likely to become complicated and wondered why this should be.

13/73 Performance Issues etc – Support from Postgraduate Department.

This had been emailed to all members for information.

13/74 QAS Returns

There had been a lot of problems reported with this years QAS, with GDPs reporting difficulty in completing the form. DPAs have been told they can use discretion when going through completed forms.

1. A particular area of concern was the Radiation section, with new questions to answer. All the IRMER guidelines can be found online, although it was felt guidance notes should have been included. HIW letter to be placed in practice radiation files.
2. CRB checks - DBS came in August 2013, CRB checks no longer in use.

3. Environmental Risk assessment - a risk assessment to be carried out in the practice by members of staff.
4. Vulnerable Adult training - Felt this should be added onto the end of the level 2 Child Protection training.
5. Referral Process Urgent Cancers - Chris Wills-Wood to ask Simon Hodder for guidelines to be sent to all practices in ABMU.
6. Private practices will be expected to complete QAS as of next year.
7. It was felt any new sections/questions added to QAS in future, should go to Welsh GDPC first. LDC to discuss QAS in LDC/LHB Liaison group meeting.

13/75 OOH and Access

Lisa Weaver had confirmed there was OOH cover over the Christmas and New Year period.

Two GDPs who had been removed from OOH list with no explanation had now been telephoned and added back on.

13/76 LDC Website

Much work had been carried out on the website, all geared towards it being updated easily by the Secretary. Looking to create an electronic newsletter quarterly at the start of 2014. The Secretary to send link to all members for comments and suggestions.

13/77 Any Other Business.

There was no other business.

13/78 Date and Time of next meeting.

Tuesday 21st January 2014 at 7 p.m. at The Holiday Inn Express, Llandarcy.

Suggested Meeting dates 2014 were as follows:-

21st January 2014
25th March 2014
13th May 2014
22nd July 2014
23rd September 2014
18th November 2014

These were agreed.