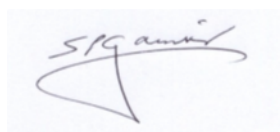


MINUTES: OPEN**DATE:** 29th July 2015**TIME:** 09.30 to 17.30**WHERE:** Ibis Hotel, 3 Cardington Street, Euston, London NW1 2LW


10/11/15

1. ATTENDANCE

Member Name	Initials	Attendance P= Present, A= Absent, Aa= Apologies sent.
Sanjay Ganvir (Chair)	SG	P
Chirag Nakum	CN	Aa
Bipin Patel Turnbulls	BPT	Aa
Bipin Patel Clockwork	BPC	P
Elena Alexandrou	EA	Aa
Udit Patel	UP	P
Wojtek 'Mike' Bereza	WB	Aa
Sanjay Patel Aqua	SPA	P
Hinal Shah	HS	P
Kim Khaki	KK	P
Jayesh Patel	JP	P
Beneeta Shah	BS	P
Hitesh Tailor	HT	P
In Attendance		
Yogendra Parmar (CEO)	YP	P
Stuart Brown (Minutes)	SB	P

1. WELCOME BY CHAIR & APOLOGIES

SG welcomed everyone to the meeting, apologies were noted (as above).

2. MINUTES OF PREVIOUS MEETING (14TH JULY 2015) - MATTERS ARISING (ACTION LOG)

Sub group Breakouts – feedback - Governance – Governance compliance – contract (SG, EA & CN):

Action no.	Description	Who to action
1 (previous action)	To set up a monthly standing order with the bank with which to pay YP's wages going forward (by end of October 2015)	Finance Committee

BS stated that a deadline should be set for the completion of this action.

YP suggested the end of October 2015 for this deadline, which was agreed.

Sub-Group membership:

Action no.	Description	Who to action
2 (previous action)	To action the inclusion of HS and EA as signatories for FAC duties such as signing off expense claims (by end of October 2015).	BPT

Other financial matters:

SG stated that during this day's 'break out' session, the governance subcommittee would carry out Action no. 3 (below).

Action no.	Description	Who to action
3 (previous action)	To draw up locum expense claim template for September 2015 LPC meeting.	YP/SG

YP stated that the divert for the old P.O. BOX (cost £150), would be carried out on this day.

Action no.	Description	Who to action
4(previous action)	To place a divert on the old P.O. BOX for 6 months (cost £150), which would redirect mail to a new P.O. BOX, which would have to be set up (cost £300).	YP/BPT

Emergency Supply Audit – Previous Action: YP to talk to Rob Darracott to discover the publish date of the PSNC audit report on Emergency supplies:

Action no.	Description	Who to action
5	To talk to Alistair Buxton (PSNC) to discover the publish date of the PSNC audit report on Emergency supplies.	SG at AGM

Action no.	Description	Who to action
6	To re-send the two part email which would a) ask all C&I contractors to send in messages detailing evidence of their negative experiences wrt. nominations (with GPs and Pharmacy, b) remind the contractors of the policy procedures re. nominations (especially re. patient signatures) to committee members and contractors.	YP

OVERVIEW OF ISLINGTON DIGITAL CARE RECORD:

YP stated that he had spoken to Clare Henderson and Amalin Dutt recently re. the progress of the pilot in 4 pharmacies Islington. YP added that Pharmacies/Pharmacists had faced firewall issues accessing the records, which meant that only 1 of the 4 could have successfully accessed the records. As a work around the CCG had arranged access to Emis Community for Pharmacies instead.

however YP stated that there are significant unresolved duty of care and professional liability issues re accessing/not accessing digital records that would discourage contractor sign up. YP stated that he would raise this issue with Mohammed Hussain (National Lead for SCR).

SG suggested that YP should also physically talk to Nia Pendleton-Watkins re. this matter.

3. VICE-CHAIR ELECTION

Process:

SG stated that there had been two nominations for this position – BS & SPA. SG added that the process for proxy voting was currently in place (as part of the constitution), however the actual proxy vote for members not present had not been formally arranged as the closing date for nominations was yesterday evening.

SG stated the YP was currently the election officer.

BPC stated that the apologies for today's meeting had not been received until last night.

BS suggested that proxy voting could take place today and that the members not present could be messaged and be asked for their vote, by 2pm on this day.

KK and BPC agreed with BS' suggestion.

SPA suggested that the deadline should be extended to the end of this day – by 5pm.

YP stated that he would call the absent members when he would have a chance during this day, and SG stated that the absent member's votes (should they be able to cast them) should be counted by 5pm on the 29th September 2015.

SG stated that he would want the governance document reviewed (included the parts that were edited out before), so that the election process would be clear and robust going forward.

Action no.	Description	Who to action
7	The committee agreed that the governance document should be reviewed (included the parts that were edited out before), so that the election process would be clear and robust going forward	Gov Subcom

Pitch for votes by two candidates:

YP stated that BS and SPA had included substantial précis in their nomination forms, the two nominees were given 3 minutes each to pitch for votes.

BS spoke first and made the following points:

- Has been a C & I committee member for 5 years
- Enjoys her time as an LPC member
- Knows lots of local (C&I) stakeholders as a result of working in her role at Boots
- When talking to commissioners, Pharmacy is put first, not Boots
- Sits on KCW LPC – gives different perspective
- Sits on vaccination steering group for London – involved in setting up the London vaccination service three years ago – very proud of this achievement and how it has benefitted all of CP
- Sits on Pharmacy London committee
- Wants to support YP in doing the best thing for C&I contractors

SPA spoke second and made the following points:

- Has been a C & I committee member for a number of years
- Enjoys his time as an LPC member

- Currently works as a pharmacist and therefore experiences all the pros and cons of the job, including delivering services
- Has been a vice chair on other LPCs in the past
- Has been heavily involved in the setting up of the Minor Ailments and stop smoking schemes many years ago
- Was a board member on the practice based commissioning boards
- Has an MBA
- Has high ambition for pharmacy, particularly in Camden
- Is approachable and willing to listen to all ideas

Q & A session:

SG stated that the same questions should be addressed to both candidates.

Question 1 – What do the candidates think about the importance of comments and contributions outside the meeting? (JP)

Answer SPA – SPA stated that he contributes to work outside the meetings and has worked on the MRD in the past, and he believes he has a strong skillset to comment on a range of topics and issues.

Answer BS - BS stated that she currently comments thoroughly on all papers and communications outside the meeting and she spends this time outside the meeting because she cares about the Camden area, having worked there and wants to do the best thing for Pharmacy and the LPC in C&I.

Question 2 – What are the candidate's views of community pharmacy cohesion, and how will they contribute to improving it? (KK)

Answer BS – BS stated that she had improved cohesion via the negotiation work she had carried out on the recent local authority contracts. BS added that she had had input into trying to make the vaccination service as accessible to all levels of CP as possible. BS stated that her aim is to make services as straightforward as possible for all contractors to deliver.

Answer SPA – SPA stated that he had contributed to the MRD service work. SPA added that he had helped produce a worksheet for contractors re. EPS issues.

Question 3 – How would the candidates deal with the problems of contractor engagement re. local services? (SG)

Answer SPA – SPA stated that awareness of these services must be improved, and communications with GP surgeries must be improved to remove any barriers to contractors delivering any service. SPA stated that the marketing of these services must be improved.

Answer BS – BS stated that at the service negotiation stage, the services must be made to be as simple and user friendly as possible, so that contractors have little excuses to not carrying out a service. BS added that the sharing anonymized service delivery figures could inspire and motivate contractors to do more. BS stated that smart and intuitive IT platforms would be imperative to getting contractor buy in wrt. new and existing services. BS stated that LPC funds could be used to improve the marketing of these services.

Question 4 – How would the candidates spend the surplus funds in the LPC accounts to benefit contractors? (SG)

Answer BS – BS stated that she would use these funds to help market CP more effectively (similar to the work currently being done in NEL).

Answer SPA – SPA stated that these funds could be used to set up a local provider company, and/or use the money to help market CP more effectively, and/or set up workshops to help contractors.

YP and SG stated that voting for these candidates would take place at 5pm on this day.

BPC suggested that all members should read all the papers to do with a particular LPC meeting prior to that meeting, so as not to waste time during the meetings.

KK added that any questions to do with LPC meeting documents should be emailed to YP before the date of the next LPC meeting, so that responses could be prepared.

SG added that he was increasingly concerned that very few LPC meetings started promptly and even fewer finished with all the members still present. He reminded members that contractor levies paid for members' attendance for a full day. Contractors would expect members to respect this and attend for the full day.

5. CEO REPORT

YP highlighted the following points from his report.

LPC 14-15 Accounts, Annual Report & AGM:

- The accounts have been approved by the committee and signed off by the treasurer.
- The Annual Report and accounts have been circulated to contractors by email weekly since the beginning of September 2015.
- Leyla Hannbeck (NPA) and Alastair Buxton (PSNC) would be coming to speak at the AGM
- 33 contractors are currently confirmed to attend the AGM.
- The setting up of a provider company will be on the AGM agenda.

PM Challenge Fund bids and Investment bids:

Islington developments:-

- Sigal/Islington GP federation have been successful in bidding for PM Challenge funding to setup 3 'ihub' surgeries that would be open 7/7 8am to 8pm -
 - Proposed sites -
 - Rise practice.
 - Richie St.
 - Plus 1 other central surgery still to be confirmed.
- ICCG are also proposing a number of investment bids, totaling around £2million (see associated NCL Risk share paper)
 - £102k for 2 wte Practice based Pharmacists.
 - This money would be going to Sigal – it would be hoped that a governance framework would be passed on to Sigal from the CCG.
 - £555k in additional funding to support the PM challenge fund bid -
 - Approx. £50k of this has been allocated to fund extra CP opening hours.
 - CCG would like a steer as to how to potentially contract with Pharmacies to provide this.

SG commented that there had not been any engagement with CP re. this funding. SG stated that this issue had been raised with Jo Savage (vice chair) Claire Henderson (director of primary care) at Islington CCG, and they had agreed to look at the governance of this initiative and to work closer with C&I LPC. This is so that some of this funding could come (rightly) to CP. SG suggested that C&I LPC could ultimately raise this issue at the Health and Scrutiny Board, should there be no further progress made at the medicines management meetings re. this matter.

- ICCG and Haringey CCG are supporting a bid to NHSE for 3 practice based Pharmacists from the WISH group practices (4 Islington/4 Haringey practices) partnered with Whittington Health.
 - Haringey and C & I LPC are not supportive of these bids as they appear to exclude Community Pharmacy.

Camden developments:-

- Neeshma Shah at Camden CCG had stated there is currently no funding available from the CCG for any practice base pharmacy placements.
- There has been no information as to if any GP practices had applied for the NHS funding for practice base pharmacy placements.
- JP stated that Neeshma had been contacting Camden GPs directly to inform them of this funding, cutting out CP.

Dressings Central Procurement Pilot:

- This pilot in North and Central Islington that started in December 2014 is to continue until April 2016 -
 - Whittington Health no longer considers this model viable and would like to withdraw the service unless it is substantially revised.
 - A CCG sub-group is to be convened to review the options for Dressings supply

YP stated that he had proposed a solution to this service that would retain the use of FP10s and would utilize CP.

SG wondered whether funded Independent prescribers could be used as part of this solution.

YP asked the committee to leave this issue with him.

Outstanding ES Payments

- Public Health payments are being delayed because of quirks in the LA approval processes. Payments affected are:
 - Camden Smoking
 - Islington SSA/PNEX

YP stated he was working with both lead commissioners to resolve the issues. Both lead commissioners have written to contractors explaining the position.

PNEX/SSA Payments processing in Islington has changed. At one point commissioners were expecting contractors to submit separate invoices alongside the Webstar invoices. I have worked with commissioners and insisted that this was unacceptable. Webstar have now amended their template invoice to include all the information for Islington to be able to process the payments. However, the commissioners and Webstar need ALL the contractors to provide bank details, not all have at present. This has potentially created a bottleneck, as Webstar will only conduct the invoice run once monthly and will not produce the invoices if they do not have all the contractors' bank details. We are now potentially in the position that all contractors payments will be delayed because a handful of contractors have not responded to the request for bank details. I will be working with commissioners and contractors to ensure these issues are resolved before they disadvantage our contractors.

- NHSE payments still appear to be erratic for GPs and CPs
 - Several contractors are still reporting not having been paid since January 2015
 - Even though NHSE insist that most have been paid.
 - This highlights the extra work that not having adequate remittance advice creates
 - David Tamby-Rajah (DTR) is in the process of setting up a payments tracker database for Pharmacy to mirror the database currently in place for GP payments
 - Uptake of the Webstar MRD module in Islington is patchy. Comms from NHSE about the migration to Webstar has not been great. Fresh comms went to all Islington MRD providers in August. I'm waiting to see if that has improved uptake.
 - This patchy uptake of the Webstar module is compounding the problems with payments processing.
 - DTR and I have been liaising to resolve issues and to standardise NHSE's approach

- I continue to support contractors and NHSE to submit invoices appropriately and have payments authorised respectively

NHSE –

- **Overview**

- **MAS** - The regional meeting for all LPCs with NHSE was on 22 September 2015. A date for a rescheduled meeting has not been fixed yet. DTR and team have mapped all the NHSE LCS's and the associated budget for London.
 - DTR is now looking to build a robust business case for London Wide MAS.
- **MRD** -YP has worked with DTR to reopen/relaunch the MRD service in Camden. However, there is a delay in deploying the new MRD module for Camden. We've agreed the process and cost with Webstar and are waiting for them to confirm when they can deploy. The quickest way to deploy is to open the Islington module up to Camden contractors and rename the module accordingly. This will mean that Camden contractors will need to add all their MRD patient details de novo once the new module has been deployed. Whilst not ideal, a small price to pay for expediting implementation and opening the service to new patients.
 - DTR and YP are working to align the Islington and Camden MRD specs now. This in essence will mean adopting the Islington spec for Camden with a few extra governance clauses from DTR.
 - DTR has also agreed to recommission the Pharmacies that had been wrongly decommissioned (Kerrs Chemist and Aqua Pharmacy). This has already been done but the contractors cannot add patients because of the delay in deploying the Webstar module.
 - DTR has also agreed in principle to backdating claims to January 2015. We need to work closely with DTR to ensure the process is managed appropriately
 - DTR has agreed
 - Not to withdraw Venalink funding
 - To review MRD services in order to make them fit for purpose
 - I've suggested using the Lewisham Service (*pays contractors for dispensing into MRD/Pivotell or issuing MAR charts with OP dispensing*) as a good starting point.

SG and the committee congratulated YP for this result.

YP stated that the short term plan is currently to harmonize the spend across the two boroughs, the long term plan would be to try and migrate to a model similar to the Lewisham service.

- **Islington** – (Please refer to the update above under payments)
- YP has met with Venalink and MTS/Nomad to negotiate a group discount for all our contractors not just the MRD providers.
 - YP has circulated the competitive quote from Venalink to our contractors and Pharmacy London colleagues
 - MTS/Nomad are very very reluctant to quote
- **111 PURM Service**
 - NHSE have published the revised spec and associated streamlined paperwork which is to run from 1 August '15 to 31 March '16. Contractors have been invited to sign up to the revised service.
 - Many contractors remain unconvinced about this service (too much paperwork and the method of claiming is currently inefficient).
 - Remuneration has increased from £10 to £12.50

- Excerpt from the new SLA:

“A professional consultation fee of £12.50 will be paid for each referral to a community pharmacy by NHS 111 which will cover emergency supply (if made) and associated advice to a patient referred to a community pharmacy. There will be a payment of £2 per item dispensed over and above the first item dispensed in addition to the consultation fee.”

- **Islington Out of Pocket (OOP) Claims Audit**
 - These claims have reduced dramatically. The CCG are very grateful for the LPCs support in this regard.
 - NHSE are looking to share ICCGs approach across London.
 - There are still outlier contractors that YP is currently working with the CCG to educate.
- **Market Entry**
 - GB Healthcare Ltd ‘No significant change relocation’ -
 - We submitted representations as agreed at the last LPC meeting
 - NHSE is yet to determine this application
 - Med Express Enterprise Ltd, 55 St John’s Street, London, EC1M 5AN Application for a distance selling Pharmacy
 - NHSE have **conditionally approved** this application subject to the following:
 - The applicant must not offer to provide pharmaceutical services to persons who are present at (which includes in the vicinity of) the proposed premises;
 - The means by which the applicant provides pharmaceutical services must be such that any person receiving those services does so otherwise than at the proposed premises;
 - The proposed premises must not be on the same site or in the same building as the premises of a provider of primary medical services with a patient list;
 - The pharmacy procedures for the premises must be such as to secure—
 - the uninterrupted provision of essential services, during the opening hours of the premises, to persons anywhere in England who request those services, and
 - the safe and effective provision of essential services without face to face contact between any person receiving the services, whether on their own or on someone else’s behalf, and the applicant or the applicant’s staff; and
 - Nothing in the applicant’s practice leaflet, in the applicant’s publicity material in respect of the proposed premises, in material published on behalf of the applicant publicising services provided at or from the proposed premises or in any communication (written or oral) from the applicant or the applicant’s staff to any person seeking the provision of essential services from the applicant must represent, either expressly or impliedly, that—
 - the essential services provided at or from the premises are only available to persons in particular areas of England, or
 - the applicant is likely to refuse, for reasons other than those provided for in the applicant’s terms of service, to provide drugs or appliances ordered on prescription forms or repeatable prescription forms which are presented by

particular categories of patients (for example, because the availability of essential services from the applicant is limited to other categories of patients).

Service Reviews

- **EHC**
 - Camden PH have now issued a further extension of the current arrangements until 31 March '15 because they are still to appoint a new lead for this service.
 - YP will follow up with the commissioner to ensure that this is imposed on us at the last minute in March 2016!
 - Please see summary of the position from previous reports for new members
 - Healthwatch and the commissioners now favour removing the post code restriction for clients, however to keep the spend within budget they will be proposing to only expand Pharmacy EHC commissioning in the areas identified as gaps in the PNA. YP is currently trying to persuade them to increase the no. of Pharmacies commissioned across the borough. They seem cautiously receptive to this, but would only really be willing to add a handful more Pharmacies outside the areas that were highlighted in the PNA because of budgetary concerns. This differs from the paper commissioners tabled at our last LPC meeting which stated that the number of EHC commissioned Pharmacies would only be restricted in the Tottenham Ct Rd area. YP has highlighted this discrepancy and our ambition to have every Pharmacy commissioned to provide EHC. We are still waiting for the formal proposal from the Procurement team to confirm this.
 - YP has argued that the postcode restriction was unacceptable and that the no. of Pharmacies commissioned should not be capped as we don't believe that expanding the no. of sites providing EHC will lead to a massive increase in activity. Rather the existing activity will be spread over a larger no of providers. Commissioners remain unconvinced by this argument.
- **Camden NHS Healthcheck Pilot**
 - The pilot for joint working in Camden with "ToHealth" has launched.
 - 12 Pharmacies are to be engaged (an expression of interest went out to all pharmacies)
 - ToHealth will provide the LDX machines, contractors would provide everything else.
 - ToHealth would drive footfall to these pharmacies.
 - PH are having to make 7.5% of cuts in-year -
 - Directly commissioned Camden Pharmacies have delivered very few healthchecks and may be decommissioned in light of the in-year cuts being imposed by government.

Healthy Living Pharmacy Implementation

- 2 Pharmacies have been granted HLP status
 - Greenlight Pharmacy, Euston
 - Egerton Pharmacy, Islington
- 2 additional Pharmacies have applied for HLP status, these applications are to be determined shortly -
 - Aura Pharmacy, Camden
 - Dermacia Pharmacy, Islington
- PH are keen for the LPC to support/promote HLP at every opportunity as they were aiming to have 10 HLPs by the end of September '15

SG asked the committee members whether any of them were currently thinking of applying for HLP status.

Four members stated that they would like to apply.

YP commented that the application process does currently seem daunting, especially when added to the current heavy workload of CPs.

Camden Ageing Better Bid

- 14 Pharmacies have been recruited
- Training for the service was delivered on 17 September 2015
 - This was well received and attended
- The service is to launch on 1 October 2015
- PSNC are interested in publishing an article on the service

ICCG

- **Primary Care Strategy**
 - CCG are proposing an additional £445k for GPs to fund an additional weekly locum session - some of this funding is from the better care fund
 - Pilot Pharmacies are now to have access to EMIS community as firewall issues proved too much for most contractors
 - There are also liability concerns from contractors re access to such records
- **Medicines Optimisation Group**
 - Proposing to amend membership from 2 LPC members to 1 LPC and 1 Community Pharmacist -
 - Need the committees thoughts on this
 - Rx budget now projected to overspend by £655k -
 - QIPP under-delivered by £90k. This also has been driven by the rises in category M prices and lower than expected savings for colecalciferol/vitamin D, emollients and sip feeds.
 - CCG are looking to enter into 'non-volume' based rebate schemes with Pharma companies based on guidance from the London Procurement group and Presquip (an organization that appraises and ranks such rebate schemes for CCGs).
 - YP has voiced the LPCs vehement opposition to such schemes and stressed that the LPC should be sighted on any such proposals before they are adopted.

YP stated that an interesting article on the BBC news website had been posted re. Fraud in the NHS – Pharmacy had the lowest volume of Fraud.

<http://www.bbc.co.uk/news/health-34344796>

SG suggested that this article should be taken to Medicines Management teams to prompt them to redirect their attentions to GPs.

Repeat Prescribing guidance

- Another draft of this document has been tabled - It now includes guidance for GPs and Pharmacies. Notably it does not -
 - Suggest a recommended turnaround time for producing repeat prescriptions.
 - Refer to appropriate Equality Act adjustments that GPs should adopt as per PSNC guidance.

YP stated that this guidance has not been approved as yet.

Islington Anticoagulation Service

- Procurement documents are currently being drafted with a view to launching the tender process in early November 2015.
- YP has approached the GP federation, which is still taking shape, in order to prepare a joint bid -
 - It would be very helpful to join forces with City & Hackney LPC on this -

- PSP (C&H Provider Company) in union with the GP federation and the Homerton has currently won the anticoagulation service bid in Hackney.
- This service may be disrupted, as the GP federation may pull out of this deal over concerns over pensionable income issues.

BPC stated that the Homerton's budget had been cut to £750,000, this may be contributing to these challenges.

RPS & NAPC consultation document: Improving patient care through better general practice and community pharmacy integration -

PSNC have produced guidance for LPCs and contractors on responding to this consultation as it potentially has far reaching implications.

SG asked the committee whether they would want YP to draft a response to this.

The members agreed that it would be imperative to respond to this.

YP stated that the LPC's response should mirror that of the PSNC.

6. TREASURERS REPORT

YP stated that the LPC currently had £190,000 in their funds.

BS wondered whether the C&I contractors could be given a levy holiday.

SG stated that this year's business plan would be worked up at the next meeting. The option of a contractor levy holiday should be considered then with all the other possible options.

JP wondered whether the contractors should be asked what their thoughts currently are on how to spend the surplus LPC funds at the AGM.

SG suggested that a basic steer should be obtained at the AGM from contractors as to how the surplus should be spent.

YP reminded the meeting that options for spending the funds currently stand at:

- The setting up of a provider company.
- Setting up contractor events and training – physical events and webinars
- Website development

BPC stated that at the 2014 AGM contractors had wanted money to be spent on training events.

SG stated that this had been noted, and had admitted that the LPC had not delivered completely on this contractor wish and this had been because the LPC were concerned about the funds. SG added that at this time, there would be enough money to start investing in projects such as contractor training events, as suggested by contractors at the last AGM.

SG echoed BPC's comments that contractors were asked this question at last years AGM.

Contractors stated that they did not want a Levy holiday and much preferred the LPC invest the funds in contractor support. SG said he would ask the contractors again at tonight's AGM & this would guide the LPC in its actions going forward, in essence being a mandate from the contractors.

7. AGEING BETTER BID UPDATE

YP referred to his CEO report for information re. this. YP added that the consultation forms that accompany this service look fine, however YP will suggest that a few tweaks be made (including sexual orientation question to be posed by delivery drivers). YP asked the committee to feedback with any comments on this.

8. C&I LPC DRAFT COMMUNICATIONS STRATEGY DOCUMENT

SG asked whether any of the members currently had any issues with this document.

The members unanimously voted to approve this document.

9. CEO KPI REVIEW/PERFORMANCE RELATED BONUS

SG reminded the meeting that as part of YP’s CEO contract there had been KPIs set for him to achieve (which had been linked to last year’s business plan).

The KPIs have a score attached to them, and YP’s performance related bonus would be directly linked to these scores.

YP stated that he had been scarred by the same process which had happened last year and implored that that process (YP sitting outside the meeting for hours, while the committee discussed the KPI scoring) not be repeated today.

YP drew the members attention to the “9.0 C&I LPC Business Plan 14-15 c CEO KPIs vfinalSept14-Sept15 v4.5 28 Sept 15” excel spreadsheet – SG agreed to go through this sheet to assign the KPI scores (agreed scored in the table below) for the following activities – with the committees approval and input.

(Cells highlighted in yellow have underperformed for reasons outside YP’s control. For this reason YP has proposed full points allocation).

(Text in green represents YP’s evidence of work by YP himself).

Governance							Proposed score	Agreed score
Activity	CEO Performance Criteria Measure	Core Target	Stretch Target	Evidence	Score	Comments		
Committee Structure & Management	Review of LPC committee structure & management (using the section of PSNC LPC self-evaluation document on LPC Structures & management). Written format for presentation of proposals adopted & being used	Committee structure review presented to Mar 15 LPC meeting	Recommendations adopted & a majority of the committee members agree the structure is agreeable	1. Written format for presentation of proposals in place. 2. Paper for review of committee structure. 3. Survey monkey for majority approval that committee structure is agreeable	1. Written format for presentation of proposals in place - 2 points 2. Paper for review of committee structure presented to Jan 15 LPC meeting - 1 points 3. Majority LPC approval that committee structure is agreeable by 03/2015 - 2 points	1. Written format for presentation of proposals in place - 2 points 2. Paper for review of committee structure presented to Jan 15 LPC meeting - 1 points 3. Majority LPC approval that committee structure is agreeable by 03/2015 - 2 points 4. Voted on at Jan 15 meeting, unanimously accepted 5. Agreed total points award=	5	
LPC Management Accounts	Treasurer to present management accounts at each LPC meeting	CEO has set up a system of support & project management to ensure Management Accounts are presented to each LPC meeting	Treasurer presents written management accounts at each LPC meeting from Jan 2015 onwards	1. Document outlining costed system of support & project management to ensure Management Accounts are presented to each LPC meeting 2. Copy of each Management Accounts in LPC cloud		1. Document outlining costed system of support & project management to ensure Management Accounts are presented to each LPC meeting - 2 points 2. Process for system of support agreed at March LPC meeting, paper summarising agreement presented to LPC at May 15 LPC meeting. 3. Copy of Management Accounts in LPC cloud from Jan 2015 meetings onwards - 1 points	3	

						agement accounts not presented to or shared with LPC by Treasurer. Despite repeated requests. Cash book e-mailed to YP by SPB on 4 March 2015. YP prepared Management accounts from scratch & presented to LPC at May 15 meeting. Annual Report and Accounts Circulated to contractors. LPC has met its constitutional obligations for the first time in 3 years. Agreed points award= Agreed total points award =
Availability of LPC meeting minutes	CEO to prepare minutes and action points from LPC meetings within a specified period of each ("normal") LPC meeting	Draft minutes & action points available with 21 days of a "normal" LPC meeting	Draft minutes & action points available with 14 days of a "normal" LPC meeting	1. Draft minutes & action points available in LPC cloud 21 days from the date of the previous "normal" LPC meeting 2. Draft minutes & action points available in LPC cloud 14 days from the date of the previous "normal" LPC meeting	1. Draft minutes & action points available in LPC cloud 21 days from the date of the previous "normal" LPC meeting - 70% of draft minutes & action points in cloud - 1 point 2. Draft minutes & action points available in LPC cloud 14 days from the date of the previous "normal" LPC meeting - 70% of draft minute & action points in cloud - 2 points	Preparation of the Minutes from the following meetings met: the core target: Jan 15, July 15, stretch target: Sept 14, March 15, May 15, July 15 (dissemination delayed because of an outstanding action for BPT). Did not meet target: Nov 14. 70% met stretch target. Proposed Points Award= 3, Agreed Points award=
PSNC LPC Self Evaluation (RAG rating)	PSNC self-evaluation completed & scored (red = 0 points, amber = 1 point, green = 2 points, green plus = 3 points. Note some categories may be applicable to C&I LPC. Total score calculated as a % of total points available, taking into account N/A categories)	Score of 60%	Score of 70%	Scored PSNC LPC self-evaluation in LPC cloud	1. Score of 60-69% - 4 points 2. Score of >70% - an additional 5 points	The Governance sub-committee reviewed the LPC's RAG rating at the Jan 15 and March 15 meetings. CEO then scored the new RAG in March 15 Agreed total score= 73% Agreed Points to award =

3

9

Communication						
Activity	CEO Performance Criteria Measure	Core Target	Stretch Target	Evidence	Score	Comments

Local Pharmaceutical Committee

...the voice of pharmacy in Camden & Islington

LPC Communication Strategy	CEO has worked with the Comms subgroup to draft and ratify the LPC comms strategy (which is to be in line with LPC approved budget)	Draft Strategy	Ratify Strategy	1. Draft strategy presented to LPC & stored in LPC cloud 2. Ratified by LPC	1. Draft strategy presented to LPC & stored in LPC cloud - 2 points 2. Ratified by LPC - 2 points	Draft Comms Strategy document tabled at Sept 15 meeting	4
Website development & Maintenance	CEO to work with the Comms sub-grp to improve LPC website. Comms sub-grp to provide technical expertise.	The following to be on the C&I website, each scoring 1 point or 2 points if specified below 1. The C&I LPC Business Plan & Budget for 2014-15 - 2 points 2. The C&I LPC Annual Report & Accounts for 2013-14 3. Archive of e-mails / comms to contractors 4. Up to date LPC members' details on website with contact details. Ensure contractor contact list (e-mails) is up to date & e-mail contractors to introduce the new website / twitter feed & You Tube Channel 5. EPS section (with local information & FAQs) - 6. HLP section (to include useful information, e.g. registration info, commissioning process, training events etc.) 7. PNA section (to include latest PNA & any local PH strategy papers)	The following to be on the C&I website, each scoring 1 point or 2 if specified below 1. Embed a twitter feed on the website 2. Create a You Tube Channel (via the Gmail account) or other such means of playing video clips - 2 points 3. Create a short (cf 1 minute) video for the You Tube Channel / other means of playing videos, introducing the new website - 2 points 4. Website to have a calendar listing important Pharmacy dates (e.g. Ask Your Pharmacist, National Stop Smoking day etc.) & local Training Event Dates - 2 points 5. Links to topical pharmacy news stories (e.g. C&D, local CCG / LA websites etc.)	These elements are on the C&I website	1 or 2 points, as stated for each chosen element on the C&I website. Total = 16 points	Please see Comms KPI tab for performance and scoring. 3. Archive of e-mails / comms. to contractors NOT complete 5. EPS section (with local information & FAQs) - NOT complete 12. Links to topical pharmacy news stories (e.g. C&D, local CCG / LA websites etc.) - NOT complete YP stated that he had been reliant on WB and SPA to upload content onto the website.	16

Service Development						
CEO Performance Criteria						
Activity	Measure	Core Target	Stretch Target	Evidence	Score	Comments
Domiciliary MUR Service	CEO to send briefing document / proposal to commissioners about this service	All commissioners briefed	Service commissioned	Briefing document / proposal	1. Commissioner received briefing doc/ proposal - 1 points 2. Service commissioned - 3	Wrote and submitted briefing paper for both CCG and Adult social care on 14/8/14, 23/10/14 Copy in business Plan & CEO KPI"

Local Pharmaceutical Committee

...the voice of pharmacy in Camden & Islington

					points	folder. Agreed points award=	
Medicine Adherence Service	CEO to send briefing document / proposal to commissioners about this service	All commissioners briefed	Service commissioned	Briefing document / proposal	1. Commissioner received briefing doc/ proposal - 1 points 2. Service commissioned - 3 points	Wrote and submitted briefing paper for both CCG and Adult social care on 5/2/14 Copy in business Plan & CEO KPI" folder. Agreed points award=	1
Independent Prescribing	Funding for Independent Prescribing courses accessed from commissioner	Commissioner agrees to fund IP training for community pharmacists	A min of 75% Commissioned Community Pharmacists complete IP training	IP certificates from the commissioned Community Pharmacists	1. Commissioner agrees to fund Community Pharmacy IP training in the financial year - 3 points 2. A min of 66% of commissioned community pharmacist complete the IP training in the financial year - 2 points	Mike Bereza has completed the IP course, Chirag Nakum is about to complete the course, but is shortly to leave the area	5
Ageing Better Project	CEO to send briefing document / proposal to commissioners about this service	50% of all possible income earned by contractors	70% of all possible income earned by contractors	Income reports from commissioner	1. 50% of all possible income earned by contractors - 3 points 2. 70% of all possible income earned by contractors - 1 points	Note this service was scheduled to start in July 15, but will now start in October 15 as the community navigators will not be in place for July 15. 14 Pharmacies have signed up to the service. This services is attracting interest nationally from PSNC and other LPCs. This is out of my control. How would the committee like to score this?	4
HLP Implementation	Increased service provision by HLP contractors (i.e. increased income to contractors)	25% of CPs that submit applications to be HLP get accredited	40% of CPs that submit applications to be HLP get accredited	HLP accreditation figures	1.25% of CPs that submit applications to be HLP get accredited - 3 points 2. 40% of CPs that submit applications to be HLP get accredited - 2 points	All Pharmacies that have submitted HLP applications have been granted HLP status	5
Existing services not decommissioned	No services decommissioned by commissioner in period	No services decommissioned by commissioner in period	Existing services have the same rate of remuneration (excluding MDS)	Service SLAs	1. No services decommissioned by commissioner in period - 2 points 2. Existing services have the same rate of remuneration - 1 point (excluding MDS)	No services have been decommissioned. Camden MRD will shortly be fully reinstated with 2 Pharmacies recommissioned and backdated payments agreed. Withdrawal of Venalink funding for both boroughs has been shelved. Would the above warrant extra points?	3

Stakeholder Engagement						
Activity	CEO Performance Criteria Measure	Core Target	Stretch Target	Evidence	Score	Comments
Pharmacist Forums	CEO to engage, encourage and support individuals to become Pharmacist Forum Chairs and facilitate Forum events. Events to be costed & be within LPC budgets (& could be sponsored to bring within budget)	All structure for Pharmacy Forums in place	At least 1 Pharmacy Forum has taken place in each borough or defined locality	1. Documents outline Pharmacy Forum structures with names of Forum Chairs in LPC Cloud 2. Reports of all Pharmacy Forums in LPC cloud	1. Documents outlining Pharmacy Forum structures with names of Forum Chairs in LPC Cloud - 5 points 2. Reports of all Pharmacy Forums in LPC cloud - 5 points	Islington & Camden Pharmacy Forum Chairs have been recruited, Forum meetings were proposed for early September but Sponsors have proved unreliable. I have not created a document outlining the forum structures as they are very simple...as follows: Camden Chair: Sanjay Patel Aqua, Islington Co-Chairs: Jusmin Chandaria (Egerton) , Anand Patel (Savemain), Jay Patel (Clan)
Host contractor events	CEO to support the committee in delivering Contractor events	Host 2 events with some sponsorship	Host 3 events with some sponsorship	1. Short report on contractor feedback questionnaire at all events	1. Short report on contractor feedback questionnaire at 2 events - 6 points 2. Short report on contractor feedback questionnaire at 3 events - 4 points	(Does includes AGM, & HLP event. Does not include Forums). 50% of costs to be funded by sponsorship, CEO Hosted LPC AGM on 11 Nov 14, HLP relaunch on 3 Dec 14, Smoking Cessation Relaunch Event 5/2/15. CEO has arranged for PH to host a HLP application workshop 30 June 15. All the events other than LPC AGMs have been fully funded by commissioners/sponsors. See reports in Sugarsync

It was then calculated that YP had scored 74 out of a possible 85 points, therefore his bonus would be £4,353.

The committee approved of the points allocation, scoring and the resulting KPI bonus of £4,353.

This bonus would be paid to YP on this day.

YP stated that this experience had been much more preferable to the same one of 2014.

YP's Appraisal:

The committee decided that this would be linked to the KPIs.

SG suggested that each subcommittee should comment on the area associated with their work wrt. YP's performance in that area.

SG added that the subcommittees should look at what YP did well, and what he didn't do so well, and detail learns for the future.

It was decided that this work would be carried out in this or a later meeting's breakout session.

Action no.	Description	Who to action
8	To look at what YP did well, and what he didn't do so well, and to detail learns for the future wrt. his CEO role KPIs. YP to collate and draft suggested revised KPIs for 15/16	Subcommittees & YP

10. SERVICE UPDATES/OPPORTUNITIES**London Immunisation Service & National Flu Vaccination Service:**

YP stated that the two services running together had been causing confusion.

SPA stated that he had been getting mixed information about the start date for these services.

BS stated that the London service had gone live on the 1st September 2015. BS added that the confusion had resulted from the sheer volume of information sent out. BS stated that when the information is read then the process is straightforward.

BPC asked about the uptake of PPV.

BS answered that the uptake is currently better than it had been last year.

JP asked as to the protocol wrt. administering PPV vaccinations to patients who were not sure whether they had had the vaccine before.

BS stated that a pharmacist's professional judgment should be used in this situation.

Ambulatory BP monitoring:

YP stated that the CCGs had had access to some non-recurrent money some years ago and had bought a BP monitor for each GP surgery with these funds. YP added that the CCGs have been drawing up a service for GPs to utilise these monitors. YP questioned why only GPs could be included in this service. The response had been that the CCG would not want to buy the BP monitors for Pharmacies. YP stated that he would challenge this further.

Anticoagulation:

Please see agenda item "5. CEO REPORT" above.

11. FORMATION OF A COMMUNITY PHARMACY FEDERATION

SG reminded the meeting that Hitesh Patel (CEO of C&H LPC) would be attending the AGM in order to talk about his experience of setting up a provider company (PSP). SG stated that this would give C&I contractors the information needed to start a discussion about setting up a Provider Company. YP warned against the setting up a Provider company as an LLP (Limited Liability Partnership).

YP reminded the meeting that an agreement had been signed with PH to deliver their services for the next two to three years only.

SG stated that the aim would be to get a definite steer from the contractors at the AGM as to how to proceed wrt. setting up a provider company.

The meeting then broke for lunch.

12. NHSE UPDATE

David Tamby-Rajah (Head of Community Pharmacy Contracts – NHSE London Region) was due to talk as part of this item for 30 minutes, however he sent his apologies at about 11am on the day.

13. ISLINGTON REPEAT RX MANAGEMENT GUIDANCE FOR CPS

YP urged the meeting members to read this guidance document and to report back to him with comments.

Action no.	Description	Who to action
9	To read and send comments to YP, where appropriate, on the Islington Repeat Rx Management Guidance for CPs document.	ALL

14. CEO TERMS OF ASSOCIATION

SG reminded the meeting that YP is employed as the CEO of this LPC and that his official employment status is self-employed. SG added that a terms of association had been drafted by the LPC lawyers to provide governance for YP's current role –this had been approved by the LPC members but not by YP.

YP stated that he had passed this document to his accountants and lawyers and they had forbidden him from signing it – because it would leave YP open for uncapped liability on a number of fronts, particularly in regard to the following clauses:

4.6. *You (YP) shall indemnify us (LPC) against any liability, losses, damages, costs, claims or expenses for any assessment to income tax and National Insurance which HM Revenue & Customs may assess we must pay on the money you received from us under this Agreement.*

4.7. *Without affecting clause 4.6 of these Terms, if, for any reason, we (LPC) become responsible for paying any tax or other payments on amounts paid to you (YP), we shall be entitled to and shall take these amounts from any further amounts we owe you. If the taxes are more than the amounts we owe you, you must repay us the excess.*

YP stated that he had shown this document to other CEOs and they had also advised him not to sign it. YP suggested two options in order to resolve this issue:

a) YP stays self-employed and the Terms of Association accepted with the problem clauses (4.6 and 4.7) are removed (YP's preferred choice).

b) YP shall be made a P.A.Y.E employee by the LPC.

KK added an extra option:

c) YP stays self-employed, the problem clauses (4.6 and 4.7) do not take effect while YP is self-employed, and an extra clause is added to the Terms of Association which states that if YP changes his self-employment status at all his other jobs – then the LPC must be informed immediately. If YP doesn't notify the LPC in enough time then the problem clauses would be enforced.

SG and BPC added another option:

d) YP stays self-employed and no Terms of Association would be signed.

The committee weighed up the pros and cons of options a), b) & c).

SG stated that he had gathered evidence wrt. the employment status of other CEOs in London – 1/4 were currently self-employed and 3/4 were employed. SG added that the PSNC guidance is for every LPC to have their CEOs as P.A.Y.E employed.

Some of the members stated that if they had been faced with this agreement, then they too would not sign it.

SG stated that very few other LPC CEOs currently work using a Terms of Association. SG added that the lawyers had been asked whether there could be a compromise wrt. clauses 4.6 and 4.7 – and the decision was made that there is currently no middle ground re. these clauses.

BPC stated that option b) would mean more work and more expense for the LPC. BPC added the question of whether the LPC would be happy taking the risk of the HMRC investigating YP's employment status (should he stay self-employed without a Terms of Assurance)– and potentially finding him to be an EMPLOYEE of the LPC – the LPC would then be liable for any retrospective employers National Insurance fees and further penalties.

SG stated that the advice seemed to suggest that this would only be a big risk if YP were currently working full time for the LPC.

BPC stated that he would vote for option d).

YP stated that should he continue to be self-employed then the LPC would **not** have to pay for:

- Pension contributions
- Sick pay
- Holiday pay
- Laptop (tools to do the work)
- Employers National Insurance contributions
- Increased accountancy fees.

- Work to set up all of the above

YP added that being self-employed would mean that both he and the LPC could walk away from the role at any time, without the need to give notice.

The members then decided to read the entire "CI LPC CEO Consultancy Agreement v3.3 clean" document to get a clearer picture of this issue.

After reading, SG asked if the committee was happy with the content of this document excluding clauses 4.6 and 4.7.

SG then asked for meeting members to vote on the options mentioned above:

Option a) 4 votes

Option b) 4 votes

Option c) 1 vote

Option d) 0 votes

The votes for options a) and b) were tied, therefore SG stated that he would obtain votes from the absent members and report back within a week. The committee agreed unanimously that once these votes were accounted for, this final decision would be the agreed position of the whole committee wrt YP's employment status.

Action no.	Description	Who to action
10	To summarize this agenda item to the absent members of today's meeting in order to obtain votes from them on which option to go with wrt. YP's CEO employment status.	SG

17. SUB GROUP BREAKOUTS

Comms. – Update LPC Website in line with Comms:

- Create YouTube channel – *this could not be carried out as WB was not present.*
- Upload CEO video – *this could not be carried out as WB was not present.*

Finance – Admin, Update management Accounts, Summarise Members expense claims:

SG, BPC, HP and YP supervised and signed off the relevant cheques for member expenses and wages. Some members asked why BACS payments were not being made to members (i.e. cheques being issued).

SG stated that when last looked into by the then Treasurer (Sanjay Boots) he was informed BACS was found to be complicated to set up, and the current method requires dual person authorization and therefore control of LPC funds going out. However it was agreed that the new treasurer should investigate again to see if this was now feasible.

18. A.O.B & CLOSE

Contract monitoring update:

YP stated that he had sent everybody a link to the new proposed CPAF questions. YP added that NHS E would then chose a cohort based on the answers to investigate further.

Result of the Vice Chair Vote:

The members present wrote down their votes for their preferred candidate on pieces of paper and these ballot papers were placed in an envelope.

SPA and BS did not vote.

YP counted the votes and announced that BS had won the vote (6 votes to 3) and would now become the Vice Chair of C&I LPC.

The members congratulated BS.

SG brought this meeting to a close.

19. MEETING DATES FOR 2015/16:

10th November 2015	09.00-17.30	Ibis Hotel Euston
26th January 2016	09.00-17.30	Ibis Hotel Euston
22nd March 2016	09.00-17.30	Ibis Hotel Euston
17th May 2016	09.00-17.30	Ibis Hotel Euston
12th July 2016	09.00-17.30	Ibis Hotel Euston
20th September 2016 AGM	11.00-17.30 & 18.30-21.30	Ibis Hotel Euston/Ambassadors