

POINTS ARISING FROM COMMITTEE MEETING
College Court Conference Centre, Knighton Road, Leicester
17th March 2014

Present:	Neena Lakhani, Chair (NL) Rosemary Plum, Secretary (RP) Danesh Gadhia, Treasurer (DG) Sejal Gohil (SG) Shezad Alimahomed (SA) Rajni Hindocha (RLH) Syma Raza Jones (SRJ) Susan Hind (SH) Kehul Shah (KS), (Cover for SRJ whilst on Maternity Leave) David Smith (DS) Mukesh Lad (ML) Jane Lumb (JLu)
In attendance:	Judith Lacey, Clerical Support (JLa)
Apologies received:	Prakash Dattani (PD) Veronica Horne (VH) Rajesh Vaitha (RV)
Guests:	Jo Elliott (JE), Stop Smoking Specialist, Leics County & Rutland Priya Chavda (PC) Primary Care Support Manger, Leics & Lincs Area Team Mike King (MK), PSNC (Private section only)
Observers:	Jody Corbett, Business Development Manager, Afla Chemists (attended from 11.30am)
Sponsors:	None

<u>NOTES & ACTIONS</u>	Member To Action	Action Deadline
PRIVATE SESSION		
<p><u>Introduction and apologies for absence</u></p> <ul style="list-style-type: none"> • Apologies from Prakash Dattani, Veronica Horne & Rajesh Vaitha • Declarations of interest: <ol style="list-style-type: none"> 1) RP declared an interest in the election challenge 2) NL declared an interest in the Cambridge Investigation as an employer by Mistry's 3) RH declared an interest as person with the election challenge 		
<p><u>Challenge to the 2014 Election</u></p> <ul style="list-style-type: none"> • RP, NL, RH & JLa were asked to leave the room due to conflict of interest and the Vice Chair (SH) took the following notes during discussion with Mike King from PSNC on the election challenge: <ul style="list-style-type: none"> - MK advised that he had spoken to the Returning Officer and Rajni at length and talked through the process. He was satisfied that the list of contractors as at 31st October 2013 were examined and independent 		

<p>contractors cross checked to establish the contractors to be involved in the process.</p> <ul style="list-style-type: none"> - Nominations were sent out, then the Returning Officer promptly sent out the revised papers when necessary and on green paper so that it was easily recognisable. MK was confident that duplication may have been eliminated. MK spoke at length to the Returning Officer regarding spoiled papers as some arrived late, one received by mistake from an AIMp contractor and some with no OCS codes on them which could not be used in case of duplication. - MK advised that he had counted the votes and the tally for RH is correct. He had gone through the process and the results and then looked at the issues raised: (Referred to the constitution). - 1) One contractor putting two people forward as candidates. Not in constitution to say you can not therefore can not invalidate the election on this issue. 2) Why was the vote count so low? Did they get the voting papers on time? Confidential Minute: End of Confidential Minute MK felt it would be wrong to ask contractors this. (Referred to the constitution 7.7) Even if some papers did not arrive in the post it does not invalidate the election, but the Returning Officer emailed all contractors each time with the process - MK happy that all processes had been followed and contractors had been informed in a timely and correct manner. - Conclusion - One contractor can put two candidates forward and the process was sound, therefore the results should stand. - ML asked did the Returning Officer follow the correct procedures? YES - SH asked MK if the LPC were to be charged for his time today? NO <ul style="list-style-type: none"> • RP, NL, RH & JLa were asked back into the room and MK confirmed what had been discussed (as above). MK felt that the whole process had been done properly and there is nothing to prove that the results are invalid. RH said the constitution does say not able to put forward two candidates from the same contractor and felt it is dilution of the results. MK confirmed that there is nothing in the constitution to say you can't do this. • MK advised that the LPC now need to decided what to do now - to obtain result or declare the election invalid. RH then asked how many white voting papers were not considered. RP said 6. The white and green voting papers were matched together so there were no duplications. MK recommended that the vote stands: 9 - For 1 - Against. 		
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<p><u>Cambridge Report</u> The contractor who raised the initial queries has asked for more clarification:</p> <ul style="list-style-type: none"> • 100 hour application Confidential Minute: End of Confidential Minute • Care Home Service Tender Q - Has good governance been breached? A - The trails of emails did show that the committee was aware of the situation/process. It was not a tendering process. • ML asked why are we spending so much time on this when the report puts a line under it now. Confidential Minute End of Confidential Minute there is nothing else the LPC can do. We have learnt from this and changed processes in light of the report. • Cost of the enquiry - It will be shown as part of the accounts at the LPC AGM in June. Cambridgeshire LPC charged us for their time spent compiling the report (approx £1000). • Complaints Procedure - This will be produced by the new committee . • Confidential Minute: End of Confidential Minute 		
<p><u>Mike King - PSNC Update</u></p> <ul style="list-style-type: none"> • PSNC Meeting last week. No news yet on remuneration outcome, probably by end of April. Can't divulge anything yet. • Tricky time for everyone. PSNC dealing wit the Nicholson challenge. • Call to Action has taken a lot of time up. Deadline to send comments in by is tomorrow. • Future of the New Medicine Service - MK said that news will be put on the PSNC website. • PSNC Regional Representative - Garry Myers will be representing the contractors in the region for the next four years. Meeting of the new PSNC committee is in May. • Contract applications - MK advised to be aware of penalty clauses in the new contracts. LPC's are not able to offer individual legal advice, only if it benefits <u>all</u> contractors. It is down to the contractor to seek advice. (It was noted that LLP has not gone very far). • PNA - There was a discussion on the PNA in this area and whose responsibility it is. The Area Team seem to forward everything to the LPN. MK advised that there is a 'Role of the LPC' document available on the PSNC website. LPC's must be consulted. <p>(Jody Corbett, observer, arrived 11.30am)</p> <ul style="list-style-type: none"> • Call to Action - NL advised that she is preparing the LPC's report to send off but what is the best method? MK advised best to do on line and send in documents separately (cc the PSNC). The 		

<p>common themes will be collated and the Secretary of State will receive the summary.</p> <p>Misc: DG noted that there will be a time lag on the LPC's account due to change over of Treasurer. MK advised that DG can still be a signatory as long as expenses are approved by the Executive Committee.</p>		
PUBLIC SESSION		
<p><u>1. Introductions</u></p>		
<p><u>2. Approval of Public Minutes - 20 January 2014</u></p> <ul style="list-style-type: none"> • The minutes were checked for accuracy. • Matters arising <ul style="list-style-type: none"> - ML attended the E-Cig forum and circulated his report - RP in discussion with NPA regarding a contractor meeting on the GPhc inspection. 		
<p><u>3. Jo Elliott, Stop Smoking Service Update</u></p> <ul style="list-style-type: none"> • County Team - Moving to Braunstone so City and County will be together. Will let everyone know when it has happened. • Tendering - JE gave official notification of contract tendering til March 2015. A lot of smoking services will go out to tender after this. Will find out what they will be by the Summer. LPT will tender for the services. • Performance - Nationally doing very well compared to other areas of the country. If won the contract would hope to keep things as they are now as working well. • E-Cigs - First area in country to do a pilot (plan to roll over to pharmacies after). Scheme is in the City, but County are in discussions and ironing out glitches, etc. 		
<p><u>4. NHS England Area Team Update - Priya Chavda</u></p> <ul style="list-style-type: none"> • PNA Supplementary Statement - PC advised that she did send an email to the LPC saying that Public Health are dealing with this now. • Contract Monitoring - Just one outstanding and will be visiting that contractor to help fill in the form. (It will not be a formal visit). • Call to Action - Salim Issak asked for feedback from the Call to Action meeting. • Prescription Direction - A letter will be emailed out by the end of this week to pharmacies and GP's. RH asked if the letter could be jointly signed by the Area Team, LPC & LMC? PC will ask. RP noted that Salim promised a couple of weeks ago that that the will go out. • Flu - PC advised that Tim Davies from Public Health would like to attend the next LPC meeting to discuss Flu. PC will forward his email address to RP. • Procurement - Several GP contracts are up for procurement. 	<p>RP</p> <p>PC/RP</p>	

