

Minutes

Location: Boardroom, Lowry House, 17 Marble Street, Manchester, M2 3AW
Date: Wednesday 14th December 2016
Time: 10am-4.30pm

1. ATTENDEES

Members Name	Company	Initials
Mohammed Anwar	Ind	MA
Chris Dagnall	CCA	CD
Aneet Kapoor	Ind	AK
Ifti Khan	CCA	IK
Peter Marks	AiMp	PM
Phil Maslin	CCA	PhM
Gary Pickering	CCA	GP
Jennie Watson	CCA	JW
Gillian Stone	CCA	GS

Members Name	Company	Initials
Mohamed Patel	Ind	MP
Fin McCaul	Ind	FM
Bruce Prentice	Ind	BP
Karen Rice	AiMp	KR
Adam Irvine	GM LPC	AI
Lisa Mather	GM LPC	LM
Claire Dickens	GM LPC	CD
Emer Scott	GM LPC	ES
Judith Goodwin	GM LPC	JG

APOLOGIES: Apologies received from: Helen Smith.

Planned part attendances: Phil Maslin (item 5 onwards), Mohamed Patel (item 5 onwards), Jennie Watson (after item 5) & Fin McCaul (after item 5). Claire Dickens attended the morning session and Emer Scott joined the meeting to deliver the social media update.

2. MINUTE REVIEW

The minutes were reviewed and accepted as a true and accurate record.

3. ACTIONS FROM PREVIOUS MEETING

Social media policy to be discussed later in the meeting. TOR from subgroups was discussed and it was agreed the existing TORs should be forwarded to the subgroups to use as reference.

Leads for the HR and Applications were appointed as GS and BP respectively. It was discussed that AK and IK should be involved for CEO HR and this should be split according to specific expertise.

Media contacts to ES should be an ongoing action.

***Action – Report to be built into QP TOR – query with Sarah**

***Action – AI to forward Applications TOR, GS to forward previous HR TOR, IK to forward previous Finance TOR & PhM to forward previous Governance TOR. Sub groups to agree new ToR and be ratified at next meeting.**

4. CEO UPDATE

AI advised that CD had recently carried out a piece of work which identified the external meetings attended since the new LPC inception. This totalled 106 meetings. 63 carried out by employed members of staff and 43 by locality leads. CD explained that she had set up a spread to record meetings and outcomes. This will enable the service team to eliminate any duplication and also track the outcome of meeting attended. A discussion was held regarding actions from meetings and it was decided that the meeting report document would be amended to show actions for the office and/or the meeting attendee. AI advised that the members would be given access to the SharePoint to enable them to view this when required.

AI spoke about the meeting held with Jon Rouse and Warren Heppolette which was extremely positive. The briefing pack and slide deck to be shared with the committee.

Update on HLP - CD to meet with HEE alongside Louise Gately (Bolton) in early January.

SCR – There are to be top up events in Jan/Feb to capture the remaining CP's that are not yet engaged. Once the training dates are confirmed these will be circulated by the Services team.

Sam White (CPPE) has offered some additional training around the benefits of using SCR, the possibility of using case studies to be considered.

CD advised that some of the safeguarding information was due to be renewed in January. Possibility of some of the training being grouped.

Clarification was given on the role of Locality Leads as to be the face of the LPC to contactors and to interact at a local level. The possibility of using old LPC members was discussed.

AI spoke about the upcoming Urgent care workshop focusing on route into hospital (A&E) tentative date 13th Feb. Need for more people to attend as the topics that come out of discussions go on to become actions. As a result of the discussion IK asked that the dates for the GM PNA's be found.

Adult inhaler was discussed and the members advised that as the outcome of the recent meeting the service would change to remove it from MUR's. A new service spec would be written and training would be arranged. IK asked that the decision maker be identified.

Feedback on the Contractor Support Event has been very positive.

AI advised that Sarah Wood had been appointed until April to oversee the QP work and a report would be produced monthly for the LPC meetings. Dipesh Raghvani had been appointed as Project Implementation Lead.

AI advised that the report from the Vision and Values was still underway and would be distributed once refined in Jan.

A report will be produced at the end of Q1 for contractors and stakeholders on what we have done so far (to mirror the "6 months in" report from the partnership)

JG advised all insurances were in place and due for renewal at end of Jan.

* Action - AI to share document used for JR meeting

* Action – AI to get member access to Committee SharePoint once docs ready (target Feb)

* Action – JG Find dates when PNA's are due for GM

* Action – PM to contact Reps re - funding for training

* Action - Adult Inhaler Service Spec to be re-written by service group - CD to identify project decision maker from NHSE and liaise appropriately.

* Action – AI to distribute Vision and Values report.

* Action – AI to produce a report for contactors end Q1

5. LOCALITY LEADS AND GMLPC BUSINESS TEAMS ACTIVITIES – WORKING TOGETHER

Some of this agenda item had been covered in the previous item.

It was discussed how information can get into the office in a timely manner. This links into the Expense policy.

It was suggested that a locality item be put in the newsletter once a month or alternately a separate correspondence could be sent. ES currently collating survey responses as to what the contractors want.

Emails to be managed by the office, who is to carry out actions to be identified.

Locality leads advised to focus on engagement.

AI will be working with Warren Heppolette regarding funding stream on pharmacy engagement at neighbourhood / LCO level.

A closed meeting session was held spanning either side of lunch.

Meeting reconvened 2.50pm

6. SPECIAL LEVY

PSNC have requested that the LPC contribute to their Judicial Review costs by way of special levy. A discussion was had around the financial implications for the LPC reserves and if the LPC should support the action.

It was felt that although the LPC would support the action there were a number of things that had to be included in the response to PSNC.

- GM is a brand new LPC therefore reserve not as high due to setup costs.
- Reserves are being used to support contractors with Quality Payments as per PSNC
- Amount seems excessive in relation to levy (needs recalculating)
- LPC to support in the interests of a united community pharmacy sector but with an appropriately worded letter detailing our concerns.
- To maintain cashflow, we would need to ask to stagger payments and delay the first payment until after the financial year end
- We would look to reduce the payment

PM advised that there may be some funds in the Stockport and other LPC old accounts that are still to be transferred. This may assist the cash flow situation after year end.

It was concluded that the regular levy would be investigated by the finance subgroup and the conclusion brought to the January meeting.

7. ACCOUNTS AND BUDGETS

Two budgets were presented. The first was the initial budget calculated pre-merger (inc Bolton) with predicted costs. The second was updated with actual costs included where possible and the income and expenditure adjusted to exclude Bolton effects.

Detailed discussion around the possible new office space and the implications associated with this. These included running costs and possible income from room hire and hot desk hire.

It was discussed how efficiencies could be made, with the possibility of the member meetings moved to bi-monthly. This was parked until March as it was felt that things could be missed in the period between such as deadlines for services. Also discussed were locality lead meetings and other higher cost items.

It is thought that savings could be made in these areas. It was also suggested that in time a Public Health lead may be employed to reduce member costs as locality leads although this would not be something to be done in the first 6 months.

It was agreed in principle for larger premises to be looked for with the approximate amounts in the budget illustration. Office premises were discussed and it was agreed that the current offices are not fit for purpose. AI to continue to look at other spaces. JW suggested we look outside of Manchester as many areas served by Tram and could possibly be less cost. Continue to speak to Midas and current landlords in relation to this.

The discussion was parked until March to review.

8. COMMITTEE GOVERNANCE

LPC GOVERNANCE AND CODE OF CONDUCT – Governance sub group had already met and reported to cover this section.

DECLARATION OF INTEREST – No Changes notified

POLICY UPDATES AND APPROVAL

SOCIAL MEDIA ES explained that “Staff” related to anyone working for the LPC. IK requested a review point on the document to identify the most current. ES advised the policy covers a standard behaviour to follow. Members advised to channel queries through the office directly to ES or AI if there are any issues.

A request was made to distribute the members email and telephone numbers to all members. This was agreed.

- **MEDIA POLICY** ES advised this was the same format as the Social Media policy.
- **EXPENSES POLICY AND FORMS** The difference between Invoice and expense form was discussed. Calculation from place of work/ where journey starts from was discussed it was concluded that this was set by the first 20 mile of the claim not being countable.

JG to issue templates as a dummy copy and with version control.

***Action – JG to issue templates (expenses to include a live example) and with version control**

9. CHL UPDATE

BP had issued papers for the members to read prior to the meeting. There were no issues arising from these.

BP advised the members that Sarah Wood has worked really hard and had done a fantastic job.

JW raised the question of the LPC charging back for the office team time. Advised the once CHL have received the monies from NHS England this will be done.

10. NUMSAS

Members asked how they wanted to approach NUMSAS – engage differently? Refer to PSNC?

PhM advised that West Mids area team are doing an hybrid pilot wit 111 therefore we could have a case with amendments. No conclusion reached.

11. TEAM BUILDING

AI asked the members if the LPC would consider pay for the Christmas staff meal as a team building exercise as a recognition of the extraordinary hard work and commitment shown during the merger and new organisation formation. The members agreed.

12. DATE AND FREQUENCY OF FUTURE MEETINGS.

AK advised that there is an issue from January as he cannot attend on a Wednesday. From the Doodle Poll done earlier in the year Tuesdays and Thursdays were the best days after Wednesday. It was decided to go for rolling days on the basis that most will make it to most of the meetings. Dates to be confirmed avoiding half term weeks.

Meeting Closed 4.50pm

ACTION LIST

Min	Action	Member/ Staff	Target Date	Update
3	Report to be built into QP TOR	SW	18 th Jan	
3	Media contacts to ES	All	Ongoing	
4	Share document used for JR meeting	AI	18 th Jan	
4	Member access to SharePoint	AI	18 th Jan	
4	Find dates when PNA's are due for GM	AI / Office	18 th Jan	
4	Contact Reps re - funding for training	PM	18 th Jan	
4	Adult Inhaler Service Spec to be re written	CD	18 th Jan	
4	Identify project decision maker from NHSE For Adult Inhaler	CD	18 th Jan	
4	Distribute Vision and Values report	AI	18 th Jan	
4	Produce a report for contactors Q1	AI	18 th Jan	
8	Issue templates as a dummy copy and with version control	JG	18 th Jan	

- Not started - Yellow
- In progress - Blank
- Completed - Green
- Overdue – Red