

POINTS ARISING FROM COMMITTEE MEETING
College Court Conference Centre, Knighton Road, Leicester
15th September 2014

Present:	Neena Lakhani, Chair (NL) Rosemary Plum, Secretary (RP) Sanjay Gadhia, Treasurer (SGh) Sejal Gohil (SG) Shezad Alimahomed (SA) Syma Raza Jones (SRJ) Susan Hind (SH) David Smith (DS) Mukesh Lad (ML) Jane Lumb (JLu) Veronica Horne (VH) Satyan Kotecha (SK) Altaf Vaiya (AV)
Apologies received:	Rajesh Vaitha (RV) Jo Elliott (LE)
Guests:	Rosemary Monk (RM) Patient Participation Group Louise Ross(LR), Stop Smoking Specialist, Leics County & Rutland Rosie Runciman (RR), Sound Doctor Catriona Tierney-Read (CTR), West Leics CCG Sue Venable (SV), West Leics CCG Garry Myers (GM), PSNC Regional Representative

<u>NOTES & ACTIONS</u>	Member To Action	Action Deadline
<u>PUBLIC SESSION</u>		
<p><u>Introduction and apologies for absence</u></p> <ul style="list-style-type: none"> • Apologies from Rajesh Vaitha • Declaration of interest forms supplied by David Smith and Neena Lakhani • No additional declarations 		
<p><u>Rosemary Monk – Patient Participation Group</u></p> <ul style="list-style-type: none"> • RM explained the role of the PPG at the Syston GP Practice. The Group is directed by the Government to engage with patients to improve communications and greater patient involvement with Practice matters e.g. surgery opening hours and waiting room issues. Patients feedback to the PPG to create an action plan e.g. issues around repeat prescriptions. There is a balance of age, sex, ethnicity and representation of vulnerable groups but there is difficulty in engaging with the younger healthier groups of patients. 		

<ul style="list-style-type: none"> • JL suggested some regular attendance at PPG meetings by community pharmacists would be good to create regular pharmacy input for patients. • The CCG organises meetings for PPG Chairs regarding best practice and the Chairs could provide pharmacy information to the group members. • SK suggested it would make a great difference to involve PPGs in the promotion of Independent Community Pharmacy services. Involvement by pharmacies could include the provision of resource and/or marketing materials for PPG fund raising and events. • The PPG would like a local conduit to the LPC and will consult with the CCG how it can better engage with pharmacy for the benefit of patients. • In the meantime local pharmacies should be encouraged to engage individually and supply information or give presentations to local PPGs. 		
<p><u>Louise Ross – Stop Smoking Update</u></p> <ul style="list-style-type: none"> • Louise gave apologies on behalf of Jo Elliott. • LR reported a further increase in quality and success rates of pharmacy stop smoking services. • The Stop Smoking Service has been given notice that their contract will end in March 2015. • Leicester City Public Health will be taking Stop Smoking back in house from 1st April 2015. • Leics County will continue the Stop Smoking Service through procurement and an announcement is expected in early December in this respect. • Louise Ross will be managing the City service. • City will be running an e-cig friendly insight scheme. There are no plans for this to happen in the County. • City pharmacies can support this by enrolling people into the e-cig scheme. Leaflets are being circulated. • If there’s an appetite from pharmacies, the stop smoking service is nappy to offer a development evening for the e-cigs service. • NL said she would like to see a programme and training event around how to use the variety of products currently available in the market. • SK reminded members that community pharmacies are a trusted source of information and many run stop smoking clinics. They are however losing the opportunity to engage because people are using other suppliers. • County Public Health don’t like the £30 voucher incentive scheme. • Further information should be distributed to all contractors by Stop Smoking service • This matter should also be raised with CPPE for a CPD event • SK asked whether there’s particular interest from Public Health Directorate for stop smoking in pregnancy. HE feels pharmacies 	<p>LR/RP</p> <p>SG</p>	<p>19/11/14</p> <p>19/11/14</p>

would be very interested in up-skilling opportunities to deliver this service. We have real opportunities to engage with patients from pregnancy testing to the supply of folic acid.		
<u>CLOSED SESSION</u>		
<p><u>4. Approval of Minutes 16th June 2014</u></p> <ul style="list-style-type: none"> NL announced that today's meeting would be the last one she attends as Chair. She has been awarded a new Research post which will conflict with her LPC Chair role but she will be staying on as a Committee member and contribute wherever possible. ML tendered his resignation as Treasurer and also as a Committee member due to pressure of other work and personal commitments. The minutes for 16th June 2014 were approved and signed by the Chair. Proposed: SH Second: ML 		
<p><u>4. Approval of Minutes 30th June 2014</u></p> <ul style="list-style-type: none"> It was agreed that NL would sign the minutes for approval 		
<p><u>4. Approval of Minutes 11th July 2014</u></p> <ul style="list-style-type: none"> It was agreed that SG would sign off the minutes from 11th July 2014 including the confidential notes. Proposed: JL Second: SH RP advised the LPC had received confirmation from Rod Moore, Director of Public Health for the City that the Commissioners would NOT be paying for DBS checks obtained by pharmacy contractors. SK advised that the original negotiations included the cost of the CRB checks in the agreed service fee. 		
<p><u>4. Approval of Minutes 18th August 2014</u></p> <ul style="list-style-type: none"> NL thanked JL for the minutes of the confidential part of the meeting. NL's statement delivered at the meeting will be embedded as a confidential document into the minutes Matters regarding the contract of employed between RPs company and Judith Lacey had been superceded by Judith's resignation from her post. ML will provided a breakdown of Committee expenditure to date from 1/4/2014 The four members of the Governance Committee have met to discuss the budget. It was decided this has to be a final decision involving all LPC members. The minutes were approved and signed off by NL. Proposer:SK Second:SGh 	ML	30/9/14
<p><u>5. Dates and Venue for future meetings</u></p> <ul style="list-style-type: none"> It was agreed the sub committees would provide monthly updates The monthly Sub committee meetings could be held by teleconference if desired 		

<ul style="list-style-type: none"> • The full committee will meet bi-monthly with the flexibility to change frequency as necessary • The Full Committee will meet on a Monday from 09.30am to 5.30pm • The venue will be the Peepul Centre, Leicester • RP will make arrangements for the next Full Committee meeting on 19th November 2014 (Wednesday) 	RP	1/10/14
<p><u>5. Review Sub Committee Report- CONFIDENTIAL MINUTE</u></p> <p><u>END OF CONFIDENTIAL MINUTE</u></p>		
<p><u>3. Matters Arising</u></p> <ul style="list-style-type: none"> • RP to speak to JL regarding the notification to Independent Contractors of the seat on the LPC vacated by ML <p><u>Election of new Chair</u></p> <ul style="list-style-type: none"> • No nominations were received • No members put themselves forward for election • It was agreed that pending nomination of a new Chief Officer, the Vice Chair would step-in to fulfil the Chair's duties <p><u>Election of new Treasurer</u></p> <ul style="list-style-type: none"> • No nominations were received <p><u>CONFIDENTIAL MINUTE</u></p> <p><u>END OF CONFIDENTIAL MINUTE</u></p> <ul style="list-style-type: none"> • Pending the appointment of a new administrative officer, it was proposed that RV should be asked to take on the role of Treasurer. 	RP/JL	1/10/14
<p align="center">CONTINUATION OF PUBLIC SESSION</p>		
<p><u>7. Presentation of "Sound Doctor" from Rosie Runciman and Catriona Tierney-Read (West CCG)</u></p> <ul style="list-style-type: none"> • CTR outlined with the progressions of co-commissioning that CCGs are keen to engage more with Community Pharmacy • The FLO text messaging service and its benefits were outlined • RR gave a presentation of the online Sound Doctor initiative that has been commissioned for 2014-15 by the West CCG to support patient self-management. • RR advised her company would be producing the NHS National Health Radio in the future • RR and CTR were looking for pharmacy support in promoting the Sound Doctor programme to patients • 		
<p><u>8. Chairs Report</u></p>		

