

Minutes

Location: Centurion House, Deansgate Manchester, M3 3WR

Date: 16th November 2017

Time: 9:30am – 5.00pm

1. ATTENDEES

Members Name	Company	Initials
Mohammed Anwar	Ind	MA
Mubasher Ali	CCA	MAI
Aneet Kapoor	Ind	AK
Fin Mc Caul	Ind	FM
Gillian Stone	CCA	GS
Mohammed Patel	Ind	MP
Bruce Prentice	Ind	BP

Members Name	Company	Initials
Helen Smith	CCA	HS
Phil Maslin	CCA	PhM
Adam Irvine	GMLPC	AI
Peter Marks	Ind	PM
Ifti Khan	CCA	IK
Emer Scott*	GMLPC	ES
Rikki Smeeton**	GMLPC	RS

*ES present for morning only. **RS present for afternoon overview of projects only.

APOLOGIES: Apologies received from: Raj Patel.

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

1.1 WELCOME

AK opened the meeting. Apologies were noted from RP. There was a general discussion around attendance and the importance of representing contractors during current pressures. It was agreed that AI would write to RP highlighting the LPC constitution's specifications around attendance levels. 2018 meeting dates would also be circulated.

Action: AI to circulate 2018 meeting dates - November

Action: AI to write to RP - November

1.2 MINUTE REVIEW

The minutes from the previous meeting were accepted, subject to the addition of an action for committee members to complete the skills matrix and return it to the office by the November meeting.

Action: ES to amend minutes from September meeting - 22nd November 2017

1.3 DECLARATION OF INTEREST

There were no additional Declarations of Interests.

1.4 ACTIONS FROM PREVIOUS MEETING

All actions were discussed and were either completed or on the agenda. AK asked for completed actions to be removed from the action list.

Terms of Reference (ToR) for sub groups:

PhM had now received a terms of reference document from PSNC and would produce a GMLPC version and circulate it to members.

Action: PhM to circulate GMLPC version of PSNC ToR document – November

PhM reported that ToRs were still outstanding for the Governance, Finance, Communications & Engagement, and Service Development sub-groups. (Note: Communications has now been replaced by Workforce Development, following a discussion during the afternoon session of the meeting.)

Action: Sub-group chairs to submit ToRs for their groups by the next meeting – January

Bolton LPC:

AI reported that a letter had been sent to Bolton LPC to see if they were interested in discussions about working more closely together or potentially joining GMLPC. He had also met their Chair. Bolton LPC will now discuss the letter at their next meeting.

2.0 CEO UPDATE

AI provided an overview of the CEO report and reported that LM (Lisa Mather) was on phased return to work and JG (Judith Goodwin) had left the LPC. AI thanked JG for her contribution and said work was underway to design a replacement role.

AI updated the committee on progress with the paper outlining the vision for community pharmacy in Greater Manchester and accompanying transformation bid, explaining that the meeting structure and approvals process had changed. The bid would be finalised for 23rd December. It would include a bid for funding to support community pharmacy workforce development, engagement and transformation. The bid would be accompanied by a positioning paper that would go to the Strategic Partnership Board in the New Year.

AI also reported that GMLPC and community pharmacy were involved with two Health Innovation Manchester accelerator projects – Hepatitis C and COPD – as well as the Trafford AF project. Work was progressing on Datawell and there would be a further training session for pharmacists involved with the AF pilot. The treatment element of Hepatitis C was now being defined. The aim was for Greater Manchester to become the first area of the country to use community pharmacy as the main delivery point for Hep C treatment, initially focusing on areas of high substance misuse. AI reported that the COPD project was in the scoping phase. JW asked about engagement with community pharmacies to check capacity and interest in delivering Hep C treatment. AI said a heatmap would be used to identify pharmacies in priority areas and engagement would initially focus on them. AK noted that, while individual LPCs had little influence over national funding issues, they could be proactive in identifying local service opportunities for pharmacies. There was a general discussion about supporting pharmacies through change and enabling them to maximise new opportunities. It was noted that the transformation bid included a request for funding for workforce development and engagement.

AI also reported that RS and FM were working on a services dashboard.

AK noted that, at the last meeting, PM had informed the committee of his RMOC appointment (Regional Medicines Optimisation Committee) on behalf of community pharmacy across the North of England. PM had subsequently attended a meeting for all 4 RMOCs and had held discussions about the role with PSNC. It was agreed that PM would develop a role description summarising how he would represent community pharmacy across the North of England, along with proposed reporting/information-sharing arrangements. AI would then write to the other northern LPCs with this information and suggestions about funding arrangements. It was also agreed that PM would share the agenda with committee members in advance of RMOC meetings and the minutes afterwards. AI noted that information could also be shared with LPCs that contributed funding to support the role.

Action – PM to produce RMOC North role description: December

Action – AI to contact all LPCs in the North regarding funding arrangements: December

Action – PM to send committee RMOC agendas in advance of meeting, and minutes of meetings afterwards: Ongoing

3. FINANCE UPDATE

PhM reported that CD (Claire Dickens) had taken on interim responsibility for accounts following JG's departure. Work was underway to cost staff time for projects and allocate against the relevant costcodes. PhM also reported that the LPC was now introducing accounting software that would be in place for the new financial year. As part of the changes, bank signatories had been changed and a new two-signature system put in place.

IK asked whether monies from former LPCs had now been fully reconciled. PhM said the work was now almost complete, other than some outstanding information about one area, and the accounts would then be finalised.

PhM reported that performance against the GMLPC budget for 2017/18 was on track. There was a discussion about whether the £360k reserve was appropriate, noting current pressures on contractors but also the potential impact any pharmacy closures may have on levy income. It was agreed that the Finance sub-group would review the current level of reserve, and produce an estimate of the impact any future pharmacy closures may have.

Action – PhM to produce a checklist for treasurers of the predecessor LPCs to enable accounts to be finalised: December

Action – Finance sub-group to review reserve level

Action – Finance sub-group to forecast potential impact on levy income of any future pharmacy closures (e.g. a scale)

4. PSNC UPDATE

FM provided the PSNC update, reporting he had just returned from a two-day PSNC planning meeting. There was discussion about how pharmacy contracts and services may involve over the next few years, with an expectation that the community pharmacy role may involve increased direct patient care.

5. GMLPC SUCCESSES, INCLUDING REVIEW OF AGM/CONFERENCE

AGM/Conference evaluation:

ES presented an evaluation report on feedback following the GMLPC AGM and pharmacy conference in September. She reported that feedback had generally been very positive, with some good suggestions for future training and events. People had liked the workstream format, including some CPPE courses and focused condition-specific sessions (e.g. eye health) to help pharmacies advise and treat patients. This feedback would now inform the 2018 training plans and webinar programme, with sessions rotating across localities. GS and PM suggested that eye health would be a good webinar.

The committee discussed the fact that most attendees had been from independents rather than multiples. IK suggested that the LPC should contact the CCA LPC group to inform them about the conference and seek suggestions on how future events could be designed to increase take-up from multiples. PhM noted that multiples could also keep LPCs informed about their training priorities e.g. the public health campaigns they planned to focus on in 2018. MAI said that training to support local pilots tended to attract greater take-up from multiples than more generic training, which would often be arranged in-house.

Action – ES to approach eye health training to gauge interest in doing a webinar: December

Action – IK to ask CCA LPC group how future LPC events could attract greater take-up from multiples

Other successes:

AI reported that the PSNC conference meal arranged by GMLPC had been very well received and successful. AI had also attended the national LOC conference, and that optometry was facing similar circumstances to pharmacy. PhM said the LOC conference had been very focused on setting targets for service uptake by commissioners and that GMLPC's stakeholder engagement to date had built a strong base from which to maximise service uptake.

AI also reported that it was clear from the Pharmacy Show that community pharmacy in Greater Manchester had a greater role and was more prominent and involved in local health decisions than most other areas.

AI noted that this was the first time the committee agenda had featured a 'successes' section following the suggestion from MAI at the September meeting. MAI said it had been good to note successes and that in future it would be good to use this section as a way of explaining to all GMLPC contractors what the LPC was doing on their behalf; some items that were currently featured in the CEO report could be reported here.

PM noted that the child asthma project had led to an approach from a pharma company interested in doing some further work. JW reported that people in other organisations had contacted her for updates on progress with the LCO, as GMLPC was perceived as being more involved and informed than their own organisation.

Action – AI to revise reports for future meetings: Ongoing

6. CHL UPDATE

PhM noted it had been agreed at the September GMLPC meeting that in future the committee would receive quarterly formal reports from CHL, the next of which was due in December, and informal updates in between. The last CHL meeting had included a discussion about other provider organisations' models, e.g. membership options. Banking and office arrangements had been resolved. CHL directors had met on 15th November and agreed a vision with outcomes aligned to the GMLPC strategy. PM added that CHL would aim to produce a draft business plan for the GMLPC January meeting. It would include a service offer for all contractors, covering support around income, service development and efficiency / savings opportunities. PM said that each CHL director now had defined roles, which would be documented and shared in draft for the next meeting.

IK asked for an update on the Pharmacy Care Plan pilot. PM said the dropout rate was lower than forecast and the model was now being realigned to support those pharmacies actively participating. Consultations were due to end in December 2017 and formal evaluation would be completed by the end of March 2018.

Action – CHL to provide draft business plan and role descriptions for GMLPC January meeting

7 & 8. CLOSED COMMITTEE DISCUSSION & LUNCH

9. PROJECT UPDATE

RS presented an update on all the projects and associated work that the GMLPC office team was currently delivering. It was well received by the committee.

Action – Open up Asana to committee to view. Trial one project as a way of recording meeting notes and document links in January

10. WORKSHOPS

Committee members took part in workshops looking at business planning, committee roles and GMLPC priorities. It was agreed that the current Chair (AK), Vice Chair (IK) and Interim Treasurer (PhM) would continue in post until March. Committee members would also have roles in the following sub-groups:

- Governance: PhM (Chair), MP, PM
- Finance: PhM (Chair), IK, FM
- Applications: BP (Chair), IK, PM
- HR: GS (Chair), AK, HS
- Service Development: BP (Chair), MA, RP, MAI
- Workforce Development: FM (Chair), HS, MP, GS, JW

It was also agreed that committee meetings in 2018 would take place on the third Wednesday of the month. Meetings would definitely take place in January, March, May, July, September and November. Committee members would also ensure they were available on the third Wednesday of February, April, June, August and December so that additional meetings could take place where required.

The committee discussed further items:

- Where conflict over pharmacy ordering systems is raised, GMLPC’s view is that electronic repeat dispensing (eRD) should be used consistently across Greater Manchester to prevent variation and place a contractual requirement on consistency.
- The committee would form four groups to focus on each of the GMLPC strategic priorities: Leading Devolution (IK); Supporting Practice (FM); Developing Future Services (BP); and Championing Pharmacy (AK).
- Working arrangements between GMLPC and CHL would be on the agenda for the January GMLPC meeting.
- With regard to the palliative care request for Rochdale, it was agreed GMLPC should look at necessity and principle of need to assure itself of provision rather than happenstance of what is already there in stock.
- There was some confusion regarding CCA contacts. It was agreed that Business Support would provide IK with the CCA contact list that was being used for expressions of interest in providing services (EoIs).

Action – AI to ensure item on January agenda to discuss GMLPC/CHL working

Action – Business Support to inform IK of CCA contact lists for service EoI

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 Governance – no Finance – yes Applications – yes HR – yes Service Development – no WD - draft	WD draft	
16.05.17	2.2	Complete Business Plan	AI/JG	To be included in Workshop	
14.09.2017	7.0	Amend SPB paper as discussed – along with the Transformation Fund bid.	AI	On Agenda	
16.11.2017	1.1	Circulate 2018 GMLPC meeting dates by 30 th November	AI	Complete	
16.11.2017	1.1	Write to RP regarding committee attendance and 2018 dates by 30 th November	AI	Complete	

16.11.2017	1.2	Amend minutes from last meeting to include skills matrix action	ES	Complete	
16.11.2017	1.4	Share GMLPC version of PSNC ToR template by 30 th November	PhM		
16.11.2017	1.4	Governance, Finance, Workforce Development & Service Development ToRs to be finalised by next committee meeting	PhM, FM, BP WD - draft Finance already in place – not changed		
16.11.2017	2.0	Produce RMOC North role description and send to AI by 8 th December	PM		
16.11.2017	2.0	Write to all LPCs in North region re RMOC role and proposed funding arrangements by 31 st December	AI	Complete	
16.11.2017	2.0	Share RMOC meeting agendas and minutes with GMLPC committee: Ongoing	PM		
16.11.2017	3.0	Produce checklist for former LPC treasurer so accounts can be finalised – by 31 st December	PhM		
16.11.2017	3.0	Finance sub-group to review appropriateness of current GMLPC reserve level	PhM & Finance		
16.11.2017	3.0	Finance sub-group to produce 'sliding scale' forecast of potential impact on GMLPC levy of any future pharmacy closures	PhM & Finance		
16.11.2017	5.0	Approach eye health presenter by 31 st December to gauge interest in a webinar	ES	Complete	
16.11.2017	5.0	Approach CCA LPC group to discuss GMLPC conference and ways of attracting greater CCA interest in future events	IK		

16.11.2017	5.0	Redesign reports for future committee meetings to include greater focus on GMLPC successes for contractors	AI	Complete. Feedback gratefully received	
16.11.2017	6.0	Provide draft CHL business plan and draft CHL director role descriptions for next GMLPC committee meeting	CHL		
16.11.2017	9.0	Open up Asana to committee to view – trial one project as a way of recording meeting notes and document links in January	RS Underway – team briefing in Feb...	January	
16.11.2017	10.0	Ensure GMLPC/CHL working on agenda for January meeting	AI	January	
16.11.2017	10.0	Four groups to be formed to focus on strategic priorities	IK, FM, BP, AK	Some feedback received	
16.11.2017	10.0	Inform IK of CCA contact lists for service Eol & activate any changes fed back	Bus Supp & IK BS Sent to IK in Nov		

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