



Minutes

Location: Red Room 6/7, Lowry House, 17 Marble Street, Manchester, M2 3AW
Date: Monday 3rd October 2016
Time: 9.30am-12.30pm

SUPPORTING FILE:

2016-10-03 Greater Manchester LPC A Slides.pdf

1. WELCOME

Adam Irvine GM LPC Chief Executive Officer chaired the first meeting of the GM LPC committee and welcomed all members to the meeting.

AI noted that a small change has been made to the agenda and updated agendas are provided for all members; LPC Conference has been added, all other agenda **items** remain unchanged.

INTRODUCTION

AI welcomed all members to the first GM LPC meeting; all members gave a brief introduction to their backgrounds to the committee.

AI gave a brief overview of the reasons GM LPC was formed; the care in Greater Manchester is changing; Health and social care act under Devo Manc, the combined authority now has a single entity to deal with along with Bolton which gives community pharmacy in GM a stronger more representative body for our contractors with key commissioners. GM LPC represent 629 community pharmacies not including Bolton; 705 contractors including Bolton, which equates to roughly 90 % of contractors in GM.

APOLOGIES

No Apologies to report.

ATTENDEES

Members Name	Company	Initials
Adam Irvine	GM LPC	AI
Khalid Ahmed	Ind	KA
Mohammed Anwar	Ind	MA
Chris Dagnall	CCA	CD
Ifti Khan	CCA	IK
Peter Marks	AiMp	PM
Phil Maslin	CCA	PhM
Gary Pickering	CCA	GP
Jennie Watson	CCA	JW

Members Name	Company	Initials
Lindsey Flynn	GM LPC	LF
Mohamed Patel	Ind	MP
Aneet Kapoor	Ind	AK
Fin McCaul	Ind	FM
Bruce Prentice	Ind	BP
Karen Rice	AiMp	KR
Helen Smith	CCA	HS
Gillian Stone	CCA	GS

2. COMMITTEE GOVERNANCE

AI briefly discussed the documents which were circulated in preparation of the meeting and strongly encouraged LPC members to read all documents listed below:

- PSNC New members guide
- LPC Governance guide

All members were asked to complete and return the DOI and confidentiality agreement forms to the Office. IK suggested publishing the DOI on the LPC website; All LPC members agreed.

2. Actions:

(i) All members to complete DOI and confidentiality agreement and return to LPC Office.

(ii) LPC Office to upload DOI & CA info on to the GM LPC website.

AI advised that dates for the PSNC new member courses will be circulated by the LPC Office; and encouraged new members to book on to the course.

(iii) LPC Office to circulate dates for the PSNC New member courses all members.

AI advised the committee the following policies need to be ratified by the committee.

- Expense Policy
- Expense Claim Form

The committee discussed the expense policy and it was felt that clarification around attendance for meetings includes time for preparation; AI advised that the office will devise a formal process to support the expense policy. IK suggested to add a version control date to the policy.

JW proposed the document and AK seconded the proposal with the understanding members read documents prior to meeting and changes made; unanimously agreed by members.

The committee discussed the Expense claim form; it was suggested to use an Excel document to make it easier to complete; IK advised that invoices are generated at head offices for multiples and may use a different format but advised they would incorporate the same information.

IK recommended incorporating coding for each project as funds are allocated in the budget for various work streams; AK suggested devising a live document with the work stream codes for certain projects; AI agreed that it would be beneficial for the LPC Office be responsible for the coding for projects.

BP advised that the millage is different to the expense policy it was suggested to make a note that it excludes the first 20 miles.

AI proposed this goes live and LPC office will make changes discussed to the policy and circulate electronically to the committee for approval; all members agreed.

(iv) AI will devise a formal process in the Office to support the Expense policy; Coding for projects and add version control to the policy.

(v) LPC Office will make changes to the Expense policy and claim form and circulate to the committee for approval.

AI gave a brief overview of the seven Nolan Principals which the LPC adhere to.

Selflessness, Integrity, Objectively, Accountability, Openness, Honestly, Leadership.

AI advised that all LPC members will received a GM LPC badge; they are to be worn at all engagement events, meetings attended on behalf of the GM LPC.

FM asked for clarity around does the committee represent all contractors or work in the best interest of all contractors; we need clear guidance. AI suggested add as a topic for the Governance review.

(vi) AI add Guidance for LPC representation to contractors to the Governance review.

AI would like to highlight if any members have any outstanding investigations please contact Adam direct.

Please note members notify the LPC Office if there are any DOI changes; it was suggested adding DOI as a standing agenda item.

(vii) LPC Office to add DOI as a standing Item on GM LPC Agenda.

IK asked if the ICO registration has been processed.

(viii) AI to check if ICO registration has been processed.

IK proposed that the GM LPC complete the PSNC self-evaluation in January 2017. All members agreed.

3. ELECTION OF OFFICERS

AI proposed the LPC hold an election now for an initial 6 month period and hold elections in March 2017. All members agreed.

PM would like to nominate Aneet Kapoor as Chair; JW seconded the nomination. Aneet accepted the nomination for initial 6month period. All members unanimously agreed.

AK would like to nominate Ifti Khan as Vice Chair; PhM seconded the nomination. Ifti accepted the nomination. All members unanimously agreed.

IK would like to nominate Chris Dagnall as Treasurer; PM seconded the nomination.

KR would like to nominate Keith Williams as Treasurer; MP seconded the nomination.

The committee discussed the nominations and it was felt that the Treasurer should be a statutory member of the committee; the committee members then voted, 12 votes received in favour of Chris and 3 votes received in favour of Keith. Following the results Chris accepted the nomination.

4. LPC ROLES

AI advised the merger document stated that GM LPC to propose Locality Leads, Service Lead, Comms for the new committee.

The committee discussed the LPC roles and priorities around these roles.

It was felt that the workforce strategy is a priority along with locality leads to support and ensure adequate resources are available to deliver services; suggested form local forums.

FM suggested to merge IT & Comms leads and have a workforce lead and review in 6 months.

AI asked committee members to select a localities in which they prefer to become the Locality Leads.

Noted: FM expressed a declaration in interest as he is a CCG commissioner in Bury.

Salford - Karen Rice

Bury – Mohamed Patel

Rochdale – Mohamed Anwar

Jennie Watson - Manchester

Khalid Ahmed - Oldham

Peter Marks - Stockport

Gillian Stone – T&G

Helen Smith - Trafford

Bruce Prentice - Wigan

Gary Pickering - LPC Service Lead

Fin McCaul - Comms and IT Lead

Phil Maslin - Workforce Lead

AI advised if any members wish to raise any concerns around locality leads please contact Adam prior to the next LPC meeting on 19th October 2016.

5. BOARD AND TEAM DEVELOPMENT

AI discussed the vision, mission and values of a LPC member, the importance of working together, identifying skills, communications are key. It was suggested that the LPC become a supervisory board rather than typical committee.

The committee discussed the value in sending members on the PSNC New member days.

It was suggested that the LPC approach Mike King to attend an LPC meeting to provide a brief presentation to the committee; the committee agreed this would be more cost effective.

5. Action: AI to contact Mike King with regards to providing a brief PSNC presentation to committee members.

6. TEAM UPDATE

AI updated the committee with regards to positions on the team; Claire Dickens has been appointed to Services Development, Emer Scott has been appointed to Comms and engagement.

Lindsey Flynn, Lisa Mather and Helen Reed have been appointed as Administration Support Assistants.

The roles of Business Support Manager and Project Implementation Lead remain unfilled at the present time; JW suggested that the Business support position may benefit in having a pharmacy background; AI looking in to re-advertising as a matter of urgency.

AI will discuss the Interim solutions and resources with Claire Dickens whilst advertising the project implementation lead.

6. Actions:

(i) AI discuss next steps with regards to two LPC Team vacancies and resources with Claire Dickens.

AI gave a brief presentation on the CEO Strategy Plan for the next 6 months to the committee.

(ii) AI will circulate to members the CEO Strategy Plan discussed.

7. CHL SCRUTINY

AK gave a brief overview of the workings of CHL Scrutiny committee; the committee was formed with 7 LPC members of governance and four directors of the committee.

The scrutiny proposed to each LPC to continue on for a period 3-6 months to all LPC and CHL which all supported this.

The membership and recruitment for directors following resignations were paused until the new GM LPC was formed.

GM LPC needs to make the decision to continue the scrutiny committee; Aneet proposed to GM LPC that the Scrutiny Committed are allowed to continue in its current form; TOR would be representing GM LPC and Bolton LPC. Main priorities are CHL Membership and Director Recruitment; CD seconded, all in favour.

AI would like a report from the CHL arranged through the scrutiny committee this will be deferred for a couple of weeks.

AK advised that the scrutiny committee have a conference call this evening; to discuss the mandate to move forward; AK will provide an update to AI in conjunction with Bolton.

7. Action:

(i) AK will provide an update on the scrutiny committee to AI in conjunction with Bolton

Note: Bruce left the room.

The committee discussed the recruitment of directors; AK shared a proposal that Bruce and Colin switch roles on the committee; Bruce to become the LPC director and Colin would become a non LPC director to ensure a seamless process for the fixed period of 6 months. All members agreed to support this from a GM LPC perspective.

8. LPC CONFERENCE

AI proposed that the LPC put forward that the Chair and CEO for the Chairs and Chief officers conference on Tuesday 1st Nov 2pm; and CEO, Chair, Vice Chair, Emer and Claire to attend LPC Conference on Wednesday 2nd November 10.30-4pm.

IK proposed that LPC devise a presentation on the GM LPC journey and ask PSNC if LPC can have a slot at the conference. IK proposed that AI and PhM to present at the conference; All members agreed.

8. Action: AI will speak with Mike King with regards a slot at PSNC Conference for PhM & AI to present an update on the GM LPC Journey.

9. IMMINENT MEETINGS TO DISCUSS

IK proposed for the LPC Office to look at meetings and prioritise; it was agreed that continue Local meetings for now. AI suggested sharing the Business Continuation spread sheet of meetings with committee members. It was suggested that members continue attending locality meetings for a 3 month transition period.

IK suggested the LPC look at stakeholder mapping and Key relationships at the next LPC.

PhM advised that members attending any meeting on behalf of GMLPC pre and post meeting need to circulate to the committee for comments. IK suggested that each locality lead produce a one page document for each LPC members.

PM advised that GM EPS scheduled for 12th October; please forward any issues or agenda items to PM by 3-4pm today. FM reported the lack of updates on repeat management on Electronic Repeat Dispensing.

10. ITEMS FOR NEXT MEETING

GM LPC have meeting rooms booked for
Wednesday 19th October 2016
Wednesday 16th November 2016
Wednesday 14th December 2016

Noted: JW not available and send apologies for the above dates.

The committee discussed the most suitable days to meet as the committee.

AI proposed to keep the above scheduled dates and will schedule a meeting plan; it has been suggested to rotate the meetings around the 9 Boroughs.

10. Action: AI will circulate suggested meeting day for LPC Meeting in 2017 to the committee

Suggested content for next LPC meeting

Development; dependent on funds

Update on CHL

Priority discussions following meetings

Develop the mission as an LPC

Key projects

Adopt a consistent Email – adopt a common footer

How we communicate between LPC members

Localities

Linked in profiles – all adopt the same title: “Board Member” at Greater Manchester LPC (company to be setup by the office)

Provision of lunch discussed - it was agreed that contractor money is not to be used so members bring their own.

11. Any Other Business

BP would like to arrange a meeting with Emer Scott

11. Action: AI to arrange for Emer to attend the next meeting.

IK discussed the New Models of Care workshop scheduled for 5th October 2016 at the Etihad Stadium. The committee discussed relevance of attending; CPGM agreed prior to GM LPC that AI PM and IK to attend and this should be honoured.

PhM suggested as a one off for this meeting; the committee agreed that any member could be funded to attend subject to booking onto Eventbrite.

Meeting Closed 12.44pm

Chair to approve at following meeting.

Signature:	
Print Name:	
Date:	

ACTION LIST

Min	Action	Member	Target Date	Update
2 (i)	Complete DOI and confidentiality agreement and return to LPC Office.	All Members	19/10/16	
2 (ii)	Upload DOI & CA info on to the GM LPC website.	AI to liaise with LPC Office	31/10/16	LF gathering
2 (iii)	Circulate dates for the PSNC New member courses all members.	AI to liaise with LPC Office	19/10/16	
2 (iv)	Devise a formal process in the Office to support the Expense policy; Coding for projects and add version control to the policy. Work with treasurer to agree processes and coding.	AI to liaise with LPC Office	31/10/16	
2 (v)	Make changes to the Expense policy and claim form and circulate to the committee for approval.	AI to liaise with LPC office	31/10/16	
2 (vi)	Add Guidance for LPC representation to contractors to the Governance review.	AI	Future meeting	
2 (vii)	Add DOI as a standing Item on GM LPC Agenda.	AI to liaise with LPC office	19/10/16	
2 (viii)	Check if ICO registration has been processed.	AI	19/10/16	CD arranging
5	Contact Mike King with regards to providing a brief PSNC presentation to committee members.	AI	19/10/16	Contacted
6 (i)	Discuss next steps with regards to two LPC Team vacancies and resources with Claire Dickens.	AI	ASAP	Ongoing
6 (ii)	Circulate the CEO Strategy Plan discussed to members.	AI	19/10/16	Attached to minutes
7 (i)	Provide an update on the scrutiny committee to AI in conjunction with Bolton	AK	19/10/16	
8	Speak with Mike King with regards a slot at PSNC Conference for PhM and AI to present an update on the GM LPC Journey.	AI	19/10/16	Done – likely to get slot – confirmation this week
10	Circulate suggested meeting day for LPC Meeting in 2017 to the committee	AI		
11	Emer to attend future LPC meeting	AI		