

**MINUTES OF THE MEETING OF THE LEO JLNC HELD ON 7<sup>th</sup> AUGUST 2014**

**Present:**

Management Side:

Jon Lenton (JL), (Management Side Chair), PAT

Kelsey Hudson (KH), PAT

Lisa Moorhouse (LM), PAT

Juliette Tait (JT), GMW

Sharon Smith (SS), GMW

Sarah Williams (SW), PAT

Staff Side:

Dr James Bluett (Staff Side Chair) (JB), PAT

Dr Anthony Wilson (AW), PAT

Sarah McCarthy (SMc), BMA

Dr Amit Sindhi (AS) , GMW

Dr Rupali Acharya (RS), GMW

Dr Farah Ahmed (FA), PAT

<p><b>1.</b></p>	<p><b>Apologies:</b>                  Steve Langham,                  Dr Samira Anane                  Dr Adam Moreton                  Dr Ola Abbas                  Margaret Campbell                  Dr Danny Sfeir</p>
<p><b>2.</b></p>	<p>JL welcomed the new members to the JLNC.</p>
<p><b>3.</b></p>	<p><b>Minutes of Previous Meeting</b>                  Minutes of 4<sup>th</sup> June 2014 were agreed.</p>
<p><b>4.</b></p>	<p><b>Actions from previous meeting</b></p> <p><b>4.1 Draft Removal and Associated Expenses Policy</b>                  AW provided a summary of the new draft version of the policy.</p> <ul style="list-style-type: none"> <li>• AW attended the focus group meeting on 26<sup>th</sup> June 2014. He reported the draft had been updated to capture safety and financial aspects of travel and relocation. He was pleased to report Host representatives were receptive to section 12.</li> <li>• Schedule 1 – Direction to Strategic Health Authorities Concerning GP Registrars (2003) with 2011 Amendments (21 April 2011). Provides information relating to mileage allowance to GP Trainees whilst in a GP Practice. It was agreed to include this within the Draft Policy. JL to make reference to the schedule in the GP contract of employment.</li> <li>• Revised Draft Travel Claim Form to be included within the policy. SW to send a word version to AW. GMW form to be included within the policy – SS to send AW a copy.</li> <li>• AW suggested a contact list of people who can approve higher rate mileage at each Host Organisation be made available. Discussion ensued as to the feasibility of this. SW agreed to collate a contact list from information held within the payroll team.</li> <li>• AW to update draft policy and send to KH to circulate to Host Representatives for comment.</li> </ul>

	<p><b>4.2 Draft Disciplinary Policy</b> KH met with Tony Gu and will incorporate amendments into the draft and send to FA for further comments.</p> <p><b>4.3 Management of Attendance Policy</b> AS and RA reviewing policy and looking at streamlining the reporting process.</p> <p><b>4.4 Review of the Family Policy</b> SMc had a number of comments to make regarding the policy and agreed to send them to JT. JT agreed to update policy in line with legislation and consider comments from SMc.</p> <p><b>4.5 INFO BRIEF</b> JT advised GMW do not currently have resources to produce this. However, key messages are communicated when necessary. Staff side asked for an article to be included on locum work in line with ewtd/new deal to be included in the brief. KH agreed to take this forward.</p> <p><b>4.6 Payment of Locums through PAT payroll whilst on OOPR</b> SW advised due to pension implications and auto-enrolment, payroll was not in a position to process payments of locums through their payroll for doctors on OOPR. JB raised concern regarding Brookson's charging each doctor a £20.00 admin fee for each locum episode worked. SMc agreed to raise this issue with the local PAT negotiating committee.</p>
5.	<p><b>Any Other Business</b></p> <p><b>5.1 JDAT representation at JLNC</b> It was agreed Dr Nicola Kersey, JDAT Advisor could attend the committee meetings in an observer capacity. KH to communicate to JDAT.</p> <p><b>5.2 Changes to Payroll with effect from the 1<sup>st</sup> September 2014</b> SW informed members of the changes to how the payroll services would be provided with effect from 1<sup>st</sup> September 2014. The changes include a dedicated phone line and email address. Contact details will be communicated in due course. SW welcomes feedback on how the system is working following implementation.</p> <p><b>5.3 Future Meeting Dates</b> SMc requested meetings in August and December be avoided when setting future dates.</p> <p><b>5.4 Juliette Tait informed members this was her last meeting as she had been successful in obtaining a new post at SMUHT. Members wished JT well and thanked her for her contribution to the JLNC over the years.</b></p>
6.	<p><b>Date and Time of Next Meeting</b> Tuesday 7<sup>th</sup> October 2014, 3:00 pm Sefton Room, GMW, Prestwich. <b>Staff Side Pre-Meet:</b> 2:00 pm – 3:00 pm, Stand Room, Harrop House <b>Mngt Side Pre-Meet:</b> 2:30 pm – 3:00 pm, Sefton Room, Harrop House.</p>