

# Minutes

**Location:** Honeywell Centre, Hadfield Street, Oldham, OL8 3BP

**Date:** 16<sup>th</sup> May 2018

**Time:** 9:30am – 5.00pm

## 1. ATTENDEES

Members Name	Company	Initials
Mohammed Anwar	Ind	MA
Mubasher Ali	CCA	MAI
Claire Dickens	GMLPC	CD
Adam Irvine	GMLPC	AI
Aneet Kapoor	Ind	AK
Ifti Khan	CCA	IK
Phil Maslin	CCA	PhM

Members Name	Company	Initials
Fin Mc Caul	Ind	FM
Mohamed Patel	Ind	MP
Emer Scott	GMLPC	ES
Sarah Simpson	AIMp	SS
Helen Smith	CCA	HS
Mohamed Patel	Ind	MP

**APOLOGIES:** Apologies received from Peter Marks (PM), Bruce Prentice (BP) and Gill Stone (GS)

## 1-4. CLOSED COMMITTEE DISCUSSION

## 6. WELCOME, INTRODUCTION, APOLOGIES, DECLARATION OF INTEREST (DOI), MINUTES

AK opened the meeting. Apologies were noted from PM, BP and GS.

AK said that PM has asked him to cast his vote by proxy, if required.

IK said that GS had asked him to cast her vote by proxy, if required.

IK also informed the committee that GS would be standing down from the committee and that this would have been her last meeting. The committee noted her contribution to GMLPC and its predecessor organisations and thanked her for this work.

AK welcomed contractor Dipesh Raghvani who was in attendance for the open sessions of the meeting.

The minutes from the previous meeting were accepted, subject to deletion of extra words on page 4. There were no additional Declarations of Interests.

### 6.1 ACTIONS FROM PREVIOUS MEETING

All actions were discussed and the progress noted. Key points since the action log had been shared were:

18/32 The draft MOU had now been shared

18/33 South Manchester GP federation was now restarting meetings. AI would send contractors in that area an update and invite pharmacies to participate

18/41 IK would progress this

18/06 PM not present, to advise on progression against this. AI believes ask has happened.

18/07 PhM said this was ongoing but would be complete by the end of May

18/08 PhM said this was ongoing but would be complete by the end of May

18/09 AI and ES advised they had met with Thea Pharmaceuticals in April and the eye health webinar would form part of the academy programme, so could not be closed. AI would discuss with Dharmesh Patel to gauge interest in running this as a multi-profession webinar

18/14 This was on the agenda for the Services sub-group

18/21 CD advised this was no longer relevant due to a new format for 2018/19 financial reports

## 5. CEO UPDATE

AI presented his report, highlighting the team's considerable success at ensuring no local services had been decommissioned since GMLPC's creation. This included extensive work by the office to make the process as easy as possible for commissioners e.g. switching Bury services onto PharmOutcomes. The LPC's work on assistive technology had also been well received.

There was a discussion about branded generics. It was agreed to develop a short presentation / briefing document summarising the position and context for commissioners and prescribers. JW advised she would be able to raise this at the next Manchester prescribing meeting if it was ready within a fortnight.

**Action: AI to develop short presentation / one-page briefing document by 30<sup>th</sup> May**

**Action: ES to amend website by 18<sup>th</sup> May and add GMLPC shortages survey in place of PSNC one**

AI briefed the committee on GMLPC's progress with GDPR compliance: mailing lists were compliant and a privacy notice had been drafted. PhM offered to assist AI with IT system appliance. AK requested a separate mailing to contractors with links to useful GDPR resources, in addition to the newsletter.

**Action: PhM and AI to ensure data storage and individual device compliance with GDPR by 25<sup>th</sup> May**

**Action: ES to issue GDPR mailing to all contractors by 18<sup>th</sup> May, highlighting the time involved in completing the workbook**

AI updated the committee on discussions around Pivottell use in Manchester. It was noted that pharmacies needed to be clear on the GPhC/RPS guidance so they could decide whether or not to dispense.

**Action: AI to send a message to contractors by 23<sup>rd</sup> May to make them aware of GMLPC's action on this issue, and refer them to the guidance from GPhC and RPS**

**Action: Service & Development sub-group to work on more detailed guidance for contractors**

## 7. ELECTION OF OFFICERS

AK advised that three committee posts were up for election: Chair, Vice-Chair and Treasurer. PhM informed the committee that he would be standing down from the committee due to a new role based in the south of England. The committee noted his contribution to GMLPC and its predecessor organisations and thanked him for this work.

The new Chair, Vice-Chair and Treasurer were elected unopposed following nomination:

- Chair – AK elected (IK proposed, FM seconded)
- Vice-Chair – IK elected (PhM proposed, HS seconded)
- Treasurer – BP elected (MP proposed, MA seconded)

There was a discussion about other roles on the committee and membership of sub-groups. The following changes were agreed:

- IK would now chair Governance in his capacity as Vice-Chair
- BP would now chair Finance in his capacity as Treasurer

It was agreed that the remaining committee roles and membership of sub-groups would be discussed at the next meeting, by which time the new CCA members replacing GS and PhM should be in place. IK suggested that committee members identify which roles best met their skillset and provide this information to AI ahead of the meeting. This was approved.

**Action: AI to circulate updated list of roles and blank sub-group template by 23<sup>rd</sup> May**

**Action: All committee members to complete sub-group template identifying which roles best meet skillset and return to AI by 29<sup>th</sup> June**

**Action: AI to ensure remaining committee roles and sub-group membership on agenda to be decided at 18<sup>th</sup> July meeting**

#### **8. HEE NORTH PRE-REG TUTOR QUALITY CHAMPION**

AK welcome Rachel Macdonald (RM) from HEE to the meeting. RM presented an overview of the national Oriel system that some pharmacies had been able to use to recruit pre-reg trainees from 2018/19. RM explained her role as a Quality Champion supporting tutors, noting this was a six-month pilot.

She informed the committee about pre-reg tutor training dates (open to everyone), and the Oriel quality standards. It was noted that registration had now closed for 2019/20 tutors and that Oriel would open again in February/March 2019 for pharmacies interested in registering to host a trainee in 2020/21. RM explained that students were ranked and could then choose from the list of registered pharmacies. Committee members asked if pharmacies could obtain feedback on their applications; RM said she would check.

**Action: ES to publicise pre-reg tutor events and Oriel handbook to contractors by 25<sup>th</sup> May**

**Action: FM/Academy to consider running an Oriel webinar with RM in September to explain the process**

RM left the meeting.

#### **9. SUB-GROUP UPDATES**

##### Workforce

FM informed the committee that the Academy was progressing well and now had support from NHS England, CPPE and Bolton LPC. The first training events had been held in May (on making time in pharmacy); the next events were booked for June and would focus on NMS. FM praised the office team for organising them. Turnout had been below capacity and FM asked committee members to ensure all their contacts were aware of the NMS events.

There was discussion about how to ensure academy events were attractive to contractors and provided valuable learning opportunities. IK suggested templates / cribsheets as takeaways from each event (e.g. list of questions to ask patients, what information to give patients). MAI suggested how pharmacies could use Health Champions and other members of the pharmacy team, and the clinical consequences of not providing a service.

FM encouraged members of the committee to ensure their pharmacy teams attended the NMS events and asked them to share 'top tips' and any other resources that would be helpful.

**Action: All committee members to promote June NMS training events to their teams by 31<sup>st</sup> May and encourage them to book and attend.**

**Action: All committee members to send NMS top tips / resources to FM by 31<sup>st</sup> May**

Future academy topics were identified: Making every contact count; eye health; DPO & IG; dermatology; flu; FMD.

CD updated the committee on arrangements for the GMLPC conference and AGM on 23<sup>rd</sup> September and asked for confirmation of the agenda so it could be shared with potential sponsors. She advised there would be four breakout rooms. A range of potential topics were discussed.

**Action: Committee members to provide CD with list of potential conference sponsors by 30<sup>th</sup> May**

### Services

MAI presented a paper updating the committee on the sub-group's work. He said the last meeting had been very productive and the office team had articulated a need for clear prioritisation of workload and support around Excel and the data dashboard. Recruitment for the vacant office post was underway, and it was hoped to recruit someone with strong data skills. MAI said good progress should have been made with the dashboard by the next committee meeting. IK offered support in the interim.

MAI referred the committee to the sub-group's recommendations for future working, as set out in the paper. There was discussion about how best to ensure GMLPC presence at locality meetings and to devote more time to scoping and developing service opportunities. MAI and CD highlighted this may require additional investment to increase office capacity. CD commented that the current expenses policy may not cover the full costs of committee member attendance at locality meetings.

AI said there had been useful discussions with Greater Manchester commissioners about the North East 'referral from NHS111' and it was hoped the service could be offered locally in due course. AI also noted discussions about a potential service supporting care homes.

### HR

HS advised there had not been an official meeting but that GS had provided advice on pay levels, restructuring and recruitment to the office team. AI said that CD had developed a draft employee handbook, which had been shared with committee members for comment.

### Applications

IK said that there had been several applications – details were in the CEO report. He noted that advice had been sought on requests for 100-hour pharmacies seeking to reduce hours through the applications process. IK added that the sub-group was looking at getting external advice and support on the regulations.

### Governance

PhM noted there was nothing new to report and he was finalising arrangements before handover.

### Finance

PhM said the old LPC accounts were being wrapped up and progress was continuing with the accounting process, payroll, and the planned switch to electronic bookkeeping. He thanked CD for her work.

**Action: AI to circulate terms of reference for all sub-groups by 23<sup>rd</sup> May**

### **10. CHL UPDATE**

AK noted that new members would be needed on the scrutiny committee to replace PhM and GS.

**Action: PhM to email members re replacement scrutiny committee by 31<sup>st</sup> May**

**Action: PhM to set up a meeting by 31<sup>st</sup> May regarding the next phase of governance work on CHL/LPC collaboration**

AK reported that CHL was now providing an effective vehicle for simplifying commissioning and payments by acting as a one-stop-shop (e.g. PharmOutcomes for Bury). CHL had arranged flu training and this would be publicised to all areas. He added that Helen Reed was now working additional hours for CHL.

CD noted that some commissioners were now looking at whole provider or framework models and AK advised that CHL had been in discussions with commissioners.

**Action: AK to share framework suggestions with CD by 31<sup>st</sup> May**

**AOB.**

IK advised that PCAG was offering funded leadership training and sought the committee's approval for AI, IK and AK to attend in GMLPC time. This was agreed with the proviso that they attended different modules and informed the committee in advance of the sessions they planned to attend.

AI noted that PSNC had invited leadership course participants to a round-table focusing on community pharmacy's contribution to STPs. It was agreed that AI and CD would seek further information from PSNC and attend if discussion was on areas of interest / priority for GMLPC.

FM noted he had received a query about a shortage of buprenorphine and asked if other areas were experiencing similar issues.

AI noted that the CEO written report had asked committee members for comment/feedback on MAS and academy topics and timings.

**Action: All committee members to provide AI with feedback by 31<sup>st</sup> May on MAS and academy items in CEO written report**