

## LEICESTERSHIRE & RUTLAND PHARMACEUTICAL COMMITTEE MEETING

Monday, 26<sup>th</sup> January 2015

The Peepul Centre, Orchardson Avenue, Leicester LE4 6DP

<b>Present:</b>	Sejal Gohil (SG) - Chair Susan Hind (SH) – Vice Chair David Wood (DW) - Chief Officer Shezad Alimahomed (SA) Veronica Horne (VH) Jane Lumb (JL)	Altaf Vaiya (AV) Neena Lakhani (NL) Satyan Kotecha (SK) Rajesh Vaitha (RV) Liz Harris (LH) - Administrator
<b>Guests:</b>	Laura Buckley Priya NHS England Team	

### CLOSED SESSION

1.	<b><u>Apologies</u></b> Syma Raza Jones (SRJ) David Smith (DS) Adam Thomas (AT)	<b><u>Action/ Deadline</u></b>
2.	<b><u>Declaration of Interests and Code of Conduct</u></b> At the last meeting it was agreed that the LPC would adopt the suggested PSNC guidelines on Corporate Governance, based on the Nolan Principles of good governance, Confidentiality Agreements and Code of Conduct (Declarations of Interest). All three documents would form part of an induction for new LPC Committee Members. Copies of the three documents were circulated at the meeting and following a proposal from SG, seconded by SK, were formally adopted. All the Committee agreed to complete and sign the Confidentiality Agreement and Code of Conduct and these would be retained in a dedicated file via the Administrator. They would also be added to the LPC website and copied to the Governance Sub Committee.	ALL  LH  DW
3.	<b><u>Approval of Minutes – 8<sup>th</sup> December 2014</u></b> The minutes of the meeting on 8 <sup>th</sup> December 2014 were agreed, subject to the following amendments:- 4b - Approval of Minutes 3.11.14 – “LipCo” – Should read “LIPCO” 7 - PSNC Revised LPC Constitution – “tracking” should read “tracked” 12 – Stop Smoking Service - Page 5, 1 <sup>st</sup> bullet point, 4 <sup>th</sup> line – “treating” should read “supporting” 15 – Contracts Sub-Committee Report - Page 6. No. 2. Name of pharmacy omitted. Should read “Charnwood Pharmacy”, 149 Charnwood Road, Shepshed, LE12 9NL”. Proposed by JL and seconded by RV	
4.	<b><u>Matters Arising</u></b> Item 4a) - AT experiencing difficulties in reconciling payments from last quarter of 2014. Information to be brought to the next meeting, together with detailed breakdown of accounts Item 5 - Previous minutes for last quarter to be added to our website - Minutes to be reviewed to ensure any confidential sections are not added to public domain and a reminder added to the end of each set of minutes	AT    DW

	<ul style="list-style-type: none"> <li>- Summary of minutes to be sent out to all contractors after each meeting</li> <li>- Terms of Reference for each Sub-Committee still to be devised</li> <li>- Flu pilot figures from Tim Davies still to be provided</li> </ul> <p>Item 6 - Nomination/Election of Committee Members – All nominees had been approached with only one submitting appropriate documentation for consideration. Concerns expressed re possible conflict of interest but it was agreed he would be invited to discuss his application at the next meeting.</p> <p>Item 8 – Financial Control – Change of signatories on bank accounts on-going</p> <p>Item 9 – LPC Office – Phones/laptops have been provided to CO and Administrator.</p> <p>Item 11 – DW due to see Rod Moore to go through the City PNA this week</p> <p>Item 13 – Chair’s Report – Invitation has been sent out to all pharmacists to attend a UIM and EPS Evening Training booked for Wednesday, 11<sup>th</sup> February at Peepul Centre. As it is a collaborative event with the 3 CCG’s, costs will be shared. A copy of this will be circulated to the Committee.</p> <p>Item 14 - Chief Officer’s Report – New Logo still to be devised</p> <p>Item 16 – Other Sub-Committee Reports – SH needs to be replaced on the Review Committee following her appointment as Vice Chair</p> <p>All other matters arising have been covered under specific Agenda Items</p>	<p><b>Action</b></p> <p>DW</p> <p>DW</p> <p>SK</p> <p>SG</p> <p>AT</p> <p>DW</p> <p>LH</p> <p>DW</p>
5.	<p><b><u>Discussion of Role of Chief Officer and Next Steps – PRIVATE MINUTES</u></b></p> <p>DW invited to explain why he had decided to resign. DW went on to say that when he accepted the role of CO, he was advised it was a 20 hour role and he therefore sought additional employment and had dedicated days to each role. However, he had found it impossible to undertake both roles as the LPC role required daily interventions and actions, which consistently interrupted his other employment. As he understood that the LPC was only prepared to fund a part time role, he made the decision to resign and work full time in his other role. <b>Confidential minute</b></p> <p><b>End of confidential minute.</b></p> <p>DW finished by saying either the CO role needed more hours allocating to it, or the Members of the committee needed to provide more support.</p> <p>DW left the meeting to allow the Committee to discuss the points raised. The Committee had a general discussion as to whether to contact past CO’s, previous candidates or re-advertise the position.</p> <p><b>END OF PRIVATE MINUTE</b></p> <p>It was agreed that providing the role could be sustained financially, it would be advertised as a full time position via Chemist &amp; Druggist with interviews taking place during the first week in March. It was agreed that a CO induction be drafted prior to DW leaving.</p>	

		<u>Action</u> SG/DW
6.	<p><b>Judicial Review</b></p> <p>DW explained the background to the Judicial Review. Sainsbury's had asked for a Judicial Review of the stated rationale behind the NHS litigation Authority's (Family Health Service Appeals Unit) decision to reject the appeal made by Sainsbury's against the original NHS England decision to reject the application for relocation of the Safecare pharmacy as "No Significant Change". DW reminded the Members of the LPC, that they acted on behalf of all contractors and their interest was that a due process had taken place in line with legislation. DW recognised the strong feelings of some Members on the subject, but did not feel that the LPC was an 'interested party' in that it was not directly affected by the decision of the NHS Litigation Authority. DW also did not feel that the majority of contractors would support the use of the limited LPC funds on significant legal costs associated with the Judicial Review. The PSNC has also advised the LPC that they should write to Sainsbury's attorney and advise them that the LPC was not looking to make representations in the judicial review. The committee unanimously agreed and DW said he would write to Sainsbury's attorney indicating the LPC's position.</p>	DW
7.	<p><b>Adoption of LPC Constitution</b></p> <p>It was proposed that the LPC adopts the PSNC's recommended Constitution. A tracked version of changes had been circulated to the Members of the Committee prior to the meeting for comment. As there was no feedback, it was unanimously agreed that the revised constitution should be adopted by the LPC. This would require an EGM of contractors. Proposed by NL and seconded by SH. The EGM has been called for Monday, 2<sup>nd</sup> March at The Peepul Centre, and a letter and proxy vote would be send to all Contractors with a link to the Constitution.</p>	
8.	<p><b>Chair's Report</b></p> <ul style="list-style-type: none"> <li>• Liaison with two of leads from West CCG with regards to using their successful winter pressures funding bid to set up two new services in West Leics.</li> <li>• Liaison with Rupinder Gill re Emergency Supply and Anne Marie re Pharmacy First, a minor ailments scheme.</li> <li>• Attendance to EPS meeting on behalf of SH.</li> <li>• Acted as port of contact for GEMCSU with regards to any contractor issues.</li> <li>• Liaised with Health Informatics to try and put together a contractor training event in January instead of day time training event for all contractors. Agreed with all 3 CCGs to ensure the event is equi-funded by all 3 CCGs and LPC. Liaised with GEM and CCGs re key messages to be given to all contractors.</li> <li>• Met with David Wood about his resignation and talked to the Exec about next steps and with David with a view to exploring ways to retain David and his expertise.</li> <li>• Liaised with Jasmine Murphy, Public Health and Janet Hutchins (PH County), Liz Rodrigo PH City) to revise PGD for Levonelle.</li> </ul>	
9.	<p><b>Chief Officer's Report</b></p> <p><b>Emergency Supply over Xmas period</b></p> <ul style="list-style-type: none"> <li>• DW had prepared bid based on Emergency Supply scheme in Norfolk and submitted it on 4th December for 'Winter Pressures' funding. The proposal was</li> </ul>	<u>Action</u>

- for NHS funded Emergency Supply to be made from pharmacies Christmas Day/Boxing Day New Year's Day with option for 27th and 28th (middle weekend).
- Scheme only agreed and finalised with NHS England on 22<sup>nd</sup> December. DW rang all contractors open over bank holiday period on 23rd to inform them of the scheme and ask for opening hours on 27th and 28th. 16 of the 18 contractors were contacted. Remaining two were perpetually engaged. Contractor Enrolment form needed to be returned to Liz Harris. Send updated matrix to Area Team and NHS111.
  - Disappointingly, only 6 Multiples and 2 independents enrolled and claimed
  - Remaining 10 claimed that forms were received too late to action or not received (despite no bounce backs and 8 being phoned and agreeing to scheme).

**Winter Pressures Funding – MAS ‘Pharmacy First’**

- Heard on 17th Dec 2014 that funds had been secured for MAS scheme in WLCCG.
- 23rd December proposal to use PharmaOutcomes for data capture
- Draft service spec received on 12th January. Quite a few amends required. (Pricing, Payment Timing, CQC, DBS, Complaints, Period of treatment, Resuscitation training, training) Turned around in 48 hours Formulary not finalised.
- 17th January agreed and turned around letter to contractors
- 20th final service spec through
- 24th signed up as administrator on PharmaOutcomes

**Winter Pressures Funding – Emergency Supply**

- Again, first mentioned on 17th December and qualification for scheme required referral from NHS111
- Received service specification on the 6<sup>th</sup> January and met with PharmaOutcomes on the 7<sup>th</sup>
- Sent revised service spec around on the 8th but issues with NHSnet emails and NHS 111
- Revised service spec received on 14th January and service spec went to GPs on the 19th January

DW pointed out that there was a lack of coordination between bodies with respect to ‘Winter Pressures’ funding, with double funding awarded in some CCGs area and none in others.

**TB** - Further meeting held but slow progress

**Judicial Review** – Covered above

**EPS release 2**

- GEM CSU require all EPS nominations to be acquired eight weeks before ‘go live’
- Following opposition to this rule from a contractor, DW requested from GEMCSU the regulatory basis or national guidance for this rule – none forthcoming to date.

**Action**





15.	<b><u>Date of Next Meeting 2015</u></b> Monday, 2 <sup>nd</sup> March 2015 at 9.30 a.m. followed by an EGM at 5.00 pm.	
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The meeting was closed at 5.00pm and the Chair thanked the committee for their contribution.

Liz Harris  
Administrator  
11<sup>th</sup> February 2015

Signed as true and proper record:

Approved by.....

Date: