

Minutes

Location: Lowry House, 17 Marble Street, Manchester, M2 3AW
Date: 19th July 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
Ifti Khan	CCA	IK
Jennie Watson	CCA	JW
Gillian Stone	CCA	GS
Mohammed Patel	Ind	MP

Members Name	Company	Initials
Bruce Prentice	Ind	BP
Helen Smith	CCA	HS
Phil Maslin	CCA	PhM
Adam Irvine	GMLPC	AI
Claire Dickens	GMLPC	CID
Judith Goodwin	GMLPC	JG
Emer Scott	GMLPC	ES
Helen Reed	GMLPC	HR

APOLOGIES: Apologies received from: Peter Marks and Raj Patel.

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

MINUTE REVIEW

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

ACTIONS FROM PREVIOUS MEETING

All actions were discussed and are either completed or ongoing.

Terms of Reference (ToR) for sub groups

The ToR for Applications and Human Resources are completed. The ToR for Finance and Governance are still being reviewed. A deadline has been set for all the ToR to be finalised by the next meeting on 14th September 2017.

Action - Sub groups to finalise ToR by 14th September 2017.

Project Implementation Lead Position

This has been advertised and a good response has been received. Closing date for applications has now passed and interviews will be held within the next few weeks.

Reconfiguring monthly CEO report for external release

There was discussion about how best to keep contractors informed about LPC work in an accessible and easy-to-read way. It was agreed that, rather than spending considerable time rewriting the monthly CEO reports, updates would be included in the committee section of the weekly newsletter. There will be a short summary in the newsletter each month, with links to further information where possible. There will also be more detailed news items and information briefings on key topics, as appropriate, including devolution.

Business Plan

The business plan has been shared with the sub group. Adam and Judith have used the strategy document to build the plan, this is a work in progress and will be completed within the next month.

2. CEO UPDATE

AI explained that Sarah Wood's contract has now finished and he thanked her for the work she has done with the LPC, particularly on Quality Payments and the AGM.

AI explained that he presented the LPN pharmacy strategy paper at SPB which gave him the opportunity to signpost towards the community pharmacy plans in the pipeline.

AI requested for volunteers to host a pharmacy visit from Stephen Dobson, the new Chief Digital Officer, to allow him to see the IT systems in the pharmacy. FM and IK offer to help with this.

Keith Ridge is visiting Jon Rouse in September regarding the Hospital Transformation Programme. AI would like to invite him to visit community pharmacy and has proposed sending an open letter in the hope of building a relationship. The possibility of writing this letter in collaboration with other organisations was mentioned and concerns were raised. It was felt that further discussions were needed.

7 day Policy

The policy was discussed and the committee approved co badging with the LPC logo, GMMMG and other appropriate parties. It was suggested that it would be helpful to also issue a GM length of treatment policy around 28 day interval with appropriate exceptions at the same time as well as implementation guidance to help GP Practices and Pharmacies. Minor non-substantial feedback around versioning and formatting was also to be fed back.

Manchester Repeat Policy

The policy was discussed and the committee agreed that this is a voluntary service that pharmacies could choose to participate in. It was raised that some pharmacies would not be able to provide as it is not in their SOP. The LPC agree to help research and inform the process of developing this policy but will not provide resources for its implementation. The Manchester policy was not approved and a form of wording given to Adam for feedback.

3. FINANCE UPDATE

ChD delivered the finance update.

Accounts approval

There were a few minor queries regarding sundries that will be looked into but the accounts have been agreed and can be published as part of the treasurers report and sent out in draft form prior to formal approval at the AGM.

It was discussed that there are some outstanding funds that needs to be transferred to GMLPC by some of the previous LPCs. This needs to be followed up by Phil as Governance Lead.

Expenses Policy

The expenses policy has been split into two. One for employees and one for the committee. These have been written following guidance from HMRC. The employees policy needs to be sent to staff to review.

Action – Send expenses policy to staff for review.

The concept of claiming time for travel to meetings was discussed and it was agreed that PSNC's opinion should be sought to clarify the national position on this.

Action – Contact PSNC to ask for advice on claiming for travel time.

4. AGM UPDATE

CID presented an update paper.

Agreement is given that the venue contract can be signed.

The agenda is discussed and it is suggested that an additional session is added to end the day that includes a key note speaker. The suggested topic is Funding and Quality Payments. Alastair Buxton and Bruce Warner are suggested as possible speakers.

It is agreed that 30 mins will be given on the agenda of the September meeting to discuss and plan the AGM.

It is suggested that volunteers could be sought from outside of the LPC to assist on the day.

5. MEDICINES OPTIMISATION DASHBOARD

FM presented the new Medicines Optimisation Dashboard which is now online and highlighted the differences across GM with uptake in different services. It is agreed that this should be articulated to contractors in context to show what can be achieved. It is proposed that the newsletter and AGM can be used to communicate this.

6. FLU – WHAT CAN WE LEARN FROM DEVON

FM presented an example of GPs and Pharmacy collaborating successfully to provide a Flu Service and improve uptake in the vaccination. It was agreed that this was a positive example of providers working together for the good of the patient and that GMLPC should have discussions with GPs to look at collaborating. The possibility of finding small pilot areas where we could trial this season was discussed but it is likely to be next season when this is rolled out. .

ES presented proposals to support contractors with resources for Flu to use in the pharmacies, with an estimated cost of approx. £7,000-£8,000. The committee agree to proceed, noting that funding for this should be sourced but if external funds are not available then the LPC will fund.

7. GOVERNANCE UPDATE

Closed Session

8. SPB THREE TIER WORKSHOP

This item was deferred – AI to send out a virtual consultation instead.