

# Leicestershire & Rutland Local Pharmaceutical Committee

## MINUTES OF THE PRIVATE MEETING

Date: Monday 20th May 2013	Chairman: Neena Lakhani
Time: 10.30am - 5.00pm	Venue: Premier Inn, Braunstone Lane East, Leicester LE3 2FW

<p><b>Present:</b>  <u>LPC Committee:</u>          Jane Lumb (JLu)          Susan Hind (SH)          Sejal Gohil (SG)          Neena Lakhani (NL)          Rajni Hindocha (RJH)          Syma Raza-Jones (SRJ)          Rakhee Hindocha (RKH)          Prakash Dattani (PD)          Ketan Patel (KP)          Anita Bagga (AB)          Shezad Alimahomed (SA)</p> <p><u>In Attendance:</u>          Judith Lacey - Admin Support (JLa)          Rosemary Plum - Secretary (RP)</p>	<p><b>Apologies:</b>          Danesh Gadhia (DG)          Divyesh Shah (DS)</p>
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	Action
<p><b>Approval of Minutes 22 April</b>            Pg 1, Present - Remove Ketan's name as was not present            Pg 1, Item 1 - Spelling error - Shezad not Shenaz            Pg 1, Item 2 - Typing error - change word to read 'cast'            Pg 2 &amp; 3, Item 4 (Care home) - change RH to RJH            Pg 5, Item 7, Treasurers Report - spelling error - Shezad not Shenaz</p> <p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• PSNC Conference 24 April - RJH attended and outlined the event agenda. There were many speakers and their slides are now available on the PSNC website. NL asked RJH to prepare a one-sided report, including links to the presentations.</li> <li>• Pharmacy2U - It was noted that an email has not yet been circulated to the contractors.</li> <li>• Care Homes - RJH asked for closure concerning Divyesh's email and asked what decision the LPC Exec had taken. NL advised that this matter is still in hand.</li> <li>• Gout MURplus - RP has spoken to A. Menarini Pharma UK and will soon be asking contractors for Expressions of Interest. RP to email details to the committee when</li> </ul>	<p style="text-align: center;"><b>RJH 08/07</b></p> <p style="text-align: center;"><b>RP</b></p> <p style="text-align: center;"><b>RP 08/07</b></p>

<p>finalised.</p> <ul style="list-style-type: none"> <li>• EPS - John Hind attended the last EPS meeting and forwarded a report to RP: <ul style="list-style-type: none"> <li>○ No point in obtaining nominations in advance</li> <li>○ GP's having problems with Scriptswitch</li> <li>○ Pharmacy 2 U - Leeds PCT have received no complaints so far. Pharmacy2U have obtained names from the Electoral Roll.</li> <li>○ Highgate Surgery going live on 21/05 and Wigston Central/Springfield go live on 04/06</li> </ul> </li> </ul> <p>SH attended one of the Mason branches that have gone live to see the issues that they are having.  SH to attend next EPS meeting on 11th June (JLu advised that also available to attend if required).  SA advised that Highgate Surgery have been delayed one week going live.  RP, JLu and SH to prepare a briefing document.</p> <ul style="list-style-type: none"> <li>• PNA - RP advised that she has sent a reminder email to Salim Issak regarding the supplementary statements.</li> <li>• COPD MURplus - RP has spoken to Andy Harding from Chiesi regarding funding for a COPD MURplus scheme. Derbyshire LPC have done something similar and RP will to speak to their Secretary, Graham Archer, for advice.</li> <li>• Spirometers - RP has spoken to Pfizer who are aware that the LPC have these in possession. The £5,000 in account left from the Pain MURplus project was also discussed. Pfizer would like to resurrect another project for which this money can be used for education and training purposes. Re-imburement to pharmacists helping at the Health Bus event can also be taken from the account. RJH asked if we had this in writing from Pfizer. RP advised that there is an email trail.</li> <li>• Governance Committee - RP still to set up meeting Doodle Poll.</li> <li>• Health Bus Event - NL visited Altaf Vaiya this morning who is helping at this event. Event going well and there was a good queue of patients. NL has taken photo's which can be used for the Newsletter.</li> </ul>	<p><b>SH 11/06</b></p> <p><b>RP/JLU/SH 08/07</b></p> <p><b>RP - 03/10</b></p> <p><b>RP 08/07</b></p> <p><b>NL/SRJ</b></p>
<p><b>Constitution &amp; Governance</b></p> <ul style="list-style-type: none"> <li>a) Declaration of Interests - A new policy (as attached on the agenda) has been developed. If no objections, all members present were are asked to sign a copy of the last page. A discussion took place regarding filing of external meeting declarations.</li> <li>b) Committee Structure, policy &amp; administration <ul style="list-style-type: none"> <li>○ Structure - A flow chart (as presented) has been set up detailing the committee structure. The committee members were asked, depending on the location of their pharmacy, to form three CCG locality pharmacist groups. These have been agreed as follows:  City: Rakhee, Rajni, Prakash &amp; Danesh  East: Neena, Shezad, Divyesh &amp; Sue  West: Jane, Sejal, Anita &amp; Syma  (plus vacancy)  These names will be given when the LPC has preliminary meetings with each CCG locality groups.</li> </ul> </li> </ul>	

<p>Discussion took place regarding engagement with CCG's, Public Health, etc and services under threat. SG flagged EHC and that CPPE proposed that they would provide free training, etc for the next twelve months. RP and SG to work on this.</p> <ul style="list-style-type: none"> <li>○ LPC Priorities: <ul style="list-style-type: none"> <li>Contractor Database - It was noted that there is a database for all contractors in Leicester/shire, but the email addresses need adding/updating along with what services each pharmacy provide. It was suggested that each LPC member in the three CCG locality pharmacist groups (as above) contact the contractors requesting this information.</li> <li>Website - RP flagged that the LPC PSNC portal website will be changing soon. It was discussed that the LPC host their own website. RP noted that Northants LPC have done this.</li> </ul> </li> <li>○ Negotiation &amp; PR: <ul style="list-style-type: none"> <li>HLP - It was noted that the biggest problem is the Public Health teams are awaiting decisions from Department of Health to move this forward. The first evaluation of this pilot has recently been published. There have been discussions in reviewing the service. Engagement to this service has been poor as eight of the twelve pharmacies signed up have not done anything. RP advised that Northants LPC have Healthy Living Champions who would support contractors in this sort of thing. Can Leics LPC adopt this? RP to put something together.</li> <li>○ Strategy &amp; Business Plan – currently in development</li> </ul> </li> <li>c) Appointment of New Members - NL went through the different options for appointing a new Independent member, to replace Ketan Patel. After discussion it was proposed, based on the results from the last election, that Rajesh Vaitha is invited to fill the vacancy. If Rajesh is unable to, then invite the second runner up, Bharat Sammani.</li> <li>d) Treasurers Report &amp; Finance Policy (SH on behalf of DG) <ul style="list-style-type: none"> <li>○ The Financial Subgroup recently had a telephone meeting and SH went through the minutes taken (as attached to the agenda). It was proposed that NL is the third signatory for the LPC account - all in agreement with this.</li> <li>○ Expense Policy - A new version of the policy was discussed (as attached to the agenda). It was proposed that the wording should be changed to 'compensatory'. For - 7, Abstained - 3, Against - 0.</li> <li>○ Secretary Expenses - It was agreed that £200 expenses is split between RP and JLa.</li> <li>○ Budget Statement (as attached to the agenda) - No comments were made.</li> </ul> </li> <li>e) Contract Sub-group Report (JLu) <ul style="list-style-type: none"> <li>○ Correspondence Received: <ul style="list-style-type: none"> <li>A Pharmacy Ltd, Oakham - Comments received from other parties.</li> <li>Order Line Ltd, Loughborough - Change of application from prelim to full consent notification.</li> </ul> </li> </ul> </li> </ul>	<p>RP/SG 08/07</p> <p>NL 08/07</p>
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	<ul style="list-style-type: none"> <li>○ Contract Applications: Change of Ownership - from Day Lewis to DD&amp;P Trading Services Ltd (t/a Rutland Pharmacy) at 21 High Street, Rutland. No significant change relocation - Coop Pharmacy, Eyres Monsell. Is it a significant change? There are no barriers to patients moving, but it was noted that the opening hours have changed. The contracted hours stated on the application do not add up. JLu phoned the pharmacy to ask what hours they are open and these are different to the NHS Choices website. LPC to comment on this when sending in the response.</li> <li>○ Discussion on the GP 100 hour application in Market Harborough. (NL declared an interest). JLu explained that the Script Direct issue is different to the contract application issue. The pharmacy inspector did not pass the pharmacy as fit for service. Needed to start operating as a 100 hour pharmacy within a certain time, but did not.</li> </ul>	<b>JLu/JLa</b>
	<p><b>PR &amp; Marketing Update</b> RP suggested that the LPC needs corporate presence going forward and circulated examples of four different LPC logos. After discussion logo number 3 had the most votes, but change to a pharmacy cross and add people. RP to make the changes and email to committee for comments.</p>	<b>RP 08/07</b>
	<p><b>Getting Fit for the Future - Mukesh Lad, Chair of Pharmacy Northants-Milton Keynes</b> ML presented on how, after becoming Chair and completing a SWOT analysis, it was clear that the LPC was not functioning cohesively. Re-structuring and changes to working practices were needed, e.g. database, emails and IT platform. This has proved fundamental in building relationships with partners. ML is also a Leicestershire Contractor and stressed the importance of Leics &amp; Rutland LPC working together to support the contractors. Communicate with Chairs of organisations such as the HWB - invite them to experience half a day in a pharmacy.</p>	
	<p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>• Documents - NL advised that there are two important documents that need completing by end of June; Strategic Action Plan (red, amber, green status on what the LPC are undertaking) and a Governance Document.</li> <li>• Training - Add to next agenda.</li> <li>• Meetings - All meetings will be half day meetings, unless stated otherwise and the public meetings kept to a bare minimum.</li> <li>• GP Out of Hours and NHS 111 - The three CCG's are holding an event on 29th May for patients, the public &amp; stakeholders to give their views on these two issues. NL advised that she is happy to attend if no one else can.</li> </ul>	<b>RP/NL 08/07</b>  <b>NL 08/07</b>
	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Newsletter - RP and SRJ to finalise in the next couple of weeks.</li> <li>• AGM 16th Sept - NL has secured a room at the DMU for free, but the catering will have to be paid for. Suggestions of themes and who to invite to the event will be greatly received. SRG, SG and RP to work on proposal ready for</li> </ul>	<b>RP/SRJ 08/07</b>  <b>SRG/SG/RP 08/07</b>

	<p>next LPC meeting.</p> <ul style="list-style-type: none"> <li>• Methadone SLA - SH advised that Swanswell want to roll over the SLA and have asked the LPC for comments.</li> <li>• Secretary's Contract - Following discussion at the last meeting regarding RP's employment status it was agreed to use a similar contract that Northants use and share the costs. The Governance Committee to check the details.</li> <li>• Gareth's Declaration - A form has been sent to GMC to sign declaring that he no longer has any property belonging to the LPC. JLa to chase this.</li> </ul>	<b>JLa 08/07</b>
	<b>Date of Next Meeting:</b> Monday 8th July at 1.30pm	
	<b>CLOSE</b>	

Amendments to Minutes (if any):

Signed as a true & proper record:

Approved by ----- Date -----  
Neena Lakhani, Chair