

Doncaster LMC December Update



Contents

Contents.....	1
Local Medical Committee Team	2
Information and Website Updates	3-5
Freedom of Information Act.....	6-7
Working towards 'paper switch off'.....	8
Making tax digital.....	9-10
Tax Penalties Infographic.....	10
NHS England - Coaching Sessions for GPs.....	11
Job Vacancies.....	12
Monthly Update.....	13

Local Medical Committee Team

Oakwood Surgery, Masham Road, Cantley, Doncaster DN4 6BU

Contact Us	
Telephone	01302 531223
Email	office@doncasterlmc.co.uk
Website	www.doncasterlmc.co.uk

Key Contacts	
<p>Dr Dean Eggitt Chief Executive Officer</p>	<p>E: deaneggitt@hotmail.com</p> 
<p>Jane Torn Executive Officer</p>	<p>E: office@doncasterlmc.co.uk</p> 
<p>David Gibbons Executive Officer</p>	<p>E: liaison@doncasterlmc.co.uk</p> 

Information and Website Updates

Looking for advice? LMC Website Updates

Many of the questions asked by practices to Doncaster LMC have already been asked before, and the answers can often be found on our website.

We have integrated a Google Search function on our homepage so you can even search our archive of monthly updates. If you have a query, trying searching our website first – it might save you time.

www.doncasterlmc.co.uk

CHRISTMAS OPENING HOURS

Firstly we would like to wish everyone a very Merry Christmas and Happy New Year!!!

Please note the LMC will be closed W/C 25th December with normal office hours resuming on the 2nd January 2018.

2017 – 2018 Seasonal Influenza Posters

The LMC website **members area** contains a link to resources which can be used to promote your 2017 -2018 Flu Vaccination service.

Update on TPP SystemOne and the Data Protection Act

This statement is an update for GPs on the issue of TPP's SystemOne and the DPA from the Co-Chairs of the joint GP IT Committee. Representatives of the BMA and the Royal College of GPs have been working closely with NHS England, NHS Digital, TPP and their user group to address concerns regarding the ability of GP data controllers using SystemOne to comply with the Data Protection Act.

They are now at a point where the BMA and RCGP believe that new functionality developed by TPP, when finalised and fully implemented, will allow GP Data Controllers to meet their obligations under the DPA. It is expected that these tools will be available to **all GPs** using SystemOne by the end of **February 2018**. This new functionality is currently being piloted and the committee are continuing to monitor progress and liaise with the Information Commissioner's Office.

Doncaster Wide Primary Care Event	
When?	Thursday 1st February 2018
Time?	12pm to 4pm
Venue?	Castle Park Rugby Club Armthorpe

An agenda will be circulated closer to the event. In the meantime Doncaster CCG have requested confirmation of your attendance, in addition to any specific dietary requirements to be sent to: donccg.primarycare@nhs.net

Urgent medical cover will also be provided for this event on the same basis as previous events.

This means that practices should remain open and available for routine bookings, repeat prescriptions etc. and continue to man their own phones, NOT divert them!

Therefore if patients ring the practice requiring an urgent appointment, they should be advised to ring the Out-of-Hours number, and FCMS will triage and see the patient if necessary.) It is up to practices how they organise their in-house resource to allow the appropriate people to attend the event whilst continuing to manage routine patient demand.

Yorkshire Smokefree

In November's update we outlined that **Yorkshire Smokefree** have won the tender for the Doncaster stop smoking service.

According to their team you can continue to refer clients over the phone by calling:

0800 612 0011 or **0330 660 1166**, or by:

Email to: swy-tr.Y-Smokefree@nhs.net

Please note the **fax number has changed to 01302 561724**.

Alternatively clients can search [Yorkshire Smokefree](#) and self-refer on line.

Managing Complaints

To access our guidance on **managing complaints** please click the following link:

<http://www.doncasterlmc.co.uk/complaints.html>

Child Health Surveillance

To access further details on child health surveillance requirements please click the following link:

<http://www.doncasterlmc.co.uk/chs.html>

Extended Access to General Practice Bi-annual Data Collection

You will recall the extended access to general practice collection, which was launched during October 2016, in response to the government's mandate to NHS England

The completion of this survey is a **contractual requirement** on general practices and the 3rd collection was last completed in September 2017.

93.6% of practices responded to the survey, covering approximately 55.3 million patients. Further information and **the results** of this collection can be found in the published reports via the following link:

<https://www.england.nhs.uk/statistics/statistical-work-areas/extended-access-general-practice/>

Freedom of Information Act

As a reminder to all practices we have summarised the requirements pertaining to **The Freedom of Information Act 2000 (FOIA)**, requiring all public authorities to adopt and maintain a publication scheme.

In 2008 the Information Commissioner's Office (ICO) introduced a **single generic model publication** scheme, for adoption by all public authorities that are subject to FOIA.

Please note there are **two main obligations under the FOI Act!**

1. Produce information proactively

To comply with this part you must have adopted the model publication scheme by following the instructions in the guidance document below.

2. Respond to requests

Anyone has the right to request information. For the request to be valid, it must be in writing. You have a duty to:

- Tell the applicant whether you hold the information that they have requested
- Provide the information
- Respond to the request within 20 working days

What does this mean for practices?

The Act specifically defines **general practice contractors providing general or personal medical services as public authorities** in respect of information relating to the provision of those services; APMS practices, however, are not classed as public authorities.

The ICO's model publication scheme therefore commits all practices within the criteria above to:

'Produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'

Ensuring compliance - What is required?

The model scheme must be adopted in full, unedited and promoted alongside the guide to information. You are **not required to inform the ICO that you have adopted the scheme**; they will assume that this has been adhered to unless they are informed otherwise.

This is mandatory and please note ICO guidance stipulating that:

‘A public authority is in breach of FOIA if it has not adopted the model scheme or is not publishing in accordance with it.’

In order to assist practices the ICO have produced a **template guide**.

This template, accessible via the link below, will help you to draw up your **guide to information** if this is not already in place, indicating what information to provide, how it will be provided and whether any charge will be made for its provision.

https://ico.org.uk/media/for-organisations/documents/1273/doctors_guidance.doc

Please also note it is not necessary for you to submit the guide completed by the practice to the ICO for approval.

In summary please note practices must:

- State how the specific information can be obtained and if there is a cost involved;
- Complete all the relevant columns in the template guide
- Ensure the public can access the completed guide and the information listed in it, for example, via paper means or electronically on your practice website

Guidance is also available via the LMC website:

<http://www.doncasterlmc.co.uk/foi.html>

Alternatively you can email liaison@doncasterlmc.co.uk with any specific enquiries

Working towards 'paper switch off'

The **Standard NHS Contract for 2018/19** requires the **mandatory full use** of the **NHS e-Referral Service** for all consultant led first outpatient appointments.

From 1 October 2018, providers such as Doncaster & Bassetlaw Teaching Hospitals NHS Foundation Trust will only be paid for activity arising from electronic referrals, as part of the wider process known as '**paper switch off**'.

Doncaster CCG are working with Primary and Secondary Care towards being compliant with full use of electronic referrals by the **3rd April 2018**.

It has been outlined to the LMC that the local Trust is working behind the scenes to iron-out some of the problems that are currently being experienced around booking slots. Assurances have also been given that any attempted booking resulting in '**defer to provider**' will be closely monitored and managed by the Trust until an appointment booking can be made.

Locally, we have been informed that if you require any help or advice about **e-referrals** you can contact:

donccg.enquiries@nhs.net

In addition you can access an in depth overview and all the literature with regard to **NHS Digital's Paper Switch Off programme** via the following link:

<https://digital.nhs.uk/e-Referral-Service/Future-Service/Paper-switch-off-programme-and-documents>

Making Tax Digital

For Individuals

Maxing Tax Digital (MTD) is starting for individuals now. Taxpayers will get a real-time view of their tax affairs and see how their tax is calculated. In addition, they will be able to check how much tax they owe, or need to be repaid and see their options for paying securely.

Taxpayers will have a **Personal tax Account (PTA)**, through which you can view and manage information online.

This will include a pre population of salary, pension and bank interest. In the meantime, other information will continue to be reported on a self-assessment tax return. We understand that HMRC plan to remove categories of taxpayer from self-assessment in stages. As yet there is no alternative design for providing non pre-populated information to HMRC but this is however in the pipeline.

For Business

MTD for business is due to begin in 2019, including all VAT registered businesses with an income greater than £85k from April 2019; businesses **will not now be mandated** to use the MTD system and then only to meet their VAT obligations.

All other businesses will be affected from April 2020 at the earliest.

What will you need to do?

- Digital record keeping – not 5 tax returns
- No requirement to make accounts or tax adjustments
- No mandatory tax payments
- End of year declaration
- Businesses will keep records of their income and expenditure digitally, and send updates quarterly to HMRC from your practice software for example

There is also the question of when your individual practice's financial year end is; practices will still be required to complete the usual year-end tax return as well as the new quarterly ones above.

From the point of view of self-employed locum doctors, or indeed anyone with money coming in from alternative sources your different income streams will also need to be accounted for on a quarterly basis.

Another matter that has been delayed is the planned reduction in the tax free company dividend allowance from £5,000 to £2,000, which may have an impact on practitioners who draw such income from any limited companies that they have formed.

While there is continued uncertainty on the exact requirements and timeframes, moving forward our advice at the LMC is to prepare as thoroughly as possible and as far in advance as you can. It is important to ensure that you have all the systems in place to deal with the enhanced reporting requirements.

It may be useful to begin dialogue with your professional advisors about the sorts of solutions suitable for your practice and individual requirements.

[Tax Penalties Infographic](#)

The **Institute of Chartered Accountants of Scotland** has recently produced and published a **Tax Penalties infographic**.

They have kindly given the GP Defence Fund Ltd (GPDF) permission to share with this LMCs and GPs:

https://www.icas.com/_data/assets/pdf_file/0020/229025/Infographic-Tax-Penalties.pdf

Please note that both the GPDF and Doncaster LMC do not provide taxation or other financial advice; we are however making this infographic available for the general benefit of GPs and the wider practice team.

NHS England – Coaching Sessions for GPs

We have been informed that **NHS England** are offering fully funded one-to-one tailored coaching for GPs.

This opportunity includes **three 90-minute confidential sessions** delivered by **experienced and qualified coaches** to help you think through where you are and where you want to be in today's challenging and ever changing environment.

NHS England's general practice development team state that the individual coaching is designed to:

1. Create time and space to stand back and think in a confidential environment
2. Gain personal insight to help you make decisions
3. Improve understanding of options available to you to move forward
4. Increase resilience
5. Learn powerful models and techniques to help achieve your goals
6. Feel better equipped to move forward with confidence.

Please note this coaching is available to GPs only.

If you have any further enquiries please contact NHS England's procured provider, Beyond Consultants Ltd, via the following email:

admin@beyond-consultants.co.uk

Places are limited on a first-come-first-served basis by the deadline date of **31st January 2018** and you can register your interest here:

<https://www.engage.england.nhs.uk/survey/18f2a4cf/>

Job Vacancies

Our monthly update is sent to all LMCS in the SY area. We are be happy to advertise any of your vacancies

[For the full details on any of these vacancies please see the separate attachment in our email!](#)

<u>Vacancy</u>	<u>Practice</u>	<u>Closing Date</u>
Partner / Salaried GP	Dunsville Medical Centre	N/A
Salaried GP / Partner	The New Surgery	N/A
Salaried GP / Partner	Barnburgh Surgery	N/A
Salaried GP	St John's Group Practice	N/A
Salaried GP	Tickhill & Colliery	N/A
Salaried GP	Regent Square	N/A
Salaried GP	The Lakeside Practice	N/A
Salaried GP	West End Clinic	N/A
Salaried GP	White House Farm	N/A
Salaried GP	Mexborough Health Centre	N/A
ANP	Barnburgh Surgery	N/A

Monthly Update

MONTHLY REMINDER TO ALL GPs THAT THE LMC OFFICERS ARE WILLING AND ABLE TO PROVIDE ADVICE AND SUPPORT (TOGETHER WITH REPRESENTATION, IF REQUIRED), TO ANY GP WHO MAY BE THE SUBJECT OF A COMPLAINT

Concerned about a colleague?

NHS General Practice is under unprecedented pressure. As such, we are all at risk of work related stress, burn out and depression.

Often, the symptoms of these are insidious and can be more obvious to those around us than to ourselves.

So, if you have concerns about a colleague and feel that they need our support, we'd like to hear from you.

Doncaster LMC has launched a confidential web based reporting tool where you can share your concerns about a colleague at risk of burnout and ask for our support.

<http://www.doncasterlmc.co.uk/colleaguefbk.html>

This tool is designed to be supportive so that those identified can be helped by Doncaster LMC, signposted on to support services or be personally assisted through difficult times by officers of the committee.

We stress that the online tool must not be used for reporting safety concerns regarding a colleague's clinical practice. Read more about the tool at:-

<http://www.pulsetoday.co.uk/your-practice/battling-burnout/gps-given-chance-to-anonymously-raise-concerns-about-colleagues-burnout/20010472.article>

All GPs on Doncaster Performers List (and medical students) are welcome to attend any LMC meeting as an observer. Please let the office know if you plan to attend.



Next LMC Meeting	
When?	Monday 8th January 2018
Time?	7:30pm
Venue?	Doncaster Golf Club DN4 7NY



Give the gift of 5 minutes

Helping yourself and your team to remain mentally fit and healthy is vital.

Give yourself five minutes during your break with free mindfulness and meditation previews from Headspace.

If you ever find yourself struggling to cope, or just need to talk to someone, contact BMA counselling or the Doctor Advisor service on **0330 123 1245**.

bma.org.uk/givethegift