



DEVON LMC NEWS

Chief Officer's Corner

Advanced Criminal Records Bureau Checks

I fail to see how these are really going to help increase the respect that the public have for the medical profession, and the GP in particular, but the Government obviously feel that it is important to help us convert those few that have doubts about us and have therefore come up with this brilliant idea. "It hasn't worked particularly well elsewhere so let's apply it to GPs" I can almost hear them say...! Perhaps the "profession" with the lowest trust rating of the lot should try finding some other way of averaging out the findings of surveys and could do something to increase their own score rather than try to pull down those above them? Anyway there is yet another hoop here for GPs and there is an authoritative article later on in the newsletter from John Maingay of the GPC. John Baker has set up a dedicated web page on the LMC website (www.devonlmc.org) that gives full chapter and verse... The only good news is that you will not have to pay for this latest wheeze – except as tax payers of course....



Single-handed and Small Practices

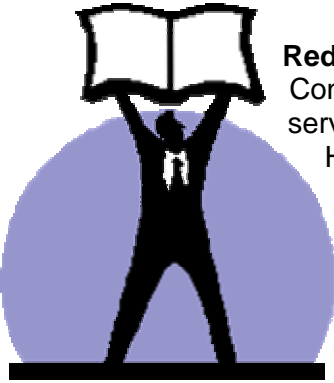
The work we have been doing with a number of small practices has proved helpful (in most cases) in assisting them, and their PCTs, in coming up with solutions for problems. The special costs of small practices have not been adequately supported in the formulae applied nationally to the budget setting process but some practices are seemingly doing better than others in finding their way to providing first class service to patients without suffering too much in the profitability stakes. I have obviously heard from more practices with problems than those who are content with their lot. If you are happy and in a small practice I would appreciate you contacting me if you are willing to share with me, on a confidential basis, a breakdown of your income, expenditure and expected profit for 2004/05. Such information will assist the LMC in advising your colleagues and will give a better picture of the effect of the recent changes in GMS and PMS upon practices.

Office of Fair Trading

John Baker has been working to update the LMC advice paper on "Overseas visitors" and the rules that apply to them with respect to the provision of NHS care. The obvious corollary is the matter of what you are able to charge for and how much when they are not entitled to NHS care and you agree to treat them privately. Neither the LMC nor the BMA are allowed to set a local or national rate for such work as to do so would probably be deemed to be "anti-competitive" and illegal. We are, however, allowed to remind you what sort of factors you should take into consideration when determining your own level of fees. The main area that some practices seem to forget is that you need to build in a profit margin that makes the effort worth while and that your time, and that of your staff, is very valuable. John had hoped to complete the work in time for this newsletter but "the money bit" has been difficult to complete as we wish to give you the very best (and legal!!) advice available. It will probably appear first on the website – www.devonlmc.org as usual!

One question we are often asked is "Do you have a locum rate?" For the same reasons outlined above we do not "have" such a rate. We do have an "LMC attendance rate" which the LMC pays to ensure that LMC members are not out of pocket when attending LMC meetings. That rate (£171 per notional 3.5 hour session) is one of the many factors you may wish to have in mind when you are negotiating locum payments whether you are a sessional GP or an employing practitioner or Practice Manager.

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Red Book Payments

Concerns have been raised to GPC nationally about payments for contraceptive services under the old Red Book. They have confirmed with the Department of Health that the annual rate payments were paid quarterly in arrears at the end of each quarter based on a count of claims on the first day of each quarter. Payments were therefore due on 31 March 2004, based on figures as at 1 January 2004. If payments relating to the final 2003/04 quarter were not made to your practice on 31 March 2004, then you should contact your PCT to claim your unpaid income! I must point out that we have received no such queries in Devon and I am willing to bet that there is no problem here – but just in case...!!

GP Registrars needed for GPC

We have been informed by the GPC that there are currently two vacancies on the GPC's GP registrars sub committee for the South Western and Wessex regions for this "session". The first meeting of the session will be on Friday 10 September at 10.00am at BMA House in London - (there are a total of 4 meetings a year). The current GPC member for South Devon and Cornwall & Isles of Scilly, Dr Gary Tudor from Torbay, first served on the GPC as a Registrar (although it was in the days of "GP Trainees"!) and found that a great introduction into medical politics which he has followed up

through LMC membership before his recent election to GPC as a Regional Representative. As ever time is short but full details of what to do and what is needed can be found on the LMC website at this specific address within the Sessional GPs section: http://www.devonlmc.org/np_page.HTM

If you would like to chat about this before taking things further I am available as always through the LMC office on 01392 834020 or via my mobile on 07968 484116.

Enhanced CRB disclosures "catch up" exercise – John Maingay, Principal Executive Officer BMA

On 1 November 2004, PCTs will begin a special "catch up" exercise to obtain enhanced CRB disclosures from all practitioners on performers' lists who have not yet been required to provide one.

This exercise had been scheduled to take place before establishment of performers lists but was delayed due to capacity problems at the CRB. The DoH assures us that it has consulted fully with the CRB and both are confident that the exercise can be completed by February 2005.

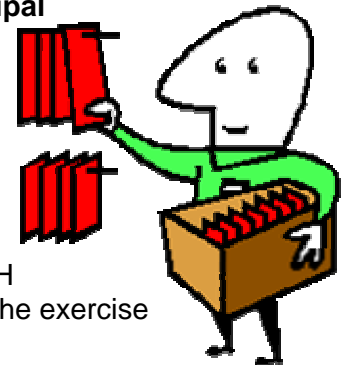
What it means for the profession is that all GPs who were transferred automatically to the performers list from the previous lists, and who therefore have not so far needed to provide a disclosure, will be asked (by their PCT) to apply for one.

This includes salaried GPs and locums, who participate in the exercise in the same way as contractors. Disclosures are usually required for employers, but in this exercise they are for PCTs. The fact that the majority of GPs have no identifiable employer is therefore not an issue.

An enhanced disclosure is essentially a check with local police force records in addition to checks with the Police National Computer and government department lists. The Chief Constable of the local force decides what information is disclosed. Enhanced disclosures are for those regularly caring for, training, supervising or being in sole charge of children or vulnerable adults.

Clearly, GPs who have recently applied to the performers list, and who therefore have already supplied an enhanced disclosure, do not need to do so again in the course of this exercise.

The intended process is as follows.



- GPs will receive notification of the exercise from their PCT. They will either send a blank application form or ask the GP to contact the CRB for an application form.
- After completing the application form, the GP sends it to the PCT (as the body requiring the disclosure).
- The PCT verifies the identity of the applicant GP, countersigns the application and sends it to the CRB.
- The CRB then sends the applicant the certificate and sends a copy to the PCT. The GP does not need to send his or her copy to the PCT.

The costs of the exercise will be borne by the PCT.

For step two, GPs can access the guidance on completing forms on the disclosure website (www.disclosure.gov.uk). This will help ensure correct completion of forms, and therefore avoid unnecessary delays. They can also contact the CRB application helpline on 0870 9090 844.

PCTs have discretion to begin the exercise sooner than 1 November, so some GPs may receive notification very shortly. **The deadline by which the GP must have made the application should be three months from the date of the letter.**

If a GP fails to make an application by the deadline, the PCO is under a legal obligation to remove them from the performer lists. However, the DoH is encouraging PCOs to use this sanction only after taking all reasonable steps to identify the cause of non-compliance.

Executive Officer's Corner – Nicola Heywood

Complaints Procedures

Our update has been delayed due to delays in receiving the new NHS procedures and guidance from the Healthcare Commission - see September newsletter.

QMAS

Just in case you've not heard from other sources: PCTs are now able to create new practice and PCT QMAS users as requested. Practices should be able to start using the QMAS **non-clinical achievement** web forms to add their current achievement in these domains and PCTs will receive requests from practices to add users.

The GP Clinical System Suppliers have started to install their QMAS GMS Certified **clinical achievement** reporting software. The supplier will be letting you know their roll-out schedule. This will not happen overnight but will occur gradually over the next couple of weeks.

QOF visits

Most PCTs have now agreed dates with practices and in many cases informed practices of who their assessors will be. You do have the right to request alternative assessors in respect of lay and GP assessors should you feel there is a conflict of interest. Your PCT is working on the agenda for their visits and should be able to inform you in advance of what areas they will be looking at during their visit.

We have received queries from practices regarding patient confidentiality in relation to assessors. NatPACT have issued guidance which seems to cover it – namely any evidence relating to patients should be anonymised before being submitted to the PCT and all assessors are bound by confidentiality clauses in their contract. Check out the LMC website if you have not seen this guidance.

I hear from some PCTs that it is their intention to use the GP assessor to cover medical matters in any event, particularly when visiting practices, and some have intimated that they will only be calling for evidence that they have time and/or ability to examine. If you have a problem with any of the

information you are asked to submit in relation to confidentiality you should, of course, discuss it with the PCT in the first instance. They are as keen as you to ensure that the QOF visit and all the related paperwork is kept to a minimum and that the impact on practices is minimalised as far as possible.

You could also request that assessors sign your own practice confidentiality agreement, the PPSA used to sign such when they visited practices during PPV visits, and I do not see that the PCT can reasonably object, although you will need to make it subject to their statutory reporting requirements. The visit report will be in the public domain so you should be careful to agree its content with the PCT within the deadlines.

Consent Forms

There is guidance on the LMC website regarding this issue. Please let me know if you have any difficulty locating it.

Withdrawal of Patient Transport & Other Services

We are aware that some practices are keen to serve notice that they are withdrawing their patient transport service in particular. Please check that it is not included in any "basket" you may have agreed with your PCT. The LMC is already discussing with PCTs removal of patient transport from "baskets" and discussing the possibility of introducing a central booking system across Devon or by Secondary Care Provider. We would be grateful therefore for your patience, where possible, in order that a coherent replacement can be formulated and put in place. If you are considering withdrawing other services it would be helpful to let the LMC know in advance as we may already be in discussion with PCTs to pay for the service or use alternative provision.



GMC Registration – a cautionary tale

I was called recently by a GP who had moved house and done all the usual things including re-routing the mail for three months intending to do all the change of address bits as soon as possible. Unfortunately the GMC reminders came after the three months and before "the bits" had been done and thus this doctor's GMC registration was removed. Searching for information for the taxman brought this matter to light and the doctor dealt with it honestly and appropriately with both the GMC and their PCT and has now taken out the "direct debit" I always recommend. This will obviously never happen again for that individual and hopefully not for others either, at least if you have read this!

What to do? Well the "direct debit" helps but having your renewal date for your registration held by a responsible colleague (like your Practice Manager?) if you are a GP Principal or your spouse/partner if you are a sessional GP might be an idea! As the contractor for General Medical or Personal Medical Services is now always a practice rather than a group of individuals it might be helpful to co-ordinate things like annual renewal of GMC registration and medical indemnity insurance at a practice level and even consider whether it/they should become a practice expense (although the changes to the superannuation system mitigate against that). If you would like to talk about your thoughts on this we are on the usual number – 01392 834020.

Comings and Goings August 2004

Welcome to:

Dr Ruth Taylor, Okehampton Medical Centre

Goodbye to:

Dr Paul Neilson, Okehampton Medical Centre
Dr Philip Davies, Friary House Surgery, Plymouth

Opportunity to Join New Practice in Exwick

Exeter Primary Care Trust has commissioned a new practice in Exwick to provide primary medical services to the increasing population in this locality. The practice is committed to innovative ways of delivering primary and community medical services, and to this end has established only the 6th nurse/doctor partnership in England. There is to be a focus on nurse led care, with firm clinical support from medical practitioners. Appointed staff should be willing to consider fresh ways of delivering care, be excited by the prospect of developing a practice from new, alongside its community, and be willing to contribute, as soon as the practice feels able, to the training of undergraduate medical students and young healthcare professionals in training.

Applications are invited for the following key appointments:

1. Administrators

There is a need for two full-time staff members, but the practice will consider part-time or shared posts, depending on the candidates' suitability, aptitude and experience. (Salary range £12.5k-£15k WTE).

These persons will have multi-task roles which will include reception duties, secretarial duties, administration (to include for example supporting the senior management, assisting in day-to-day cash flow) and a contribution to practice management (for example in respect of audit and health and safety). The practice sees this as an important appointment in its pursuit of strong relationships with the community, and regards this position as very much a key link between the practice, patients, and carers. Flexibility, willingness to take responsibility, innovate and laugh would be advantageous.

2. Experienced Practice Nurse (Grade H or equivalent)

This person will have experience of, or willingness to develop, competency in first contact care. Responsibilities will include delivering primary care nursing services, chronic disease management, supporting health lifestyles (through, for example, innovative links with the community) and contributing to effective links with secondary care, social services and community support generally. Qualification to professional degree level will be an advantage. Duties will extend to 25 hours per week and may increase as the practice population rises to a full time post.

3. General Medical Practitioner

A post is available at the outset for two days per week for a practitioner who holds the Joint Certificate of Postgraduate Training, and ideally has some additional experience. The practice is committed to innovative ways of delivering primary and community medical services, and to this end has established only the 6th nurse doctor partnership in England. An interest in research, which the practice hopes to undertake, will be an advantage but is not essential. Salary will be paid at around £70k WTE, pro rata.

4. Health Care Assistant

One full-time post but will consider job share
(Grade B, or equivalent, £12.45k-£14.5 k, WTE).

This person will have a key multi-tasking role, working as part of the clinical team combining essential nursing services with support to the clinical systems and processes within the practice (for example, the management of re-call systems and audit). Staff will be supported to work towards higher professional competencies (for example, NVQ Level 3 or beyond).

Application packs are available from Kieran Sweeney, Health Complexity Group, Peninsula Medical School, St Luke's Campus, Highton Building, Exeter EX2 1LU, or by email:

kieran.sweeney@pms.ac.uk

Closing date 5pm, Friday 10th September.

Interviews will be held during the week of 26th September.

RESEARCH AND DEVELOPMENT DIRECTOR
1 Session (half-day per week) Substantive contract
Clinical or non-clinical academic pay-scale as appropriate
Ref: EXE/08/RDD/91



Based in Exeter, the main purposes of this post are to:

- Lead the strategic development of primary care research across Devon and Cornwall
- Oversee the further development of research governance arrangements locally

The job will entail:

- Developing a primary care research strategy in line with current research activity and PCT priorities
- Overseeing the allocation of support funding and the preparation of the R&D annual report
- Chairing the Research Management and Governance Executive group
- Representing and promoting Devon and Cornwall primary care research at local and national level

Qualifications and Experience required:

- Significant experience of primary care research
- Knowledge of NHS Research and Development
- Understanding of the Research Governance Framework
- Excellent track record of publications and attracting funding
- PhD/MD (desirable)

A satisfactory disclosure from the Criminal Records Bureau is a requirement of this post.

All disabled applicants who meet the minimum criteria for the post will be invited to interview. The minimum criteria are available from Human Resources and are included in all application packs.

Closing Date: 24th September 2004

Application Pack from: Human Resource Department, Dean Clarke House, Southernhay East, Exeter, EX1 1PQ Tel: 01392 687152 - 24 hr Voice Mail Service

VACANCIES

Southernhay House Surgery
 30, Barnfield Rd
 Exeter EX1 1RX
 Tel 01392 211266
 01392 425 126

SALARIED GP/LONG-TERM LOCUM

We are looking for a salaried GP or long-term locum for 8 sessions per week to start from 1st October.

We are a small, friendly PMS Exeter City centre practice with 3 WTE partners and a list size of 6,000 with a branch surgery at Whipton. This is anticipated to expand to 7500+ with the closure of a nearby single-handed practice. We are fully computerised, EMIS.

We are an energetic partnership working well together with the aim of high quality patient care.

Please contact Dr Ben Leger or Sue Montford, Practice Manager.

Southernhay House Surgery
 30, Barnfield Rd
 Exeter EX1 1RX
 Tel 01392 211266
 01392 425 126

PRACTICE NURSE VACANCIES

We are a busy but friendly city practice delivering high quality care and have 2 practice nurse vacancies:

(1) Lead Practice Nurse Grade G

Previous experience essential.

Hours 25-30 negotiable.

(2) Practice Nurse

Experience preferred. Hours 15-20 negotiable.

Salary dependent on experience and skills.

Please apply in writing with CV to Susan Montford, Practice Manager.

<p>Lisson Grove and Woolwell Medical 3-5 Lisson Grove Mutley Plymouth PL4 7DL 01752 205555 Email: Suzanne.brown@nhs.net</p>	<p>SALARIED GP – 4 SESSIONS</p> <p>We are a 6-partner, 2-site GMS practice with 10,200 patients who are looking for a salaried GP for 4 sessions a week. A degree of flexibility is required but we are open to discussion.</p> <p>Lisson Grove and Woolwell are both established sites with a diverse patient base. The practice team is supportive, and in addition to 6 partners the practice has a Nurse Practitioner and an experienced nursing and administrative team.</p> <p>For further information please contact Suzanne Brown, Practice Manager, on 01752 315538</p>
<p>Chard Road Surgery St Budeaux Plymouth PL5 2UE Tel: 01752 363111 Email: kay.slater@nhs.net</p>	<p>MATERNITY LOCUM REQUIRED FROM 13TH DECEMBER 2004 FOR 6 MONTHS</p> <ul style="list-style-type: none"> • Friendly 5 doctor PMS practice • 8/9 sessions per week • 8 weeks annual leave (pro rata) • Superb, modern, purpose built premises • Fully computerized • No out-of-hours • Excellent ancillary staff including nurse practitioner • Compact practice area • Small visit numbers • Advanced access • Student training practice with links to new Peninsula Medical School • Urban area but close to all that Devon has to offer – beaches, Dartmoor, countryside etc <p>Informal visits welcomed.</p> <p>For more information please contact: Kay Slater (Practice Manager) or Dr Rachel Tyler</p>
<p>Abbey Surgery 28 Plymouth Road Tavistock Devon PL19 8BU Tel: 01822 612247 Email: darren.newland@nhs.net</p>	<p>WANTED: GP RETAINER WORKING 3 SESSIONS PER WEEK – WE NEED YOU!!</p> <p>Preferably to work 2 Sessions on a Wednesday and 1 Session on a Thursday morning however, this is negotiable. You may or may not be on the GP Retainer list - either is acceptable.</p> <p>We are a forward thinking GMS Dispensing Practice with 8 Partners (6.5WTE) with 10,500 patients using EMIS PCS and are paper light.</p> <p>We are a training Practice with links to The Peninsula Medical School, 2 GP Registrars, a 4-session GP Retainer, Nurse Practitioner, full Nursing team and great Reception Team.</p> <p>Our Primary Health Care Team operates from the same building resulting in an excellent streamlined level of care for our patients.</p> <p>For more information or to arrange a visit please contact Darren Newland, Practice Manager.</p> <p>We look forward to hearing from you!!</p>

<p>The Axminster Medical Practice St Thomas Court Church Street Axminster EX13 5AG Tel: 01297 32126</p>	<p>MEDICAL SECRETARY</p> <p>This is a new post comprising secretarial and administrative work including validating hospital in-patient and out-patient activity.</p> <p>Ideally you should have audio typing skills to RSAII standard and knowledge of Microsoft Word and Excel.</p> <p>Some previous medical secretarial experience would be advantageous, but not essential as training will be given.</p> <p>Other assets - Flexibility, initiative, ability to work under pressure as part of a team, and a good sense of humour.</p> <p>24 hours per week (3.5) days plus holiday/relief cover.</p> <p>Attractive rate of pay plus NHS Pension Scheme.</p> <p>Applications with CV to Mrs Shelah Martin, Practice Manager.</p> <p>Closing Date: 9 September 2004</p>
<p>Chard Road Surgery Chard Road St Budeaux Plymouth PL5 2UE Tel: 01752 363111</p>	<p>PRACTICE NURSE</p> <p>Due to staff relocation an Enthusiastic and Dynamic Practice Nurse is required ASAP</p> <p>Grade F for 30+ hours per week</p> <p>Usual Practice Nurse duties with experience in Diabetes, Asthma and Family Planning preferred</p> <p>Please send letter of application with CV to Kay Slater, Practice Manager.</p>
<p>Wellington Medical Centre Bulford Wellington Somerset TA21 8PW.</p>	<p>DO YOU FEEL LIKE A NEW CHALLENGE?</p> <p>FULL-TIME PRACTICE MANAGER REQUIRED</p> <p>Wellington Medical Centre comprises two innovative paperlight GMS practices who work harmoniously from the same premises. We have 11 partners in total and a dedicated and supportive team of 27 staff. Our longstanding practice manager is leaving and we are seeking a confident manager with vision and initiative to oversee all operational matters and play a key role in the development of the practices.</p> <p>The ideal candidate will be enthusiastic and self-motivated with excellent communication and inter-personal skills.</p> <p>Sound IT, finance and HR management skills are essential. Previous NHS experience, particularly in primary care, is desirable.</p> <p>Salary is negotiable according to experience and qualifications.</p> <p>For further information, contact the Practice Manager on 01823 663551 or by e-mail to dorothy.king@gp-L85059.nhs.uk. Please apply in writing including a CV to the Practice Manager.</p>

<p>Wellington Medical Centre Bulford Wellington Somerset TA21 8PW. E-mail: dorothy.king@gp-L85059.nhs.uk</p>	<p align="center">PRACTICE NURSE - F GRADE Required for 18 – 25 Hours per Week (Negotiable)</p> <p>A rare opportunity has arisen for a practice nurse to join our busy friendly team. We are inviting applications from practice nurses who can undertake treatment room duties and chronic disease management clinics, especially Coronary Care management.</p> <p>The ideal candidate will be an experienced practice nurse with a special interest in coronary care management. Applications from nurses with more limited experience, who wish to progress in their careers, will also be welcomed.</p> <p>You will have full access to study leave and we encourage professional development.</p> <p>For an informal chat, telephone Dorothy King, the Practice Manager, on 01823 663551</p> <p>Please apply in writing or by e-mail, enclosing CV to: The Practice Manager.</p>
<p>Tawstock Medical Centre 7 High Street Chard Somerset TA20 1QF Tel: 01460-67763. Email: general@tawstockmedicalcentre.nhs.uk</p>	<p align="center">PRACTICE MANAGER CHARD 24 Hours a week</p> <p>Practice Manager required for a friendly, efficient, forward-looking four-partner medical centre with 4,000 patients. The successful applicant will be highly motivated and have good organisation, communication and IT skills to lead the practice forward.</p> <p>Salary is negotiable, dependent on qualifications and experience.</p> <p>For an application pack, please contact the Practice Manager</p>

Conferences, Courses and Information



Peninsula Mental Health Network

Psychiatry Seminars for GPs and Mental Health Workers
“Child and Adolescent Mental Health”
Wednesday 15 September - 12.45 – 5.00pm
The Ballroom, Wonford House Hospital, Dryden Road, Exeter

Further details from Lin Winston, Postgraduate Courses Administrator, Wonford House,
 Dryden Road, Exeter EX2 5AF or email: lin.winston@devonptnrs.nhs.uk

Exeter Medical Legal Society National Bi-annual Conference
Friday 24 September at Exeter University
General Practitioners, Consultants, Solicitors, Judges, Barristers (6hrs CPD) plus the
Bishop of Exeter and Gerrard Panting from the MPS

Main Topics:

- The MMR Controversy – both sides
- TV's "Dick Doctor" Christine Evans – Changing Sex (not for the squeamish)
- Ethical Issues – Sperm donation, storage of gametes, Diane Blood issue, Doctors duty to the Sexual Abuser + more + your topics.
- Conjoined Twins

Further details from Mr C Poole, Exeter Medical Legal Society Secretary, Bond Pearce, Darwin House, Southernhay Gardens, Exeter EX1 1LA. Tel: 01392 415149)

Women's Health Matters

Menopause Study Day
Friday, 22 October 2004
Highbullen, Chittlehamholt, UMBERLEIGH, North Devon
'HRT revisited turning back the clock?'

Speakers include: Ms Susan Quilliam, Writer, Broadcaster & Agony Aunt
 Mr David Sturdee, Consult. Gynaecologist, Solihull
 Prof. David Purdie, Edinburgh Osteoporosis Centre
 Mr Dudley Robinson, Specialist Registrar, Kings College Hospital
 Mrs Helen Ardagh, Senior Physiotherapist, Duchy Hospital, Truro
 Miss Jo Marsden, Consultant General & Breast Surgeon, Kings College Hospital
 Mr Tim Hillard, Consult. Gynaecologist, Poole Hospital
 Mr Nick Panay, Consult. Gynaecologist, Queen Charlotte's & Chelsea Hospital
 Further information from: Linda Bell, The Health Centre, Vicarage Road, Barnstaple EX32 7BT. Tel: 01271 371761. Fee: £90. PGEA & FFPRHC applied for.

**"It's not just about prescribing" – Developing skills in treating
 drug users in primary care**
November 10/11 November

Epiphany House, Copeland Court, Kenwyn, Truro
 9.30am – 5.00pm, lunch, tea/coffee provided

This 2-day course is designed for GP principals who wish to:

- ❖ Develop their knowledge and skills in the treatment of drug using patients
- ❖ Participate in the shared care scheme by providing enhanced services for drug users



This course is designed to ensure the course content meets the requirements of the new RCGP Certificate 1 course in the Management of Substance Misuse.

NB: Completion of this course is necessary to claim reimbursement under shared care scheme, and enables practice to qualify for provisional of national enhanced services.

Locum cover reimbursed

PGEA accredited

Further information from: Jane Shenton, CDAT, Tolvean House,
 West End, Redruth TR15 2SF. Tel: 01209 881925.