

Minutes

Location: Lowry House, 17 Marble Street, Manchester, M2 3AW
Date: 16th May 2017
Time: 9:30am – 1.30pm

1. ATTENDEES

Members Name	Company	Initials
Mohammed Anwar	Ind	MA
Chris Dagnall	CCA	ChD
Aneet Kapoor	Ind	AK
Fin Mc Caul	Ind	FM
Peter Marks	AiMp	PM
Gary Pickering	CCA	GP
Gillian Stone	CCA	GS

Members Name	Company	Initials
Bruce Prentice	Ind	BP
Helen Smith	CCA	HS
Adam Irvine	GM LPC	AI
Claire Dickens	GM LPC	CID
Lisa Mather	GMLPC	LM
Emer Scott	GMLPC	ES

APOLOGIES: Apologies received from: Ifti Khan, Jenny Watson, Phil Maslin and Raj Patel.

1. DECLARATION OF INTEREST (DOI): BP advised his had changed and this had been submitted to the LPC.

MINUTE REVIEW

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

ACTIONS FROM PREVIOUS MEETING

All actions were discussed and are either completed or ongoing.

2. CEO UPDATE

Reporting Feedback: Level of detail appropriate. This is to be maintained monthly with an interim report (bullet points only) in between monthly reports. It was suggested that the monthly report be made suitable for publication (jargon, intent, etc.) to show contractors and stakeholders the level of work being done. ES to re-write to enable this.

Ways of Working: The locality lead role was debated and this be looked at again as it was felt that these may not be necessary due to the possibility of employing an additional member of support staff. It was asked that if retained the Finance sub-group reconsider the current LPC expense policy with regards to members traveling to meetings, it was also asked that the position of Oldham be looked at within the locality groupings as it would be better suited geographically with Rochdale and Bury (NES).
Strategy: Strategy document was accepted although it was felt that the workforce development aspect needed to be more prominent within the document as a cross cutting theme. The next step is to work into a business plan, AI & JG to deliver at the next meeting. AI asked if the board were happy for the strategy to be shared with other LPC Chief Officer's for feedback and this was accepted.

6 Month Report: It was felt that this had been written with the correct level of detail.

AGM: planning is underway with the venue booked. The catering needs looking as it was felt that sandwiches were not adequate.

FM advised that this is time limited as Sarah leaving. AI to send CD and GS Sarah's role to see if there is capacity to ensure we have the resource to deliver. PM asked for the details for the various sponsorship packages so as he could advise interested parties.

Action – ES to write up monthly report for general release.

Action – AI & JG to work up the Business plan for ways of working and present back to ChD, AK & GS

Action – AI to advise PM on sponsorship levels

3. FINANCE UPDATE

CD delivered the finance update.

Accounts are being finalised from the old LPC information and these will be going to the accountants next week. Keith has been re engaged on a small number of hours. CD to attend the PSNC treasures meeting next week.

4. PRE-REG SITUATIONAL JUDGEMENT TEST

Please see the paper relating to this item for information.

5. ADULT INHALER UPDATE

PM – Paper provided for committee review. Currently the training is being planned, with office looking for suitable venues.

6. DRAFT CONTRACTOR ENGAGEMENT

ES advised that different channels were currently being used to engage with contractors. There has been no engagement via Facebook but others have been more successful.

The plan is to review activity in 6 months' time and drop what isn't working. Working on the customer care element but there is a need for a CRM to track communication/ conversations with contractors.

GS advised that she uses TopDesk which may be something that could be used by the LPC.

Stocktakes and temperature checks are to be ongoing.

7. HEALTH INNOVATION MANAGER.

Presentation by Ajun Sikand – Commercial Director

8. RECEPTIVE OF RESEARCH – A GROWING OPPORTUNITY FOR COMMUNITY PHARMACY

Presentation by Rachel MacDonald, Primary Care Research

9. GOVERNANCE UPDATE AND INDEPENDENT MEMBER VACANCY – CLOSED MEETING

Date of next meeting Wednesday 19th July 2017.

ACTION LIST

Meeting date	Agenda item/number	Action	Actioned by:	Outcome	RAG rating
14.02.17	4.3	TOR's to be finalised for all sub groups.	Sub groups		
16.05.17	2.1	Monthly report to be reconfigured for general release.	ES		
16.05.17	2.2	Complete Business Plan	AI/JG		
16.05.17	2.3	Advise PM of sponsorship levels	AI		

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