

Minutes

Location: St James' House, 61-95 Oxford Street, Manchester, M1 6EG
Date: 18th January 2017
Time: 9:30am – 4.30pm

1. ATTENDEES

Members Name	Company	Initials
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
Gillian Stone	CCA	GS

Members Name	Company	Initials
Mohamed Patel	Ind	MP
Helen Smith	CCA	HS
Bruce Prentice	Ind	BP
Karen Rice	AiMp	KR
Adam Irvine	GM LPC	AI
Judith Goodwin	GM LPC	JG
Helen Reed	GMLPC	HR
Emer Scott	GM LPC	ES

APOLOGIES: Apologies received from: Aneet Kapoor and Fin Mc Caul

2. MINUTES REVIEW

It was noted that both Chris Dagnall and Claire Dickens were initialled CD and that this should be changed to avoid confusion. The minutes were reviewed and following a few minor edits were accepted as a true and accurate record.

3. ACTIONS FROM PREVIOUS MEETING

It was noted that some actions were missing from the actions lists. All actions were discussed and are either completed or ongoing.

4. Committee Governance.

Declaration of Interest (DOI): No changes to DOI declared.

PhM reminded the Committee to ensure that if they had any changes to their DOI in future that they complete the paperwork prior to attending the meeting.

Governance Sub Group: PhM explained that a full report from the Governance sub group will be provided at the February meeting.

5. CEO UPDATE

Please see CEO update: **Paper 4a 2017-01-16 Chief Exec Report for 18th Jan Meeting v2.pptx**

The mapping of GM services and one page summaries have now been completed with embedded documents and this information is available on the website for contractors.

The need for a postal mailshot was discussed to alert contractors to this useful resource with the Committee agreeing that this would be done once guidance regarding Quality Payments and a contractor report were also ready to be sent.

Action: Postal mailing to be sent to contractors with contractor report by Office staff.

AI discussed the HLP bid and that initial feedback from Liz Thomas and Kate Kinsey is positive. IK explained that following discussions with CCA colleagues some are planning in house training but the majority (around 65%) would take up the offer of LPC ran HLP training.

It was noted that the current HLP training is fully booked and KR requested that further dates should be added.

The need for valuable data from Community Pharmacy was discussed. PharmOutcomes was highlighted as key tool for collecting data and producing reports but it was noted that this is not used by all contractors in all areas, and it was suggested that PharmOutcomes could be approached to discuss the possibility of other systems being able to feed in.

Action: PhM to discuss possibility of additional systems feeding into PharmOutcomes in order to create one report.

LPN: The current involvement with the LPN and associated expenditure were discussed and the value created from this to contractors was discussed. AI is reviewing this currently.

Action: AI to report back at next GMLPC meeting value of LPN.

PNAs: AI highlighted that he is awaiting feedback from the Committee regarding the Salford PNA and that he will be forming a response shortly. Trafford's draft PNA was raised and it was explained that this is still to go for formal review after the HWB.

A proposal regarding 2 practice audits was discussed and it was stated that if an additional audit is required then payment would be needed. It is not a contractual requirement and therefore unacceptable for Pharmacies to undertake without additional payment. However, it may be that the 2nd audit is for the following year. Clarification is required from NHS E.

PM discussed the progress of Children's Asthma project and asked the Committee if they could assist with finding the final schools that are needed to complete the project.

Action: Committee members to contact Peter if they have contacts within a GM school.

MA discussed current difficulties with engagement of HMR pharmacies regarding MAS and the plans to relaunch using PharmOutcomes instead of Webstar. It was highlighted that there was a need for a positive case study of using PharmOutcomes. Committee requested that MA send out SLA as soon as he has received it.

Action: Dipesh to write a case study of Pharmacists using PharmOutcomes.

Action: MA send out SLA and further details once received.

It was noted that on page 2 of the services document this needs to be updated to Community Pharmacy forward view.

Action: Office to update services document to say Community Pharmacy Forward View

Public Health Campaigns were discussed and it was highlighted that there is a need for campaigns to be coordinated to create impact due to the 6 topics having broad themes. It was highlighted that some campaigns will have bigger funding and more resources available and GMLPC should be signposting contractors to these.

Action: ES and Office to research which campaigns have higher funding and free resources and create guide for contractors.

6. TREASURERS REPORT, FINANCE UPDATE AND PSNC LEVY

This was a closed section of the meeting with members and AI present.

Action: Adam to review the existing budget with finance sub co for next meeting.

Action: Special Levy - £61,139 to be collected by value spread. Unanimously accepted.

Action: Special Levy to be paid - in instalments if possible - to discuss with Mark Burdon. Instalments over 6 months starting April 2017. Unanimously accepted.

Action: JG revise letter to PSNC after speaking to Mark Burdon - to include paragraph if there is any further conversation, please can you gain our view prior to any further expenditure.

7. VALUES, VISION AND BOARD DEVELOPMENT

Two papers were presented to the Committee, one from Neo Navitas and one from GMLPC. AI worked with JG to create recommendations for the values and vision. The vision and values were discussed and edited to reflect Committee comments and the following was agreed:

Vision: To enable Community Pharmacy to improve health now and in the future

Values: Innovative, Collaborative, Integrity, Excellent, Supportive

Now these have been agreed a strategy can be developed once the PSNC self-evaluation tool has been completed to highlight any areas of weakness.

The vision and values will now be added on GMLPC website and a slide added to the power point template.

Action: Office to add vision and values to website and create power point slide.

Action: JG add PSNC Self-evaluation for LPCs to agenda for March meeting.

Action: AI and JG to develop strategy

8. ANTIVIRAL PROVISION IN MANCHESTER LA AREA AND PROPOSAL THE MANCHESTER DPH IS PUTTING TO THE REST OF THE DPH IN GM

JW described the Manchester provision which is funded by CCGs and the proposal to take this service GM wide. The current issues regarding Flu in care homes was discussed and it was acknowledged that a solution is required. BP described the Wigan service as an additional model to consider.

AI informed Committee of potential need for a commissioned scheme across pharmacies for NHS Trusts to replace the need for Flu clinics for their staff.

9. INHALER PROJECT AND RE-VALIDATION OF AIT FOR PETER MARKS AND RACHEL MACDONALD

CD is currently completing a redesign of the service in order for it to be relaunched across GM. PM explained that himself and Rachel Macdonald (RM) were trained as AITs (Advanced Inhaler Technique Practitioner) on the original scheme but that this is now up for revalidation. The initial training was funded as part of the scheme but there will be costs associated with revalidating which PM has requested GMLPC to cover. It was acknowledged that the training could be completed by someone who isn't a pharmacist and it was suggested that this may be something the Quality Payments Technicians could also be trained in.

Following a discussion on the benefits to the LPC it was agreed that following confirmation from Stephen Riley that CPPE training isn't to be a requisite for the service and that other AIT can deliver this to meet the specification. If PM and RM would be able to provide the training for this service to contractors, then GMLPC would cover the costs of revalidation.

Action: AI to contact Stephen Riley to confirm that CPPE training isn't to be a requisite for the service.

10. COMMUNITY PHARMACY STANDARDS

IK gave background to the work explaining that it predates Quality Payments and Standards that have since been introduced and was built around core contract elements. The proposals were discussed and concerns were raised regarding the feasibility for contractors to be able to deliver consistently but it was also acknowledged that there was huge potential to create funding opportunities. The future possibility that this could be used to create a GM Local Contract with both risks and opportunities was identified.

It was decided that GMLPC agree with the principle; however, Quality Payments are the current priority and we would like to engage further with colleagues in other fields. There are key themes (EPS for example) that we will work on but support and funding will be needed.

PhAG: An EPS Repeat Dispensing paper is being led on by Amit Patel. The paper will focus on increasing engagement with EPS and provide a GM document to support the data and documents already available nationally. The project is inherited from Manchester LPC and is a collaboration with Central Manchester CCG and is partially funded. This is an important focus as a basepoint on which other services can then be built.

Action: IK Circulate PhAG minutes.

11. GM PHARMACY STRATEGY (LPN)

AI will circulate documents and requests that the Committee submit comments this week to enable a response to be formulated.

Action: AI Circulate the LPN's GM Pharmacy Strategy document, Committee to submit comments

12. CHL UPDATE

BP and PM gave an update on the demonstrator project. It is delayed until at least February as the equipment has not arrived. Concerns were raised however reassurances were given that we should have confidence that the supplier will deliver. Further update will be available on Friday and this will be communicated to contractors. All funding for the project from NHSE, approx. £160k, is due to be paid.

CHL have requested that tenders be reviewed by the LPCs prior to being sent to CHL. This proposal was discussed and concerns were raised regarding the potential risk of conflicts of interest and legal challenges. It was suggested that a tender opportunities page could be created on the website to allow other companies the opportunity to bid. It was felt that this query should be sent to the scrutiny Committee for further investigation. Healthier Together was highlighted as a support function for provider companies.

The current CHL Directors were discussed. Two of the non-LPC directors have been unable to attend CHL meetings which has meant the meetings have not been quorate. This is being looked into.

Some queries for the Scrutiny Committee around legal structure, governance and compliance with competition law were raised.

Action: Scrutiny Committee to discuss issues raised and report back.

13. DATE AND FREQUENCY OF FUTURE MEETINGS

It was agreed that future meetings will be alternated on a Tuesday, Wednesday or Thursday to give all members the opportunity to attend as there are some long-term clashes on Wednesdays. The next meetings will be 14th February and 16th March, with further dates to be confirmed.

Action: LM book meeting in for Thursday 16th March and arrange future meeting dates.

14. ANY OTHER BUSINESS

PM discussed the EHC PGD for Stockport which is currently being reviewed and identified a potential for a GM spec. It was suggested that CSU PGD group / Stephen Woods could be engaged to look into this further.

Meeting closed at 3pm and support staff returned to the office however Committee members and ES stayed on to participate in a work shop for the remainder of the day.

ACTION LIST

Min	Action	Member/ Staff	Target Date	Update
5	Postal mailing to be sent to contractors with Q1 contractor report.	Office	March 2017	
5	Discuss possibility of additional systems feeding into PharmOutcomes in order to create one report	PhM		Ongoing
5	Report back at next GMLPC meeting value of LPN	AI		Done
5	Committee to contact PM if they have contacts within a GM school.	All		Ongoing
5	Write a case study of Pharmacists using PharmOutcomes for MAS.	DR		Ongoing
5	Send out SLA and further details once received.	MA		Done
5	Update services document to say Community Pharmacy Forward View	Office		Done
5	Research which public health campaigns have higher funding and free resources and create guide for contractors.	Office / ES		Ongoing
6	Review the existing budget with finance sub co for next meeting.	AI	Next Meeting	Done
6	Discuss payment of the special levy with Mark Burdon. LPC to collect the levy from contractors in instalments over 6 months starting April 2017.	CD / JG		Done
6	Revise letter appropriately to PSNC after speaking to Mark Burdon - to include paragraph if there is any further conversation, please can you gain our view prior to any further expenditure.	JG / Finance		Done
7	Develop LPC strategy further	AI / JG	March 2017	Workshop
7	Add vision and values to website and create power point slide	Office / ES		Done
7	Add PSNC Self-evaluation for LPCs to agenda for March meeting.	JG		Done
9	Contact Stephen Riley to confirm that CPPE training isn't to be a requisite for the service	AI / PM		Done
10	Circulate PhAG minutes.	IK		Done
11	Circulate GM Pharmacy Strategy document, Committee to review and respond	AI / All		Done
12	Scrutiny Committee to discuss legality of competition in regards to CHL receiving tenders from LPCs	PhM		Done
12	Scrutiny Committee to report back on issues raised re: legal structure,	PhM		Done

	governance and compliance with competition law			
13	Book meeting in for Thursday 16th March and arrange future meeting dates.	LM		Done

Ongoing actions from Wednesday 14th December Meeting

Min	Action	Member/ Staff	Target Date	Update
3	Report to be built into QP TOR	SW	18 th Jan	Ongoing
4	Media contacts to ES	All	Ongoing	Ongoing
4	Member access to SharePoint	AI	18 th Jan	Ongoing
4	Find dates when PNAs are due for GM	AI / Office	18 th Jan	Ongoing
4	Contact Reps re - funding for training	PM	18 th Jan	Ongoing
4	Adult Inhaler Service Spec to be re written	CD	18 th Jan	Ongoing
8	Produce a report for contactors Q1	AI	18 th Jan	Ongoing

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