

LEICESTERSHIRE & RUTLAND PHARMACEUTICAL COMMITTEE MEETING

Monday, 15th June 2015

The Peepul Centre, Orchardson Avenue, Leicester LE4 6DP

Present:	Sejal Gohil (SG) – Chair	Neena Lakhani (NL) – From 11.00 am
	Shezad Alimahomed (SA) – Vice Chair	Altaf Vaiya (AV)
	Luvjit Kandula (LK) - Chief Officer	Satyan Kotecha (SK)
	Adam Thomas (AT) (Treasurer)	Rajesh Vaitha (RV)
	Sue Hind (SH) (Up to 12.30)	Mohammed Ibrahim (MI)
	Veronica Horne (VH)	Liz Harris (LH) - Administrator
	Jane Lumb (JL)	

CLOSED SESSION

	<u>Action</u>
1. <u>Apologies for Absence</u> Phil Maslin, Syma Raza-Jones	
2. <u>Declaration of Interests and Code of Conduct</u> An updated Declarations of Interest spreadsheet was circulated at the meeting for individual committee members to confirm if there were any changes prior to adding to website. Any amendments to be made have been supported by the completion of a further Declarations of Interest Form. No Agenda item conflicts of interest declared and all committee members advised that the Code of Conduct and Confidentiality Statements they had previously signed continued to apply at each meeting. Any member found to be in breach of this would be accountable to the Chair. Agreed and refined meeting Code conduct to improve ways of working as follows; <ul style="list-style-type: none"> • No use of phones and laptops unless LPC related • Questions to be passed to chair in advance where possible • Agenda slots to be requested to the chair in advance • Responding to emails in a timely fashion to support progression of the LPC • Committee members to take notes on their /individual and Sub-Committee action points at the meeting to progress. LH will capture the action points and send but accountability for noting and progressing depends on the individual. 	LH ALL LH
3. <u>LPC Member “Check-in”</u> Following the recent Vision & Strategy Day, it was agreed that there would be a “Check and Balance” with each committee member at the beginning and end of each meeting for feedback.	LK
4. <u>Approval of Minutes (18th May 2015)</u> Agreed confidentiality areas and following change:- <ul style="list-style-type: none"> • Item 4 Matters Arising – PNA’s assessment to be changed from “NFA” to “Ongoing” Amendments to be made to the original minutes and signed off by the Chair prior to being added to our website. Proposed by JL and seconded by SA.	LH

5.	<p>Matters Arising</p> <p>20.4.2015 (Updated from 18.5.15 minutes)</p> <ul style="list-style-type: none"> • Flu Pilot Analysis (Tim Davies) – LK contacted Sue Birchenough who requested a copy of Warwickshire’s evaluation. This has been obtained and forwarded to Sue. LK will try to speak to Tim direct before escalating the issue to Regional Director of Public Health. SK, who is an LPN member, has been trying to establish what plans for flu are being made this year and the involvement of community pharmacies. He will make further enquires before 29th June. Once this information is to hand, the Services Development Sub-committee can draft an appropriate strategy. • Health & Wellbeing Boards – Confirmation of LPC representation still awaited but it was agreed that in addition to this, an LPC member should be represented on the Better Care Forum. • Domiciliary MUR’s LK still awaiting response from her requested to Salim Isaac (NHS England Team) to confirm in writing the process for pharmacists to conduct these. Email to be sent to contractors or add to next Newsletter. <p>PNA’s – LPC looking at assessment needs to establish areas of concern - Ongoing</p> <p>18.5.2014</p> <p>Item 10 – Chief Officer’s Report</p> <ul style="list-style-type: none"> • Minor Ailments - LK has met with West CCG to share best practice. Proposed event on 2nd June did not take place as funding for this scheme runs out on 30th June 2015 and an evaluation needs to take place and awaiting update from Jeremy Bennett. Proposals for a scheme in East CCG to become part of the Service Development Sub-Group. • ESPLPS Contracts – LK has liaised with Lincolnshire LPC CO and Steve Lutener as a response to NHSE KPI’s for LPS to deter inappropriate targets where possible. • Still awaiting for the 3 CCG Medicines Management Leads to confirm that they will rotate attendance at future LPC meetings. Details of who attending when to be confirmed LK spoke to Lesley Gant – she has some difficulty on a Monday and will be likely to send another representative. • TB Screening – Ongoing • Training event support from Chiesi – LK confirmed that some funding had been secured for AGM and an overall schedule of training events to be discussed and confirmed as part of the Training & Education Sub Group’s remit. • GP and Pharmacist joint training to be considered going forward to provide quality assurance and standardisation. Possibly consider For Polypharmacy project as funding options are explored. <p>Item 13 – Open Session</p> <p>~ Louise Ross sending LPC example of E cigarette posters prior to circulating to all participating pharmacies.</p>	<p><u>Action</u></p> <p>LK</p> <p>SK</p> <p>SD Sub Group</p> <p>SG/LK</p> <p>LK</p> <p>SG/LK</p> <p>LK</p> <p>SD Sub Group</p> <p>LK</p> <p>LK</p> <p>SG/LK</p> <p>LK/LH</p> <p>SG/LK</p> <p>LH</p>
	<p>Item 16 - Any Other Business</p> <ul style="list-style-type: none"> • Regular meetings are now being held with CCGs Heads of Medicine Management which will enable the LPC to pass on PSNC updates which highlight stock shortages. Alternative drugs can be identified and information passed on to contractors. Discussion to take place to establish best practice and bring recommendations to the next meeting. LK to send O/S bulletin as discussed to prescribing leads. This was one of the action points for LPC from the LLR and LPC collaborative meeting. 	<p>LK</p> <p>LK/SK/AV</p>

		<u>Action</u>
	<ul style="list-style-type: none"> Information regarding Boxing Day falling on a Saturday this year has been sent to Salim Issak, NHS England Team, as contractors will need to apply to change hours 90 days prior to this. Feedback from recent LPN Assembly meeting to be circulated to the Committee. Research <ul style="list-style-type: none"> ~ NL to provide Terms of Reference following her request that a representative from the LPC attends the East Midlands Research Group still outstanding. ~ LK awaiting Summary document of all research opportunity for pharmacists (including Research Ready) to cascade to contractors. ~ Service Development Sub-Group to identify projects which could make use of pharmacy students to carry out audits, etc. but would need to let NL know before the end of August. 	<p>LH</p> <p>SK</p> <p>NL</p> <p>NL</p> <p>SD Sub Group</p>
6.	<p><u>Feedback from Visioning & Strategy Day</u></p> <p>LK advised that a resume of the day had been added to the LPC Dropbox which all Committee Members could now access.</p>	
7.	<p><u>Mission & Values Completion</u></p> <p>Following on from feedback at the Visioning Day, the LPC brainstormed and finalised the Mission Statement Vision and Values (based on the Nolan Principles) to underpin the business plan to define the future direction of the LPC :-</p> <p><i>Advancing Community Pharmacy through innovation, representation and leadership</i></p> <p>and the LPC Vision would be to:-</p> <p><i>Engage, empower and inspire patients, contractors and commissioners and integrate Community Pharmacy into the wider healthcare Team</i></p>	<p>ALL TO NOTE</p>
8.	<p><u>Sub Committee Groups Finalisation</u></p> <p>LK has circulated and added a Meeting Notes Template to the LPC Dropbox and it was agreed that Committee members would use this template to capture details of all meetings they attending, including Sub Committees and present back at Committee meetings. The following Sub-Committees were agreed and an update would be circulated to all Committee members. The Chief Officer would be available to support all Sub-Committees and include time for individual forums at future Committee Meetings.</p> <ul style="list-style-type: none"> Governance: RV, SK, AT, SA and LK. It was suggested that accordingly to PSNC recommendations, Committee Members serving on the Executive Committee should not be part of any Governance or Review Sub-Committees. However, it was voted unanimously that SA should remain in view of his CCA experience and AT for budget purposes. LK to email Mike King (PSNC) to inform him of this decision. Contract Applications Committee : JL, SH and PM PR & Communications Committee : AV, PM, MI and SRJ Service Development & Implementation Committee (including Education & Training): MI, NL, SA, SK, SG Review Committee : JL, VH, SH. 	<p>ALL TO NOTE</p> <p>LH</p> <p>LK</p>

9.	<p><u>Workstream Prioritisation for the year</u></p> <p>Goals and key workstreams identified as Service development, operational efficiency, Stakeholder engagement and Contractor Support and engagement</p> <p>Key Priority Workstreams, SMART objectives and milestones to be defined by each Sub-Committee. TOR completion deadline and key priorities/workstreams for 2 weeks from the LPC meeting date</p> <p>LK advised that it was important to establish this to enable her to prepare a draft Business Plan and for the Committee to identify what aspects could and could not be controlled.</p>	<p><u>Action</u></p> <p>All Sub Committees</p>
10.	<p><u>Chair's Report</u></p> <p>Key outputs and meetings</p> <ul style="list-style-type: none"> • Meeting with West Leicester CCG with regards to exploring ways of collaborative working through commissioned services and commissioned pilots. • Meeting with all 3 CCGs at the LLR/LPC collaborative meeting to discuss collaborative ways of working, key priorities and key issues. • TB programme under discussion with key stakeholders and progressed further • Attendance to PSNC Chairs and Chief Officers' meeting in London. Innovative ways of working shared by various LPCs. Rosie Taylor from PSNC shared the new database which has all the services database with regards to commissioned services and pilots around the country. • Visit to a community pharmacy to see EPS in action by CCG pharmacists was organised by Vice Chair Shezad Alimahomed on the back of the LLR/LPC collaborative meeting in March. <p>Other CCGs have now asked for same visit and to include practice staff.</p>	
11.	<p><u>Chief Officer's Report</u></p> <ul style="list-style-type: none"> • Website - Certain categories have been reworked to include more information on services and LPC. CCG's have been approached to provide additional information • Governance - Chaired meeting on 19th May – See Agenda Item 16 • Services: <ul style="list-style-type: none"> ~ AF Screening/Pulse Check: Various meetings to enable the development of this commissioned service for City Contractors. Promotional packs distributed and interest now been expressed from East and West CCGs ~ LPN funding of £100,000 available for City contractors to provide domiciliary MUR's and is developing a service specification/business case/ ~ Polypharmacy – Part of a task and finish group to develop reduction in poly pharmacy and identifying funding for a joint event with GP's in September • Liaison with Anna Murphy re the development of an accredited framework to deliver quality MUR and Respiratory interventions to improve outcomes • Promoting uptake and CCG and GP understanding of EPS. Future training for EPS 3 will be needed. • Attended a PLT meeting to promote community pharmacy and EPS leverage and identification of a GP lead to provide feedback. • Possibility of introducing informal curry nights for contractors to attend to feedback issues they are having to the LPC. 	<p>All action points in this section to be carried out by LK unless otherwise specified</p>

		<u>Action</u>
	<ul style="list-style-type: none"> • Met with Actavis re a proposal to discuss IBD adherence programme for community pharmacies. • Acne condition treatment and potential for dermatology training for pharmacists to be explored. • System difficulties with Stop Smoking non-payments to some pharmacies have been addressed. • LK asked if Committee members could send her any previous SLA specifications to enable her to plan when commissioned services were coming to an end and identify any gaps in possible engagement with other services. • Attended a LLR collaborative meeting. Good Practice Guide to be circulated to all practices and contractors with a joint statement from CCGs and LPC. Some of the new LPC Committee members have not seen the latest version (6) which was circulated in February 2014 but not formally adopted. Document to be circulated and any comments back to Chief Officer. • The Committee was disappointed to learn of the resignation of the LPC Administrator with effect from 1st June 2015. This was as a result of personal ill health, coupled with domestic responsibilities for elderly parents, one of which was due to undergo major surgery at the end of the month. Various options were discussed to see if there were ways to support LH though this time and LH to consider and let LK know the following day. 	<p>ALL</p> <p>ALL</p> <p>LH</p>
12.	<p><u>Treasurer's Report</u></p> <ul style="list-style-type: none"> • AT disappointed to discover that previous two annual accounts do not appear to have been signed by former Treasurer's and it was agreed that they be contacted to sign the accounts retrospectively. • Audited accounts are awaited in readiness for presentation at the next AGM. The Auditors have provided AT with a year-end template format to use for the future. • Internet banking to be set up to speed payment of invoices. Signatories to be RV, SH and AT. • Self-employed Book-keeper to support AT 4 hours a month with accounts and payroll. • All invoices to be emailed or scanned to AT on receipt. • Standing Order being set up for Cloud Payment. • Following finalisation of last year's account, meeting to take place to set budgets for the new financial year • Agreed that in future, one month only per Expenses Claim Form • Claims to be made not later than one month in arrears • Expenses Policy adopted on 20th January 2015 to be revisited in the light of proposals made by the Governance Sub-Committee. i.e. mileage claims to and from meetings, prior authorisation by Chief Office for attendance of meetings and conference to agree appropriateness and cost to enable AT to ringfence the expenditure. Once amended, to be circulated to Committee and adopted at the next meeting on 20th July 2015. • Forecast to be prepared for the next meeting. • Substantial enquiries made re outstanding contractor levy payments which has been partially resolved. Awaiting final information from NHS England Team. <p>Committee gave AT a vote of thanks for the amount of work undertaken.</p>	<p>AT</p> <p>AT</p> <p>ALL</p> <p>AT/LK</p> <p>ALL</p> <p>AT/LK</p> <p>AT</p> <p>LH</p>

OPEN SESSION

13.	<p>Kay Bestall – NHS England Team</p> <ul style="list-style-type: none"> • It was confirmed the Team would continue to supporting the CCGs through co-commissioning, Salim Issac (East & Rutland), Kay (West) and Priya Chavda/Seema Gaj (City). Team members are based at Fosse House, but working within CCG offices 2 or 3 days per week. • Seema had prepared an interim report following contractual visits to pharmacies which would be reviewed at their next Pharmacy Meeting on 30th June. Once agreed, information would be cascaded to the LPC to circulate to contractors. • Discussion on the outstanding contract applications for ESPLPs whose contracts expired on 30th March 2015. Kay confirmed they had temporary contracts and the NHS team were supporting them. Consideration was being given to the LPC's request to share minutes of meetings and rationale behind the decisions made. • The team was aware that there had been issues with supporting contractors with Public Health Campaigns over the last two years but the team was working with team in Herts NHS England Office, to share best practice and local authorities to improve the situation. A request was made that these campaigns be planned a year in advance to enable the team and the LPC to proactively support the contractors. • The recent National Audit carried out on Emergency Supplies was being analysed and the outcome advised to the LPC in due course. • The LPC's request to update outstanding Contract Applications is being actioned. • Responsibility for contractors had not yet devolved to CCGs. • There is a Pharmaceutical Committee that meet on a regular basis attended by representatives from both Leicestershire and Hertfordshire. Kay to establish who the pharmacy lead is for our area. • Kay advised that if there was any information that the NHS Team wanted to share with contractors, arrangements could be made to add to our website or circulated via the LPC administrator. <p>Garry Myers – PSNC A confidential update was presented to the Committee.</p>	<u>Action</u>
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CLOSED SESSION

14.	<p><u>Committee Development</u> Terms of References to be agreed and finalised by each Sub-Committee by 29th June. Those that have been completed have been added to the LPC DropBox.</p>	
15.	<p><u>Contracts Sub-Committee Report</u></p> <ul style="list-style-type: none"> • A Pharmacy, ROL House, Long Row, Oakham, LE15 6LN closed on 23rd January 2015. Master Spreadsheet amended accordingly and there are now 227 contractors in Leicestershire & Rutland. • Husbands Bosworth Practice & Dispensary – Application for No significant change relocation. Sub-Group agreed it was a no significant change relocation and a response being sent to NHS England Team to this effect. • K & K Healthcare Limited – An appeal has been made to NHSLA and LPC has been copied into deliberations. LPC to submit any further observations by 8th July. Sub-Group has reviewed the appeal and has no comments in addition to original response, other than to comment re Regulation 31 which is applicable. 	<p>JL</p> <p>JL/PM & SH</p>

	<ul style="list-style-type: none"> Meeting taken place with NHS England Team regarding lack of contractor application correspondence being received and revised LPC Contractor Grid has been emailed to Salim Issac to update and return. ESP – NHS England had released terms and conditions for a 2 year contract but JL highlighted the inconsistencies that had occurred during this process and the fact that the LPC should have been consulted. The LPC had opposed the incorporation of KPI's but had received no response. 	<u>Action</u>
16.	<p>Item 15 – Sub Committees</p> <p>Governance – Sub-Committee met on 19th May and brought proposals to this meeting.</p> <ul style="list-style-type: none"> Employer Liability Insurance progressing and way forward agreed. Social Networking Policy to be slightly amended and signed by all LPC members at the next meeting and thereafter added to website. Suggestions on how future committee meetings should be conducted, i.e. all questions via the Chair, no interruptions and multiple conversations, timed Agendas. SG and SA to rotate as Chair at LPC meetings. A £50 reduction in attendance fee if late arriving or departing early and half day payment only if attending for either morning or afternoon. Expenses policy to be reviewed to incorporate recent changes . Meeting dates have been finalised until end of March 2016 and Committee members should make every effort to plan and attend these meetings. As SA had been elected Vice-Chair in April, it was agreed that he should be claiming the appropriate honorarium of £50. A Governance checklist was to be devised and monitored. <p>All the above was agreed by the Committee.</p> <ul style="list-style-type: none"> No Committee member should be out of pocket when claiming travel expenses and it was suggested that with immediate effect, claiming mileage to and from the normal place of work to committee meetings should be optional. This was put to the vote and 8 voted for this option to be included in the Expenses Policy with 2 abstentions. 	<p>RV</p> <p>LK/LH</p> <p>SG/SK</p> <p>ALL</p> <p>LK</p> <p>SA</p> <p>LK</p>
	<p>PR & Media - Newsletter to Contractors still to be devised which will include recent Vision & Strategy information. Draft Terms of Reference prepared and added to Dropbox by end of June.</p> <p>Review – Draft Terms of Reference to be agreed and added to LPC Dropbox by end of June.</p> <p>Contracts - Terms of Reference agreed and added to LPC Dropbox.</p> <p>Service Development & Implementation Terms of Reference agreed and added to LPC Dropbox.</p> <p>Workstream prioritisation to be defined in draft by all Sub-Committees to define overarching workstreams.</p>	<p>LK/AV/ SRJ</p> <p>ALL Sub Committees</p>
17.	<p><u>Sub-Committee Work in Groups</u></p> <p>Outputs of subcommittee meetings to be presented at next meeting</p>	

18.	<u>Feedback and Next Steps from Sub-Committees</u>	<u>Action</u>
19.	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> • EPS – CD changes effective from 1st July 2015 which will need to be circulated to all contractors. Need to establish what support contractors need as EPS 4 is imminent and concern has been expressed at the future of the current EPS support team. <p>NL liaising with LK research and dementia leaflets which will be circulated at the University. If students are interested, they will contact NL.</p> <ul style="list-style-type: none"> • JL raised the issue of 56 day prescriptions – Surgery efficient pack – 28 day v 56 day. Being listed and rolled out. LK and SG to pick up with West CCG • End of year figures for Stop Smoking and Quit 51 to be circulated in due course • West CCG – Dosette Boxes and Mar Chart – West CCG requested 5-10 pharmacies to perform a Short Audit to provide evidence of workload, time burden and impact of dosette boxes. NL can adapt RPS audit and support as required. CCG have expressed they wish to develop their own audit to provide an evidence base for future commissioning. Agreed that CCG can go ahead and facilitate. 	<p>LK</p> <p>LK/SG</p> <p>LH</p> <p>LK</p>
20.	<p><u>LPC Meeting Review and Feedback</u></p> <p>It was agreed that:-</p> <ul style="list-style-type: none"> • This meeting was well chaired but still too long spent over items previously discussed • Action points from previous minutes being carried forward and not actioned • Timing allocated to Agenda Items needs to be addressed • There was a positive feel that the Mission and Vision Statements had been finalised and workstreams were being developed • The Sub-Committee Workshops were welcomed and proved to be constructive • Prior to lunch, the Committee should be advised of the background of guests attending the Open Session if not regular attendees. This would give them time to understand why the guests had been invited and formulate any questions via the Chair. This format will be adopted from the next committee meeting. • The pace of the meeting was a little challenging. • Reports by Chair and Chief Office to be circulated to the Committee and Administrator prior to the meeting. This would negate the need for notetaking unless action points needed to be noted. • All Committee Members to make a note during the meeting of their own action points rather than wait until the circulation of the minutes. Administrator to be advised of all points that have been actioned prior to the next meeting but all action points will still be captured by the minute taker. 	<p>LK</p> <p>LK/SG</p> <p>ALL</p>

21.	<p><u>Date of next meeting and Close</u></p> <p>9.00 am at The Peepul Centre on Monday, 20th July 2015</p> <p>The Chair and Chief Officer thanked everyone for their contribution to the meeting which closed at 17.05.</p>	<p><u>Action</u></p>
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LH/20.6.2015

Signed: (Chair)

Name:

Date: