

MINUTES OF THE THIRTY-THIRD MEETING OF THE KENT LOCAL DENTAL
COMMITTEE (AGM) HELD ON WEDNESDAY 6th APRIL 2011 AT 6.00 PM AT THE
HOLIDAY INN, MAIDSTONE ROAD, ROCHESTER KENT, ME5 9SF

Present: Drs Adesanya, Ahmad, Bishop, Chopra, Coakley, Courtney, De-Sarker, Hammond, Hogan, Hymas, Lynch, Morenas, Newell, Nugent, Ogunlesi, M Patel, N Patel, U Patel, Pitchforth, Trivedi, Unter, Watts and Winstone

Observers: Drs Henderson, Sheridan and Walia.

Apologies: Drs Allen, Clarke, Courtney, Johnstone and Shivji

The Secretary (Dr J M Unter) took items 1 and 2 of the Agenda

1. INTRODUCTION TO ANNUAL GENERAL MEETING & WELCOME TO OBSERVERS

Dr Unter introduced himself as the current Secretary of the joint Kent Local Dental Committee (KLDC) and welcomed members and observers to the April Meeting of the KLDC which is also the AGM. He also welcomed in particular two colleagues who were attending as observers - Drs Connie Sheridan and Hardeep Walia. In the absence of Christopher Allen, Consultant in Dental Public Health, (who acted as Returning Officer in the recent bi-annual KLDC elections), Dr Unter reported on the election results. He welcomed new members Drs De Sarkar, Pitchforth and Shivji. Dr Unter advised members that East Kent nominations had exceeded available five 4 year term spaces on the committee. However, the Returning Officer had used a suitable selection process to appoint to an available 2 year term one of the nominees and this had been Dr De Sarkar (who acknowledged this arrangement). In both Medway and West Kent constituencies there is still a single seat available. Both Dr Sheridan (who had not received any nomination papers) and Dr Walia would like to be considered for appointment to these two vacancies and this would be dealt with under AOB. Dr Allen and his PA Toni were thanked for their efforts coordinating the election process.

Dr Unter reminded all members that they should endeavour to give prompt notice to the Clerk or himself if they were unable to attend future meetings. Members were reminded that this is not only for catering reasons but because according to the Constitution failure to attend three consecutive meetings would result in members ceasing to be a member of the committee.

2. APPOINTMENTS

(a) Chairman – nominations were sought by Dr Unter.

Dr Hogan was proposed by Dr Bishop and seconded by Dr Trivedi. There were no other nominations and Dr Hogan was **re-elected unopposed**.

(b) Vice Chairman – nominations were sought by Dr Unter.

Dr M Patel was proposed by Dr Bishop and seconded by Dr Hymas. There were no other nominations and Dr M Patel was **re-elected unopposed**.

The Secretary handed over to the Chairman (Dr T P Hogan) to take the remaining Agenda items

3. APOLOGIES FOR ABSENCE

Apologies were received from Drs Allen, Courtney, Hammond, Johnstone, Clarke and Shivji

4. CONFIRMATION OF APPOINTMENTS AND HONORARIA

(a) Secretary – nominations were sought.

Dr Unter was proposed by Dr Trivedi and seconded by Dr Lynch. There were no other nominations and Dr Unter was **re-elected unopposed**.

The Honorarium for Secretary was agreed at 70 sessions (no change).

(b) Treasurer – nominations were sought.

Dr Winstone was proposed by Dr Unter and seconded by Dr Bishop. There were no other nominations and Dr Winstone was **re-elected unopposed**.

The Honorarium for Treasurer was agreed at 12 sessions (no change).

(c) The Honorarium for Chairman was confirmed at 12 session (no change).

5. REPRESENTATIVES ON COMMITTEE(S)

- (a) Representatives unable to attend the AGM were asked prior to the meeting to contact the Secretary if they were happy to continue their respective committees. Dr Unter had received no prior indications. A brief synopsis was given of each of the committees. In particular the Secretary advised members that the Kent Dental Advisory Committee (KDAC) was (in addition to the KLDC) recognised by the three PCT's in Kent and Medway as representing the Dental Profession including primary, secondary and community care. The KDAC advises PCTs and the Strategic Health Authority on dental matters through the consultant in Dental Public Health and has representatives from all branches of the dental profession.
Action: Results of all the various committee representatives will be attached to the July agenda and form part of the AGM minutes (Appendix A).

6. LAST MEETING – WEDNESDAY 12TH JANUARY 2011

- (a) Confirmation of Minutes – The previous minutes were agreed. Dr Unter thanked Mrs Hogan for doing the January minutes in the Clerk's absence.
(b) Matters Arising – Reported elsewhere.

7. NOTICE OF ANY OTHER BUSINESS

There was nothing else to report under this item.

8. SECRETARY:

- (a) Correspondence Received & Written - Dr Unter reported that he would report relevant items as they appeared on the agenda.
(b) Report of Meetings – Dr Unter again reported that he would report under the appropriate items.
(c) Annual Report – A draft of the Annual Report was circulated with the papers for the AGM. Dr Hogan thanked Dr Unter on behalf of the Committee for once again producing the report despite the fact that he had been absent from the committee due to illness for approximately six months. Dr Unter asked if any members had any proposed changes to please let him know.

9. TREASURER:

(a) Report

Dr Winstone reminded all members, as well as new members, to ensure when completing their expense forms they made sure they included their name, address, email address and bank details on their expense forms if they wanted to be paid their expenses. Dr Winstone tabled the accounts and discussed their contents with members. Dr Hogan thanked Dr Winstone once again for all his hard work in producing the accounts which would be published in the Annual Report.

- (b) Statutory Levy – Dr Winstone reported that last year PCTs paid slightly more than requested. The new budget to be submitted to the PCTs would allow for this.

- (c) Voluntary Levy – He reported that we were working within the guidelines.

10. GDS ARRANGEMENTS UPDATES inc HTM01-05 & CQC

It was reported that a few members received emails regarding registration with CQC – most members application were still “in process”. There were still some issues regarding counter signatories from the PCT eCRB's. There was a general discussion regarding the problems associated with both CQC registration and the requirements to comply with HTM01-05.

11. THE ANNUAL CONFERENCE OF LDCs - 9TH AND 10TH JUNE – RUSSELL HOTEL & GRAND CONNAUGHT ROOMS, LONDON

- (a) Appointments of Representatives – Members attending the conference and dinner. Drs Hymas, Hammond, U Patel, Trivedi and Winstone agreed to attend on behalf of the KLDC. It was **agreed** that Dr Unter would ask if Dr Christopher Allen would like to attend as a guest for the dinner (since the meeting Dr Allen agreed to attend). Drs Ahmad and Bishop said they would be attending on behalf of the GDPC. Dr Ahmad **agreed** to write a report of the Conference
- (b) Submissions of Motions - There were no motions to be submitted.

12. PCT ISSUES

- (a) South East Coast Strategic Health Authority – Dr Unter advised that this was due to disappear this coming year after Government reforms. In Kent GPs are forming shadow consortiums and Dr Unter advised wherever possible that members promote contact/communication within their local GP groups to ensure they involve us in any decisions affecting dentistry. Although dentistry will be run by a National Commission, GP consortia may still want to commission some dental services. There is currently one consortium agreed for the Medway PCT region but it is less clear how many Consortia will develop in both East and West Kent. Dr Unter updated members regarding the current development of cluster groups joining together the three existing Kent PCTs. He advised this effectively means that whilst the 3 Kent PCTs still currently exist, overall responsibility for executive management has led to the appointment of one Chief Executive (Ann Sutton) and one Chairman (Colin Tomson). Dr Unter had noted these changes in page 4 of the Annual Report.

- (b) Primary Care Trust

- (i) Dental Network Group – Dr Unter reported that the last meeting had been on the same day as our last KLDC meeting and had already been reported upon. The next meeting is scheduled for 11th May 2011.

- (ii) Area Reports

- (a) East Kent

- (i) Steering Group & (ii) LDC/PCT Liaison Group – Dr Coakley advised that East Kent was now adopting the triaged Oral Surgery IMOS service; there are problems with the Hepatitis inoculations until there is a change in the Occupational Health service provider; there have been discussions over the government information tool kit (IG8) which has not been considered as urgent; there is an excellent website guide regarding CCQ and NHS choices and patients can make comments. The PCT have further developed their Incorporation Policy.

Members had considerable discussion regarding referrals for patients via the new IMOS service. There was concern where routine patients requiring sedation that now apparently had to be referred via the IMOS triage service rather than direct to the usual sedation practices. Members felt this was an unnecessary complication for routine referrals and would cause expense with triage and delays.

There were further considerable concerns regarding the return of referrals due to lack of “suitable” radiographs by the IMOS triage service. Orthopantomographs (OPT's / OPG's) were frequently demanded and not all practitioners have access to this type of radiography in their practices. This was recognised as a big issue and many members felt these radiographs were frequently unnecessary and the patient was

inconvenienced by having to go to their local hospital to have these carried out. There was to be an IMOS Meeting in June. **Action:** Dr Watts suggested that Dr Unter meet urgently with Dr Allen to discuss ways of resolving the problems associated with routine sedation cases and providing suitable X-rays for the IMOS triaging service.

(b) Medway

The PCT has attempted to support CQC applications and agreed delaying submission of Information Governance 8. Performance and contract end of year issues have also been discussed. The PCT has made significant grants to assist practitioners fund expenses trying to comply with the requirements of HTM01-05

(c) West Kent

Dr Hogan advised that the CQC will be looking at private practices first or at the NHS practices where they had concerns. Dr Unter reported that he had attended the recent West Kent PCT Dental Steering Committee. Some of the items discussed were smoking cessation training; domicillaries, some practices are not performing their contract allocation and due to demand in different areas the PCT will wish to change some contract arrangements to reflect needed activity elsewhere; CCQ (as above); HTM01-05, PCT has sent out an audit tool, the results are being audited; contract reviews, the PCT has met with 20 contractors, most of which accepted various contract concerns, some however, did not; Oral surgery, the DWSpl service is now set up (IMOS), PCT hopes this will reduce inappropriate referrals; Practice Inspection document (new) was discussed; Issues at Valence School.

(c) Kent and Medway PCTs Performance Advisory (KAMDPAG)

There was no meeting since the last KLDC Meeting; therefore there was nothing to report.

(d) DentaLine

It was reported that there had been some issues over how DentaLine had been run and there had been two open invitation meetings taking place with dentists to discuss the proposed changes to rates of pay and hours. The feedback from members who attended the meetings was very poor as the meetings were not presented well. Overall proposed changes included closing Margate centre, cutting sessions and pay rates. Suggestions of linking pay to the Guild rate which were apparently dismissed. Good nurses and centre managers had left because they had been treated so badly. **Action:** Dr Unter will contact Annie Godden (as a previous manager of the service) to see who would be the most appropriate person to deal with these issues and will then write to that person on behalf of the LDC.

(e) Dental Practice Advisor Reports

- (i) East Kent - Dr Hymas urged anyone now who is being inspected to look at the Inspection check list.
- (ii) Medway and West Kent – Dr Winstone reported that there had been a lot of work carried out on the check list and infection control.
- (iii) West Kent (South) - Dr Bishop reported he had carried out nine practice inspections; many dentists are still not reading the referral forms (Endodontic) and these are being rejected as they do not fit the criteria; He asked that when sending X-rays where ever possible send on disc as the quality of the printed X-rays is generally poor.

13. REPORT FROM CONSULTANT IN DENTAL PUBLIC HEALTH
Dr Allen was not present and no report had been submitted.

14. KLDC WEBSITE (www.kldc.org.uk)
Dr Hogan had nothing extra to report on the KLDC website.

15. SALARIED DENTAL SERVICES

- (a) East Kent – There was no report. However it was reported that East and West Kent PCTs will be merging in 2013 and will be known as Kent Community NHS Trust. They will be working towards Foundation Trust status. All community services will be merging except dentistry which will be protected.
- (b) West Kent – There was nothing to report.

16. LMC REPORT

Dr Nugent reported that the meeting venue had been changed; there was a talk on CCQ Registration; The 2010 flu epidemic and the concerns raised should there have been a more serious outbreak; shortages of medicines; there was a talk on PCT clustering and a mention of a bonus given to GPs who were delivering good quality services.

17. HOSPITAL REPRESENTATIVE REPORT

Dr Newell thanked members for inviting him back. He advised that he hoped members could now see why proformas were the sensible approach forward. In East Kent, the Orthodontic Service Improvement Group (SIG) had been disbanded. Orthodontic provision had been cut in Canterbury. Patients in Thanet now had to travel to Ashford (William Harvey Hospital). Patients had to travel a long distance for treatment (some up to 18 miles) and this was a commissioning issue. **Action:** Dr Hymas to look into this.

18. ORTHODONTIC REPORT

It was reported that the Medway Community Healthcare (MCH) Social Enterprise went live on 1st April 2011. West Kent Primary Care is being renamed as MCH NHS Community Dental Service. The Service will join with DentaLine Directorate. Orthodontic care will no longer be offered by the salaried dental service. Current patients for Medway in mid treatments retention and review cases will be transferred to Rochester Orthodontic Centre Frindsbury and Medway Maritime Hospital. The service is waiting to hear from West Kent regarding a list for alternative providers. The Commissioning team is facilitating this transfer of patient care. If patients live outside of the Medway area they should contact their own PCT.

19. GENERAL DENTAL PRACTICE COMMITTEE: REPORT OF KENT REPRESENTATIVE

Dr Ahmad reported that three quarters of the meeting that he attended was about CCQ. There was an issue on how the GDP would be funded in the future. The GDPCs preferred remuneration would be 90% of capitation. There were problems in the drop off in work.

20. KENT DENTAL ADVISORY COMMITTEE

The KDAC report was attached to the Agenda - Dr Allen (co-ordinator - was not present)

21. EDUCATION AND TRAINING

(a) Dental Foundation Training – Dr Winstone reported that they are recruiting trainees for next year. The Dental Education Booking Service (DEBS) will be available on line in the next few months. The postgraduate transfer to Pembury will take place shortly and is a nice unit. It was reported that the dental nurses training programme in Maidstone had been closed due to costs. Dr Winstone reported that Martello run a private course. There was a similar problem in Canterbury where there was a shortage in people running courses. Dr Winstone advised that the Deanery keep a list of providers running courses.

(b) Postgraduate Dental Advisory reports

- (i) Canterbury – There was nothing to report.
- (ii) Tunbridge Wells – There was nothing to report.

22. DATE OF NEXT MEETING

Wednesday, 6th July 2011 at the Holiday Inn, Rochester.

23. ANY OTHER BUSINESS

It was proposed by the Secretary that Dr Connie Sheridan be appointed by the committee to the 4 year term membership vacancy in the West Kent constituency. This was **agreed** with no objections.

It was proposed by the Secretary that Dr Hardeep Walia be appointed by the committee to the 4 year term membership vacancy in the Medway constituency. This was **agreed** with no objections.

24. FUTURE DATES

Wednesday, 5th October 2011.

Dates for next year are confirmed as:

Wednesday 11th January 2012

Wednesday 4th April

Wednesday 4th July

Wednesday 10th October

All meetings at the Holiday Inn, Rochester unless advised to the contrary.

Appendix A

Listing of Representatives on KLDC Committees/Other Bodies

2011/12 members are listed for guidance. Members are appointed to certain positions by the committee rather than elected (indicated thus [†]). All other positions listed are open to elected members however some committee positions require continuity each year because of the nature of the work involved.

Name of Committee	Member(s)
Dental Performance Review Panel Investigating Officers	Dr P Coakley Dr T Hogan Dr J M Unter (as LDC Sec) Dr S Courtney Dr M Patel
General Dental Practice Committee	Dr G M Bishop* Dr N Ahmad*
Kent Dental Advisory Committee (Co-ordinator - Dr C Allen)	Dr J Lynch Dr M Patel Dr R Trivedi Dr M Watts (attends as East Kent BDA Rep) Dr M Nugent Dr U Patel Dr J M Unter (as LDC Sec)
Dental Practice Inspectors	Dr T Hogan [†] Dr J M Unter [†]
Primary Care Groups: Initial Link Members to Primary Care Trusts	Eastern & Coastal Kent PCT Dr N Ahmad Dr P Coakley Medway PCT Dr J M Unter West Kent PCT Dr R Morenas Dr R Trivedi Dr J M Unter (as LDC Sec)
Postgraduate Advisory Committees	Canterbury Tunbridge Wells Dr P Coakley Vacant
Dental Foundation Training Programme Directors (Kent)	Dr H Winstone & Dr S Shivji*
Hospital Representative	Dr S Newell
LMC Representative	Dr M Nugent

[†] Appointed position * Denotes not appointed by the KLDC



April 2011

J. M. Unter BDS(Lond) LDS RCS(Eng)

Secretary to the Kent Local Dental Committee