<ul style="list-style-type: none"> • NL and RV met with Jeremy Bennett of East LEics CCG to discuss a possible Minor Ailments service and COPD6 Screening. The East CCG wants to review its COPD formulary and align it to urgent care centres. They will come up with a proposal for pharmacy. • NL and AV attended the Medicines Waste Reduction/MDS Group meeting. There's the intention to change system so carers cannot demand MDS. • The CCG's have contacted NL directly to ask for her continued expertise and attendance at their meetings. • CCGs wants to pilot the use of a form on the LMSG website for an audit. • NL advised that Kehul and SG reviewed the Medicines Waste v.6 document. JL has also commented on it. There is the intention by CCGs to move to 56 day prescribing "due to evidence". • NL has asked for the LPC logo and endorsement to be removed from the Medicines Waste v.6 document • NL advised the next MOC meeting will be 30th September 2014. • NL advised she has been asked by West Leics CCG for LPC representation at their AGM with specific promotion of the Winter Pressure agenda through pharmacy. • SK offered to attend the meeting with NL and SK will bring LPN materials. 	 NL SK	 23/9/14 23/9/14
<p><u>9. PSNC Update from Garry Myers</u></p> <ul style="list-style-type: none"> • Information embargoed until further notice. • SK asked GM if he could supply a power point presentation to be used to outline pharmacy funding to GPs • GM will ask Mike Dent at the PSNC if he can release a report to LPC's for clarification of funding to third parties 	 GM/RP	 19/10/14
<p><u>10. Vice Chairs Report</u></p> <p>Nothing to report from SG.</p>		
<p><u>11. Treasurers Report</u></p> <ul style="list-style-type: none"> • ML agreed to distribute the revised format cash book 		
<p><u>12. Application Sub Committee Report</u></p> <ul style="list-style-type: none"> • There was nothing to report 		
<p><u>13. Governance Sub-Committee Report</u></p> <ul style="list-style-type: none"> • SK, SA and RV have met to discuss outstanding workstreams. • Declarations of interest will be published on the LPC website • The Committee will return to the old and more robust declaration form • The declarations will be kept by the Chief Officer and a member of the governance sub committee (possibly RV) 	 RP	 15/10/14

<ul style="list-style-type: none"> • Declarations should be made by all members at every meeting even if they have nothing to declare • <u>CONFIDENTIAL MINUTE</u> • <u>END OF CONFIDENTIAL MINUTE</u> • It was agreed there should be Terms of Reference prepared for each sub Committee. • The Governance Sub Committee should be strategic and not operational and there should be “all hands on deck” when necessary. • SK will provide a full report to RP 	All S/cttees	19/11/14
<p><u>13. City & County PNA Gap Analysis meetings</u></p> <ul style="list-style-type: none"> • SK reported it was worth attending the PNA Gap Analysis meetings. Director OF City Public Health, Rod Moore explained the purpose of the PNA to all stakeholders and clarified the meaning of gaps in the market. • GM pointed out that NHS England can set aside anything in the PNA if it feels it’s not good use of tax payers money. • There was poor response in the City to the contractors questionnaire but it was pointed out by members that there had been very little time allowed for response • GM reported that in some areas NHS England want to close small pharmacy practices. • RP advised that Salim Issak (NHS Area Team) had confirmed at the County PNA meeting there is no appetite to open more pharmacies in Leicester, Leicestershire and Rutland. • 		1/10/14
<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> • SK had attended an NHS IM & T Strategic Meeting where hospital pharmacy was mentioned often. He is asking for community pharmacy to now be taken seriously in this context. • Minor Ailments and Hospital Discharge MURs were key topics at the meeting • Only 1% of NHS111 enquiries are directed to community pharmacy, so where are the ‘missing’ 3%? • DOS (Directory of Services) has never been presented to the LPC for consultation (as in other areas) – could this be reviewed to increase referrals to pharmacy? • SK suggested communication with Sue Locke, Acting Medical Director • Are there opportunities to link into the £3.8b Better Care Fund ? 	SK	24/11/14
<p><u>Date of Next Meeting</u> 24th November 2014 – 09:30 – 17:30hrs Peepul Centre, Orchardson Way, Leicester</p>		

Amendments to Minutes (if any):

Signed as true and proper record:

Approved by.....

Sejal Gohil, Vice Chair

Date: