

Minutes

Location: Centurion House, Deansgate Manchester M3 3WR

Date: 14th September 2017

Time: 9:30am – 1.30pm

1. ATTENDEES

| Members Name | Company | Initials |
|----------------|---------|----------|
| Mohammed Anwar | Ind | MA |
| Mubasher Ali | CCA | MAI |
| 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 |
|----------------|---------|----------|
| Helen Smith | CCA | HS |
| Phil Maslin | CCA | PhM |
| Adam Irvine | GMLPC | AI |
| Peter Marks | Ind | PM |
| Claire Dickens | GMLPC | CD |
| Judith Goodwin | GMLPC | JG |
| Emer Scott | GMLPC | ES |
| Rikki Smeeton | GMLPC | RS |
| | | |

APOLOGIES: Apologies received from: Bruce Prentice and Raj Patel.

1. WELCOME, INTRODUCTION, APOLOGIES, DECLARATION OF INTEREST (DOI), MINUTES AND ACTIONS, ELECTION OF TREASURER

1.1 WELCOME

AK opened the meeting by welcoming MAI to the Committee. He also took the opportunity to thank Chris Dagnall for his work and his contribution during his tenure as Treasurer.

1.2 MINUTE REVIEW

The minutes from the previous meeting were accepted.

1.3 DECLARATION OF INTEREST

There were no additional Declarations of Interests.

1.4 ACTIONS FROM PREVIOUS MEETING

All actions were discussed and are either completed or ongoing.

Terms of Reference (ToR) for sub groups. Finance is outstanding due to the position of Treasurer being vacant. ToR for Governance is still outstanding

Action - Sub groups to finalise ToR by the next Committee Meeting on 14th November 2017.

1.5 ELECTION OF TREASURER

It was agreed that an introduction of the role be sent out the Committee by email asking for expressions of interest. A deadline of 2 weeks to be set for the return of the EOIs.

There were a few items discussed which needed to be understood as part of the position or treasurer and the following should be included in the introduction of the treasurer's role:

- Highlighted that this is standalone
- Wanted to highlight individuals work capacity

It was agreed that PhM be Interim Treasurer until the election of the Treasurer.

In addition, it was mentioned as the Committee Members have been in their roles for 12 months. AK asked is there an opportunity to review members' roles? An agenda item to review Committee's roles should be added to the November agenda.

It was also agreed to make the November Committee Meeting a full day,

There was a further discussion and it was requested a paper be put forward prior to the November meeting to include:

- What are the current roles – where we started
- Expectation of the roles
- Where are we going
- Are we doing what we said we would do
- How do we engage the localities

AK advised that the paper needs to come from the office which should advise what they need, what their struggles are. Also include the practical elements, the how, what is achievable.

AK said in order to achieve this there should be a programme of work. He suggested that 2 people support AI on this.

Offers were received from FM, PhM, PM, MAI

Whilst discussion took place MAI requested that a standing agenda item should be added "LPC Successes". This was agreed.

IK also requested that a feedback form should be given to the delegates attending the AGM/Conference for their input. This was agreed.

Action - Agenda item added to the next Committee Meeting on 14th November 2017. Review Committees Roles.

Action – Committee members to complete skills matrix and return to office by next meeting.

Action - Treasurer role to be forwarded to committee (JG)

Action – Paper to written for the next Committee Meeting on 14th November.

Action – Standing agenda item to be added “LPC Successes”

Action – Provide feedback form for the delegates attending the AGM/Conference.

2.0 CEO UPDATE

AI provided an overview of the CEO report.

AI also thanked the office team for working and supporting Lisa’s absence and the reorganisation of the office without any disruption to contractors.

AI requested comments on the Spotlight Report.

Action – Committee to provide comments on the Spotlight Report (by 22nd September)

AI asked the Committee whether it is the time we started to speak with Bolton. MP was asked and he advised that he didn’t think it was the right time as it had only been 12 months since the merger. FM suggested that an open letter be sent to the Bolton LPC to see if they were interested at this stage in having further discussions.

Action – AI & AK to send an open letter to Bolton LPC.

3. FINANCE UPDATE

JG provided a short finance update advising the bank balance and the amounts of invoices raised for sponsors for the AGM and Inhaler training. JG was advised that if she required anything regarding finance she was to contact PhM as the Interim Treasurer.

4. PSNC UPDATE

FM provided the PSNC update.

Alliance issues – PSNC’s view is that it isn’t something which they can influence, but noted the impact of solos schemes on drug availability to patients.

Other issues with generic manufacturers were updated and the issues that has had on the market. PSNC has had an emergency meeting with the DOH so they are aware of this.

There has been an interim list of NCSO list raised.

FM advised that PSNC are fully aware of the issues and need as much up to date accurate electronic information. A push for contractors to feed back would be welcome (newsletter article)

ES to contact contractors with a “critical newsletter” around supply, PSNC NCSO list and around generic shortages. This should ask contractors to report shortages on line. In addition contact should be made with the 3 main suppliers to see whether they want to put anything in our critical newsletter. We should also include that supply issues will be discussed at the AGM by our PSNC Rep.

FM also reported that the PSNC, CEO position had been advertised.

Action – Critical Newsletter to be sent out.

5. AGM UPDATE

CD provided a short update regarding the AGM and thanked everyone in the office for arranging the changes.

CD advised that only two Committee Members had signed on the Eventbrite. CD requested that all other members who are going to the event register on the system.

All arrangements were in place ready for the AGM/Conference on Sunday, 17th September 2017.

6. GMLPC RESPONSE TO NHS ENGLAND CONSULTATION & REGIONAL MEDICINES OPTIMISATION COMMITTEE

6.1 GMLPC RESPONSE TO NHS ENGLAND CONSULTATION

The following comments were made on a draft response prepared by AI & PM:

IK – it needs to introduce who we are and to ensure abbreviations are annotated.

IK – what is the likely impact. It needs to expand on that and what the consequences are.

JW – It is going to potentially mean that it is more complicated and more expensive drugs? In certain areas it could result in pressures.

The Committee discussed and agreed amendments and AI will send an amended draft.

Action – AI to send an amended draft copy of the document.

6.2 REGIONAL MEDICINES OPTIMISATION COMMITTEE

PM advised that there was one meeting a quarter and that currently there was no funding available. PM requested funding from the LPC for him to attend these meetings as they are important. The next meeting is October and the feedback from other meetings has been good.

PM advised that AI had agreed to support this meeting.

PM advised that there were two options to support this:

1. Ask that the other LPCs fund it and this will enable the information to be shared.
2. Stay under GMLPC. This will then remain under the regional rep.

PM will take this forward and will also request the meeting report from the last meeting.

Action – PM to provide last meeting report.

7. SPB PAPER & TRANSFORMATION FUND

AI provided an update/recap as per the information which has been sent out.

AI asked for opinions of L1 section – what is realistic/what we could develop in year 1/year 2/year 3.

AK said that it needs to be empowering and to demonstrate how to develop the team to be able to deliver the services. There needs to be a discussion around the workforce development of the wider team - through their staff appropriate to the service involved and not just through the pharmacist. The workforce development piece is crucial to include within the paper.

AK advised that the paper should include outcomes and KPIs, there should be a strong business case including what is payable to the contractors.

Action: AI to amend SPB paper as discussed.

Action: ES to look at a potential media plan.

8. TEAM & BOARD DEVELOPMENT

The committee were asked for examples of how they could support the teams' development. It was decided that a list of needs that can be met by shadowing or granting further access to their organisations would then allow committee members to identify opportunities to support.

9. MEMBER MEETING ATTENDANCE AND REPORTS

The suggested monthly report was presented.

JW requested that a list of the applications should be circulated on a regular basis. This requirement was reflected in the Applications TOR.

It was agreed that access would be given to SharePoint for the Committee to access both the applications folder and meetings folder. AI is working on SharePoint Access.

In the interim JG will include the members meetings attended including a summary of the meeting and will also include a summary of the applications in that month in the monthly CEO report.

Action: JG to issue both Committee Members Report and Applications Summary as part of the monthly CEO report.

10. PSNC CONFERENCE IN MANCHESTER

PSNC conference is being held in Manchester on 1 November 2017. There is a limit of 7 representatives from the LPC to attend. The following were suggested:

FM, MAI, AK, PhM, AI, Dipesh Raghvani if workload allows (check with CID)

It was suggested that the Double Tree at Hilton in Manchester be the venue for the pre-conference dinner. JG will arrange and send out invitations. This dinner will be at the attendees cost.

ACTION: JG to arrange booking.

11. CHL UPDATE

PM gave an update of the activity for CHL covering June-August 2017. Work on membership options continues alongside PhM from a scrutiny committee perspective and the accounts for April 2016 – March 2017 are with the accountant.

Ongoing projects include the Community Pharmacy Care Plan, Healthy Living Primary Care in Oldham and PDG & Flu training with Sonar Informatics. There are several future projects being discussed at the moment.

12. GOVERNANCE UPDATE

No further updates following previous meeting.

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 by 14 th November 2017 | Sub groups | | |
| 16.05.17 | 2.2 | Complete Business Plan | AI/JG | To be included in Workshop | |
| 14.09.2017 | 1.5 | Agenda item added to the next Committee Meeting on 14 th November 2017. Review Committees Roles | AI/JG | To be included in Workshop | |
| 14.09.2017 | 1.5 | Committee members to complete skills matrix and return to office by next meeting. | All | Completed | |
| 14.09.2017 | 1.5 | Write a paper outlining office's teams needs and Committee's support, etc | AI/ANother/ANother | To be included in Workshop | |
| 14.09.2017 | 1.5 | Add standing agenda item "LPC Successes" | AI/JG | Item 5 on the Agenda | |
| 14.09.2017 | 1.5 | Provide feedback form for delegates attending the AGM/Conference | ES | Inc in the review | |
| 14.09.2017 | 2.0 | Comments on the Spotlight report | Committee Members | Done | |

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|------------|------|--|-------|--------------------------------------|--|
| 14.09.2017 | 2.0 | Send an open letter to Bolton LPC | AK/AI | Done | |
| 14.09.2017 | 3.0 | Critical Newsletter for stock supply | ES | Done | |
| 14.09.2017 | 6.1 | AI to send an amended draft Consultation Response document | AI | Done | |
| 14.09.2017 | 6.2 | PM to provide previous meeting report from the RMOc | PM | Done | |
| 14.09.2017 | 7.0 | AI to amend SPB paper as discussed – along with the Transformation Fund bid. | AI | In Progress | |
| 14.09.2017 | 7.0 | ES to look at the media plan to support any Community Pharmacy strategy | ES | Socialisation root of papers defined | |
| 14.09.2017 | 9.0 | JG to issue both Committee Members Report and Applications Summary as part of the monthly CEO report | JG | Done | |
| 14.09.2017 | 10.0 | JG to arrange pre-conference dinner booking | JG | Done | |

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