

## Meeting Minutes

<b>Title of Meeting</b>	Somerset Local Dental Committee (LDC), Quarterly Meeting, November 2016 / End of Year Christmas Meal
<b>Date</b>	Tuesday 22 November 2016
<b>Time</b>	19.00 - 20.15
<b>Venue</b>	The Mount Somerset, Lower Henlade, Somerset, TA3 5NB

### Somerset Local Dental Committee Members Present:

Dr Geoff Worrall, Chairman, South Somerset Constituency Representative (GW)  
 Dr Andre Louw, Secretary, Somerset Coast Constituency Representative (AL)  
 Dr Mike Biccard, Treasurer, Taunton Deane Constituency Representative (MB)  
 Dr Richard Leworthy, Mendip Constituency Representative (RL)  
 Dr Peter Hollins, Taunton Deane Constituency Representative (PH)  
 Dr Gary Irvine, South Somerset Constituency Representative (GI)  
 Dr Vinay Shah, Mendip Constituency Representative (co-opted from Somerset Coast) (VS)  
 Dr John Smalley, Somerset Coast Constituency Representative (JS)  
 Dr Jane Foggin, Taunton Deane Constituency Representative (JF)  
 Dr Martin Fulford, Professional Dental Lead, NHS England South, South-West (non-elected Somerset LDC member) (MF)  
 Dr Andy Sprod, Primary Dental Care Services (non-elected Somerset LDC member) (AS)

### In Attendance:

Miss Emma Childs, Secretarial Support (EC)

### Apologies:

Dr Lucy Silk, Mendip Constituency Representative (LS)  
 Dr Bob Gordon, Somerset Coast Constituency Representative (BG)  
 Dr Simon Albiston, South Somerset Constituency Representative (SA)

Item	Item Description and Action	Action
<b>1</b>	<b>Welcome and Introductions</b>	
1.1	GW welcomed everyone to the meeting.	
<b>2</b>	<b>Apologies for Absence</b>	
2.1	Apologies were noted for those listed above.	
<b>3</b>	<b>Minutes of the Meeting, 6 September 2016</b>	
3.1	The minutes were agreed as a true and accurate record.	
3.2	<b>Foundation Dentists – Performer List Registration (Item 11.6)</b>	
3.2.1	GW discussed item '11.6 – Foundation Dentist's – Certificates'. During the last meeting concerns were raised that it is proving difficult for FD's to be registered on the performers list, as their certificates are issued during the last week of qualifying. GW agreed to contact Jane Luker regarding this matter.	
3.2.3	GW advised that after contacting Jane Luker regarding the above it was explained that the FD's certificates was not related to the performer list registration issues. Jane Luker also advised GW that contact had been made with NHS England and all FD's had passed. Jane Luker was happy	

	to attend a future LDC meeting to explain the above, and answer any questions. The LDC agreed to consider this proposal.	
3.2.3	<p>The other following discussions were raised regarding the registration of FD's on the performers list:</p> <ul style="list-style-type: none"> <li>• The BDA had circulated an email to all Practices advising that the deadline for registering FD's on the performance list had been extended to January 2017.</li> <li>• FD's who are not registered on the performers list are unable to transmit FP17 claims, and as a result the deadline for submitting claims has been extended past the two months period.</li> <li>• The wait time for a FD to be registered on the performers list is circa 12 weeks. Overseas Dentists can take even longer due to having to assign the Dentist a mentor etc.</li> </ul> <p><b>GI joined the meeting.</b></p>	
3.2.4	It was agreed that this item was to be discussed again at the next LDC meeting.	<b>LDC</b>
3.3	<b>South-West LPN Meeting</b>	
3.3.1	GW informed the LDC that he had received an email from John Cantwell (South West Local Professional Network representative) advising that he was meeting NHS England next week, and wanted to confirm that there were not any specific agenda items the LDC wished to be raised with NHS England. During the last meeting (item 11.5) GW requested for members of the LDC to send a list of any particular issues they wish to raise with NHS England. GW advise that there were no specific items emailed through, and therefore, nothing to report to John Cantwell.	
3.3.2	John Cantwell's email to GW also explained that there are not many further updates, apart from no further progression with the new Dental Contract, and problems with Capita/Compass is still an on-going issue.	
3.4	<b>PCDS – Rejected Patient Referrals (Item 11.3)</b>	
3.4.1	RL informed the LDC that during the Connecting with Colleagues forum (2 November 2016), the Dentist voiced their frustration regarding patient referrals being rejected due to being outside the Commissioners geographical boundaries (i.e. postcode).	
3.4.2	The LDC sought clarification from AS how this situation of the rejection of patient referral forms was going to be addressed. AS explained that the responsibility of triaging referrals has been delegated to his Assistant Clinical Director. AS agreed to liaise with his Assistant Clinical Director to clarify why patient referrals are being rejected when patients are apparently located out of area (this is particularly an issue for patients located in Sherborne/Wiltshire who are situated on the Somerset border). JS requested if AS can explain that the referral of patients for treatment is taking too long if referrals are being bounced back. In addition, AS also agreed to identify where specifically in the service the referrals are being rejected from.	<b>AS</b>  <b>AS</b>
3.4.3	During the last meeting, VS raised concerns that all rejected referrals are being sent back to the Practice via special delivery, when a telephone conversation why the referral was rejected would have sufficed. The result had been that the patient had waited for weeks only for their referral to be rejected. AS advised that he had since spoken to the RMC to clarify why all referrals are sent special delivery. The RMC are required to follow an	

	information governance protocol where to mitigate the risk against data protection breaches all referrals must be sent to the GDP via special delivery. The RMC are also unable to send referral batches in no more than 49 at any one time. AS also explained to the LDC that the PCDS receive an average of 130 referrals per month, and therefore, this takes a while for the team to process.	
3.4.4	To streamline the process AS informed the LDC that a system has been implemented in Suffolk for all GDP referrals to be sent by the e-referral system to PCDS. It is anticipated that this system is to be implemented in Somerset. In this respect, MF advised for all practices to register for an NHS.net secure send account for electronically transmitting referrals.	
3.4.5	AS agreed to report back to the LDC during the next meeting the outcome of the discussions with PCDS/RMC re. Rejected patient referrals.	<b>AS</b>
3.5	<b>Dental Nurse Training (LDC Meeting, June 2016)</b>	
3.5.1	During the LDC's quarterly meeting in June 2016, a discussion was raised regarding the training course times at PCDS, which were within surgery hours. AS agreed to liaise with PCDS reporting back the LDC's comments. AS advised that the LDC that all comments regarding the Dental Nurse Training course had been taken on board. The course structure/format is now under review. PCDS has just recently appointed a new Business Manager who has been delegated the responsibility for leading on the redevelopment of the course.	
3.5.2	Therefore, the Dental Nurse Training course is currently on hold whilst the course structure is under review. AS agreed to report back to the LDC when the course is in a position to be re-commissioned.	<b>AS</b>
<b>4</b>	<b>Matters Arising</b>	
4.1	There were no matters arising outside the previous meeting agenda items already covered in Item 3.	
<b>5</b>	<b>Dental Lead Update</b>	
5.1	MF provided the following Dental Lead update:	
5.2	<b>Capita and Compass</b>	
5.2.1	Capita and Compass is still an on-going issue with NHS England and Practices	
5.3	<b>Serious Untoward Incidents (SUIs)/Near-Misses/Never Events</b>	
5.3.1	MF asked the LDC to remind all GDP's that they are required to report any serious untoward incidents (SUI's), near misses or Never Events, which have happened in their Practice to NHS England (i.e. any incidents which have caused any serious harm to an NHS patient).	
5.3.2	JS enquired when a SUI is reported to NHS England what happens after that? MF explained that after the SUI has been reported NHS England will expect to see the Practice produce a risk management protocol to prevent future re-occurrences (this includes evidence of shared-learning).	
5.3.3	AS explained that PCDS have been allocated 18 months to produce a formal written process purely for avoiding SUIs (in particular for pre-surgical extraction and post-operative complications for minor oral	

5.3.4	<p>surgery).</p> <p>The LDC agreed it would be beneficial for NHS England to circulate in a newsletter to all GDPs reminding them to report SUIs/near misses in Practice, and an example list of near misses/SUIs should be reported to NHS England. MF agreed to feed this back to NHS England.</p>	<b>MF</b>
<b>6</b>	<b>Connecting with Colleagues Forum, 2 November 2016, LDC Event, 19 October 2016 &amp; Future LDC Event, February/March 2017</b>	
6.1	<p>RL provided the LDC with feedback from the last Connecting with Colleagues Forum on 2 November:</p> <ul style="list-style-type: none"> <li>• The forum was another success, and there was meant to be 29 Dentists expected to attend with 21 attendees in total.</li> <li>• Jonathan Hindle, Clinical Adviser, NHSBSA Dental Services was the forum speaker discussing appropriate UDA claiming/submission of FP17 claims. The speaker was well received by the Dentists and this was reflected in the positive evaluation form comments.</li> <li>• It was proposed for the next forum to be held in February 2017.</li> </ul>	
6.2	<p>RL suggested the CQC to attend as the next speaker. The LDC agreed that the topic of the CQC would be more beneficial if it was a topic for the next LDC Clinical Governance Event 2017. The LDC agreed that John Milne CQC Dental Adviser, including an inspector would be well received from the attendees. JF suggested that if the CQC were presenting then it would be advisable for one Practice Manager to be invited to attend with the Dentists as well.</p>	
6.3	<p>RL also advised that during the Orthodontic Managed Clinical Network meeting the Orthodontists are still having issues of receiving patient referrals that are not suitable for treatment. Therefore, it would be beneficial in conjunction with the CQC for an Orthodontist representative to also discuss orthodontic referrals with the GDP's. RL agreed to liaise with the Orthodontic Managed Clinical Network.</p>	
6.4	<p>The LDC agreed the following:</p> <ul style="list-style-type: none"> <li>• The event is to be held during late February/early March 2017</li> <li>• The numbers for attendees is to be increased to 90 delegates but the refreshments is to be reduced to 70 delegates (to avoid food wastage).</li> <li>• One Practice Manager per Practice is allowed to attend with the Dentists to the event.</li> <li>• The event is to be held at the same venue as before, Holiday Inn, Deane Gate Avenue, Taunton.</li> <li>• The event registration/refreshment start time will be a little earlier at 18.00, with event presentations starting at 18.45.</li> </ul>	
6.5	<p>EC agreed to make contact with John Milne and the Holiday Inn to organise the event. EC also agreed to report the progress of the event back to the LDC. It was also agreed that EC/RL would liaise to organise the potential second speaker.</p>	<b>EC EC/RL</b>
6.6	<p>The LDC agreed that the last event on 19 October 2016 was a great success. The feedback from the Dentists regarding the speaker, Professor Brian Millar was excellent. The LDC were keen to continue with the LDC events as they are well received from the Dentists.</p>	
<b>7</b>	<b>Somerset LDC Elections Update, 2016</b>	
7.1	<p>AL advised that there had been one applicant for LDC membership with</p>	

	<p>the Somerset Coast area. AL explained that the elections information will need to be sent to all Practices within the Somerset Coast area (but sending the election forms via email not post would be more cost effective). It was agreed that AL will first contact the LDC representative currently up for re-election in Somerset Coast to confirm if they wish to continue in the role before commencing the formal election process. AL agreed to liaise with the LDC regarding the elections progress.</p>	<b>AL</b>
<b>8</b>	<b>LDC Officials Meeting</b>	
8.1	GW will be attending the meeting next week and advised if anyone wishes to attend with GW then to email.	
<b>9</b>	<b>Orthodontic Working Group</b>	
9.1	RL explained that appropriate IOTN referrals to the Orthodontists are still an on-going issue (see item 6).	
<b>10</b>	<b>Unscheduled Dental Treatment Meeting</b>	
10.1	MF explained that NHS England is looking to commission a consistent approach for unscheduled care. NHS England would also like a single dental service helpline for the southwest for patients to use.	
10.2	The commissioning guidance regarding unscheduled dental care is due to be published.	
10.3	NHS England are still discussing the structure of the service format, and once this has been finalised the service will go out to competitive tender (the aimed service start date is 2019).	
	<b>MB joined the meeting.</b>	
<b>11</b>	<b>Donations to the British Dental Guild, Dentists Health Support Trust and BDA Benevolent Fund</b>	
11.1	During previous LDC meetings it was discussed of the LDC providing funding to a number of dental charities. The LDC did raise concerns whether donating money to these charities was allowed to be paid out of the levy. Since this meeting it has been confirmed that out of the voluntary levy this is acceptable.	
11.2	The LDC agreed to send donations but the final figure is to be decided.	<b>LDC</b>
<b>12</b>	<b>Any Other Business</b>	
12.1	<b>Location of Future LDC Meetings (MF)</b>	
12.1.1	Due to LS being unable to attend the meeting, MF was asked on LS's behalf to request if the future LDC meetings could be rotated around the area (rather than just located in Taunton). The LDC agreed that the meetings will be rotated to be fair to everyone between Street/Somerton and Taunton.	
12.1.2	EC agreed on behalf of the LDC to contact the White Hart (Somerton) and the Bear Inn (Street) to confirm if they have a meeting room available for the next meeting.	<b>EC</b>
12.2	<b>Marathon (GI)</b>	

12.2.1	The LDC congratulated GI on his successful marathon in Loch Ness. The run was in aid for multiple sclerosis (MS). GI thanked everyone for their donations.	
12.3	<b>Pilot Project – Anxious Patients, PCDS (AS)</b>	
12.3.1	AS informed the LDC that PCDS are in the process of setting up a pilot in Somerset, a talking therapy project for anxious patients. AS asked if anyone was interested in being involved to contact PCDS. GI advised that even though supported the pilot, PCDS do need consider that some Practices may not be interested if they need to allocate extended time with the patient only to be able to claim one UDA. AS agreed to feed these comments back to PCDS.	
12.3.2	The LDC it maybe beneficial for AS to discuss this as a topic at the next Connecting with Colleagues forum. AS/RL agreed to liaise.	<b>AS/RL</b>
<b>13</b>	<b>Date of Next Meeting</b>	
13.1	The next Somerset LDC meeting was agreed to be held on Tuesday 14 March 2017 at 19.30, and to be held at The White Hart, Somerton or The Bear Inn, Street. EC will inform the LDC via email of the final meeting venue.	<b>EC</b>