

POINTS ARISING FROM COMMITTEE MEETING

The Peepul Centre, Orchardson avenue, Leicester LE4 6DP

11th July 2014

Present:	Sejal Gohil, Vice-Chair (SG) Shezad Alimahomed (SA) Syma Raza Jones (SRJ) Susan Hind (SH) David Smith (DS) Mukesh Lad, Treasurer (ML) Jane Lumb (JLu) Rajesh Vaitha (RV) Satyan Kotecha (SK) Altaf Vaiya (AV) Sanjay Gadhia (SGa)
Apologies received:	Neena Lakhani, Chair (NL) Rosemary Plum, Chief Officer (RP)
Guests:	None
Observers:	None
Sponsors:	None

<u>NOTES & ACTIONS</u>	Member To Action	Action Deadline
<p><u>Introduction and apologies for absence</u></p> <ul style="list-style-type: none"> • Apologies from AV as he will be arriving late • Declarations of interest: ML Confidential Minute: <p style="text-align: center;">End of confidential Minute</p> <ul style="list-style-type: none"> • SK and AV have previously completed Declaration of Interests and given a copy to Judith Lacey (JLa). JLa to confirm that she has received a copy. 	JLa	
<p><u>Approval of Minutes</u></p> <ul style="list-style-type: none"> • EOC Meeting (30th June 2014) – Amendment: NL commented that JLa contract Confidential Minute: <p style="text-align: center;">End of confidential Minute and this matter to be discussed by the new committee in the new budget.</p> <p>Proposed: Seconded:</p>		
<p><u>Action Points arising from previous meeting</u></p> <ul style="list-style-type: none"> • Mike king (PSNC Representative) was invited at the last meeting because of a governance issue. Certain members of the committee had not declared their interests and hence MK was 		

<p>invited to advise the committee on the matter. JLu confirmed that she had invited MK.</p> <ul style="list-style-type: none"> • It was proposed that in the future, the chairperson would be informed in advance of any guests attending the meeting. If there was any conflict of interest, the governance sub-committee would be informed instead. • LPC contract with Judith Lacey (JLa): • Confidential Minute: End of Confidential Minute • Governance sub-committee to review the Declaration of Interest. Recommendations to include: <ul style="list-style-type: none"> - Updating the form - General process of Declaration of interest - Where to publicise the completed form • At the EOC meeting on 30.6.2014 ML Confidential Minute: End of Confidential Minute..was happy to resign as a treasurer. This point will be discussed at the next committee meeting. • At the EOC meeting on 30.6.2014 NL asked the committee members if they were confident in her leadership as the chair of LPC. Confidential Minute: End of Confidential Minute...and is happy to resign as a chair. This point will be discussed at the next committee meeting. 	<p>VH SH JLu</p> <p>VH SH JLu</p> <p>SK SA SGa RV</p>	
<p><u>Nomination of CCA rep to Executive Committee</u></p> <ul style="list-style-type: none"> • DS was appointed as a CCA member on the Exec Committee. It was suggested that for better understanding, one committee member can attend an Exec. Meetings on a rotational basis. Minutes of the Exec. meeting and Committee meeting to be available within 2 weeks of the meeting. JLa to be present at all meetings where possible so she can recors minutes electronically during the meeting & then circulate to the committee as soon as possible. 	<p>JLa</p>	
<p><u>Formation of the Finance Scrutiny and Governance Sub-Committee</u></p> <ul style="list-style-type: none"> • SA, SGa, SK and RV were appointed for the sub-committee which consists of (1 x CCA, 1 x AIM and 2 x Independent members respectively) 		
<p><u>Summary of Sub-committees</u></p> <ul style="list-style-type: none"> • Pastoral and Mentoring: SH, SG, VH and ML • Education and Training: NL, SG, SA and SK • Review Committee managing Chief Officer: VH, SH and JLu • PR and Social: RP, NL, SRJ and AV • Contracts: JL, SH & DS 		

<ul style="list-style-type: none"> • Core- Contracts: JL, SH, SRJ & AV 		
<p><u>Presentation of Expenditure since 1st April 2014</u></p> <ul style="list-style-type: none"> • ML confirmed that he is signatory to the LPC bank account from 10.7.2014 • RP will be paid Confidential Minute: End of Confidential Minute... per month as standard • JLa will be paid Confidential Minute: End of Confidential Minute per month for 15 hours / week + expenses. She also received £100 per month flat fee for her “home office”. • There will be a capping of £250 for the treasurer to authorise for the expenses. Any expenses above £250 should be authorised by the Exec. • As per PSNC advice, all sponsorship monies received from Pharma companies should be deposited/managed into a separate account. • JLu suggested that ML should provide a breakdown of expenses at every meeting as done so by the previous treasurer • Almirall to refund cost of COPD Training • ML to email all committee members breakdown of printing/office costs (£246+£265+£91+£99) as per spreadsheet of cheque payment dated (1st April 2014). • SK to email ML a template spreadsheet for finance expenses. ML to try and implement the spreadsheet. 	<p>ML ML ML SK</p>	
<p><u>Summary Care Records (SCR) – Briefing by SK</u></p> <ul style="list-style-type: none"> • SK informed the committee that NHS England had asked contractors to get involved in a pilot project regarding SCR. SK spoke to the LPN chair that there were not enough stakeholders and therefore the pilot should not continue. • SCR supplied limited information on patient history and illness. • SK suggested to work with Health Informatics instead and design a separate pilot across Leics and Lincs. 		
<p><u>Outcomes and Performance indicators for Chief Officer (CO)</u></p> <ul style="list-style-type: none"> • Top 6 priorities of the CO: <ol style="list-style-type: none"> 1. Flu service 2. Public Health: eg: Drugs, Alcohol & Sexual Health, Smoking Cessation, Winter pressures and Health Checks etc..... 3. PNA: LPN to reimburse RP for her time as agreed previously by the steering group. LPC should not pay RP to attend PNA meetings. 4. Core contracts: eg: Prescription Direction, Legal issues 5. Team Pharmacy: Promotion of pharmacy 6. Contractor Communication: LPC Website and Newsletters 		
<p><u>Future LPC Meetings:</u></p>		

<ul style="list-style-type: none"> • It was suggested that there should be a half day meeting every month. (Two full day meetings in a year if necessary) • Meeting times: Every Tuesday 9-10am: Sub-committee meeting 10-1pm: Committee meeting • Peepul centre was the preferred venue as it is cost effective (£115 inc. VAT) with free parking. SG will try to get a discount booking at the Peepul Centre. • JLa to organise Open Diary meetings for the committee members and email dates as soon as possible. 	<p>SG JLa</p>	
<p><u>LPC Website</u></p> <ul style="list-style-type: none"> • LPC has contracted RP to set up and maintain LPC website • It was confirmed that the setup and maintenance of the website by RP was not part of her regular 20 hours contract with the LPC • RP has received Confidential Minute: End of Confidential Minute for set-up fee Confidential Minute: End of Confidential Minute for maintenance fee to date • Confidential Minute: End of Confidential Minute • Review of RP/LPC Website Contract to be conducted <u>either</u> by Finance Scrutiny & Governance Committee or Review Committee managing CO. 		
<p><u>Next Steps for the LPC Committee</u></p> <ul style="list-style-type: none"> • Honorarium – It was suggested by the committee that the members of the Exec. would receive a monthly payment of: <ul style="list-style-type: none"> - Chairperson - £500 - Vice-chairperson - £50 - Treasurer - £100 - CCA Rep - £50 • The above will receive additional payment for attending meetings • RP’s hours & reimbursement will remain as they are but her time will be managed by the Review Committee • ML to prepare a revised budget which would be reviewed by the Finance scrutiny and Governance Committee 	<p>VH, SH & JLu ML</p>	
<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> • Finance scrutiny and Governance Committee to Confidential Minute: End of Confidential Minute 	<p>SK SA SGa RV</p>	
<p><u>Date of Next Committee Meeting</u></p>		

To be announced		
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Amendments to Minutes (if any):

Signed as true and proper record:

Approved by.....
Sejal Gohil, Vice-Chair

Date: