

**MINUTES OF THE MEETING OF
GLOUCESTERSHIRE
LOCAL PHARMACEUTICAL COMMITTEE
HELD AT
HOLIDAY INN
GLOUCESTER
ON
12 September 2013**

PRESENT

C Gifkins, M Powis, A Calleja-Tolosa, T Banning, P Harris, Mrs S Williams, P Badham. D Evans, W Ryan.

IN ATTENDANCE

L Yeates (Chief Officer) Mrs E Beech (Professional Development Officer).

APOLOGIES FOR ABSENCE

Apologies for absence were received from A Lane. A Bashir Miss R Myers, G Barber, Mrs V Chelu-Walmesley

55.13. MINUTES OF THE LAST MEETING.

Minutes of the meeting held at the Holiday Inn Gloucester on 11 July 2013 were accepted as a true record and after minor amendment were signed by the Chair.

56.13. MINUTES FOR THE WEB SITE.

Members agreed that the revised minutes could be posted on the website without removal of any item considered confidential to the committee.

57.13. MATTERS ARISING.

Mr Yeates reported that he was seeking to arrange a meeting with the medical director of Turning Point.

58,13, DECLARATIONS OF INTEREST.

Members confirmed the schedule of Declarations of Interest.

59.13. CHAIRMAN'S REPORT.

Mr Gifkins advised that he Sian Williams and Ev Beech had attended the Train the Trainers Event. There were now three trainers on the LPC and each could take groups of up to 20 on Inhaler Techniques.

Mr Gifkins referred to the ongoing management of the Committee and felt that there was a need for the Exec Group to meet after the LPC meeting to look at the actions needed to support the Committee's decisions, and that the Group should continue to meet between meetings to monitor actions taken and prepare the next Agenda. Members agreed the chairman's proposals.

60.13 TREASURER'S REPORT.

Mr Powis circulated the annual accounts and advised that the committee made a surplus of £3500 last year. He proposed that the budget for this year remained as approved in March based on the last year's expenditure.

61.13. CHIEF OFFICER'S REPORT.

Mr Yeates referred to his report and highlighted the work Miss Curtis had completed in revising the Website. However she and he had no interest in managing the Twitter Account or Facebook. Members discussed the continued need to use Twitter and Facebook and it was agreed the Ev Beech would manage the two accounts.

In relation to a Pharmacy Flu Service he advised that the service had been commissioned in Arden Herefordshire and Worcestershire, But locally there had been no desire to seek to commission the service. It was agreed that Gloucestershire LPC would seek to gain the commissioning of such services in 2014.

Members noted the continued increase in MURs and agreed that continued support should be uploaded to the website.

Mr Yeates advised that the Committee could send three members to the PSNC Conference on the 5 November in London. It was agreed that D Evans and M Powis attend.

62.13. PROFESSIONAL DEVELOPMENT MANAGERS REPORT.

Mrs Beech referred to her report which had been issued by email after issue of the Committee papers. Public health had indicated that they did not intend to decommission any services at this stage.

9 of the 10 pharmacies were green for accreditation in November the remaining pharmacy had experienced a complete change of staff and were struggling to regain all of the accreditation skills. It was hoped to have 40 pharmacies in the next accreditation wave.

It was agreed to create a group. E Beech, W Ryan, A Calleja-Tolosa to look at a revision of the EHC SLA to include Ella One. It was also noted there was a need to checkout the requirements for CRB checks.

63.13. HEALTHY LIVING PHARMACY PROGRAMME.

Sian Williams advised that she was working with Mrs Middleton to progress this. Money was now available within the CCG to facilitate the programme and Public Health had agreed to provide the training.

Mrs Williams agreed to work with Public Health to issue the Letters inviting expressions of interest for the second wave which would commence in November.

Mrs Beech would continue to provide support for the independents and those pharmacies struggling to manage the HLP process.

The Launch date of HLP accreditation would be in November.

64.13. PSNC VISION FOR PHARMACY.

Members noted the Vision issued by the PSNC but decided not to make any further comment.

65.13. ANNUAL GENERAL MEETING ARRANGEMENTS.

Members agreed that the AGM would take place on the evening of the next LPC meeting – 14 November 2013. The draft agenda would be welcome by the Chairman. Chairman's Report. Treasurer's report and adoption of the Audited Accounts, Use of PharmOutcomes in relation to URMS and the new Specials Service. Time would be left for a Q & A Session.

66.13. MEMBERS WORK PROGRAMMES

It was agreed that there was a need to identify lead members who would complete to agreed timelines work in relation to the Committee's priorities.

Engagement with CCG, Area Team and other LPCs . C Gifkins, D Evans L Yeates

Engagement with HWBB Public Health S Williams, W Ryan and P Harris.

HLP Programme E Beech. S Williams, A Bashir. A Calleja-Tolosa G Barber.

Website Management – T Banning. M Powis. R Myers.

Sexual Health. – E Beech. W Ryan. A Calleja-Tolosa

66.13. MEMBERS WORKSHOPS.

A. Website Management.

T Banning. M Powis, D Evans and L Yeates reviewed each section of the new website and agreed some revisions which Miss Curtis would make to clarify the information particularly relating to Services Commissioned and Resources.

B. HLP Development.

Mrs S Williams A Bashir, A Calleja-Tolosa. G Barber Mrs E Beech

- meet with Pfizer (Mrs Williams and Mrs Beech)

- consider dates for launch for end of Nov 2013 or Jan 2014

- contact Counsellor Bins/ Deb Evans/ venues (Mrs Beech)

- issue Expression of Interest letters to all pharmacies by early Oct (Mrs Williams)

- Notice of HLC training events Nov & Jan (Mrs Williams)
- Leadership training – book Nov & Jan (Mrs Beech)
- Pathfinder accreditation/ mystery shopping feedback – Board meeting Nov (all)
- liaise with contractors for in-house awards (Mrs Beech)

C. AGM Event Planning

W Ryan. Mrs Williams, P Badham, Mrs Beech

- Title – **New to 2014. What you need to know**
- create flyer from template/ from Mr Yeates for invite (by early Oct) (Mrs Beech)
- content:
 - *AGM components; LPC Elections notice (L Yeates. C Gifkins. M Powis)
 - *New NHS Structure/ local map/ who has moved in post/ where to send paperwork/ where commissioners sit (L Yeates)
 - *URM – update (Mrs Williams)
 - *PharmOutcomes – services/ payments (W. Ryan/ Mrs Williams)
 - *HLP (Mrs Beech/Mrs Williams)

D. Sexual Health Planning

Mrs E Beech. W Ryan. A Calleja-Tolosa Mrs S Williams.

- consideration of £50k budget
- re-configure pay structure for SH services (all)
- work out current payment structure per item (. A Calleja-Tolosa)
- consider future training /evening/frequency/ content/ cross boundary-revalidation/ self-accreditation (HAG/CPPE) (Mrs Beech)
- arrange training before Xmas 2013 (Mrs Beech)
- meet with KP to discuss proposal/ CRB (all)
- ellaOne training – new