<p>Misc: JLu asked PC if the LPC could be informed on pharmacies opening/changing ownership as we have had to chase some of these up.</p>		
CONTINUATION OF PRIVATE SESSION		
<p><u>Approval of Minutes - 20 January 2014</u></p> <ul style="list-style-type: none"> • Approval of Minutes RH - Page 5/Vice Chairs Report/Misc. - Add the words 'and LPC constitution' after the first sentence. Proposed: DG Seconded: SH • Matters Arising <ul style="list-style-type: none"> - EHC - SG noted that the new providers wanted events in March, but have gone quiet. Some query on who is paying. SG is pushing for at least one event this side of Spring. CPPE would do it free of charge as a goodwill gesture. - LPN - Discussion on role of LPN and workload as Avril McDermott only works half a day a week. 		
<p><u>Secretary's Report</u></p> <ul style="list-style-type: none"> • Swanswell <ul style="list-style-type: none"> - Event this week at College Court on the new Neo Software. - Pilot services with funding to include Club Drugs Clinic and Legal High/Legal lows, over the counter drugs and BBV vaccinations. • East CCG <ul style="list-style-type: none"> - 3rd Party Repeat - Medicines Waste Group - Anticipatory Prescribing Group • City CCG <ul style="list-style-type: none"> - Paul Danahar keen to push for Minor Ailments • LLPG <ul style="list-style-type: none"> - Joint CPD event for diabetes including LPC, LMC, LOC and LDC. • Public Health <ul style="list-style-type: none"> - PNA - RP on Steering Group - Awaiting outcome of HLP review - Smoking Cessation - Health Checks - Look at the possibility of pharmacy filling the gap in delivery • SIMPLE <ul style="list-style-type: none"> - COPD pilot started and well received - Inhaler technique training for City CCG contractors on 26th March 2014 (no cost to LPC). <i>[Post meeting note - Postponed due to poor lack of interest].</i> - Inhaler technique training for East CCG contractors in April • LMSG <ul style="list-style-type: none"> - ML attended last meeting where it was decided on 'Clinical Decision' for replacements. 		

<ul style="list-style-type: none"> - PSNC website shows where shortage is. Do we want a triage? LPC needs to be careful on what we recommend. Any issues to channel through to RP. • West CCG <ul style="list-style-type: none"> - RP attending Prescribing Strategy meetings - CCG considering Asthma (SIMPLE) for pharmacy - Blood Glucose Test Strip scheme ending 31 March 2014. <p>NL thanked RP and noted what a great job she has done with her dealings with the stakeholders.</p>	All	
<p><u>Vice Chairs Report</u></p> <p>EPS Update:</p> <ul style="list-style-type: none"> - Some GP's pulling out of 'go live' dates. - Dispensing doctors will not 'go live' until they have to. - Boots in Sileby having problems as do not have good relationship with surgery. - Desford Pharmacy not gone EPS2 live which has messed up 'go live' with Desford Surgery. Jody Corbett suggested it may be a good idea for the contractor to talk to another contractor who has had similar issues. 		
<p><u>Treasurers Report</u></p> <ul style="list-style-type: none"> • Expenses and Budget Statement circulated by email prior to the meeting • Money in Lloyds account will be transferred to the Barclays account (£9513.44). Need to make a decision on what we do with this account now. • PSNC fee due 1 April 2014 - approx. £30,000. • Website - Agreed budget of £2000. RP has asked for half of the budget now as a lot of work has already been completed. RP advised that the launch date of website put back due to time spent on elections and Call to Action. Will hopefully launch this week. All agreed with this. • Secretary's Expenses included Judith's expenses. Going forward Judith will be employed by RP. This was endorsed by the committee and RP to amend her contract. <p>DG thanked everyone for his time on the LPC and has enjoyed working with everyone. NL thanked DG for his hard work.</p>	<p>RP</p> <p>RP</p>	
<p><u>Contract Sub-Committee Report</u></p> <ul style="list-style-type: none"> • Boots, East Midland Airport application - Written representations received. • Change of ownership in progress at Village Pharmacy, Cosby from Pharmacy Service Group Ltd to Village Pharmacy Cosby. • JLu asked if the LPC could formerly write to the Area Team regarding communication and how to step this up as we have to chased them a lot for outcomes. • It has been noted that a few contractors are paying Charles Russell to represent them. Could be due to the new regulations. JLu has referred some Wigston contractors to the Regulations 	RP	

<ul style="list-style-type: none"> • CD Destruction - Susanna Taylor has asked the LPC for a meeting as wants our help. • Business Plan & RAG Document - NL to finish/update and will circulate before the next committee takes seat. To put on the LPC website. 	NL/RP	
<p><u>Any Other Business</u> None.</p>		
<p><u>Date of Next Meeting</u> To be advised - a Doodle Poll will be sent out.</p>		

Amendments to Minutes (if any):

Signed as true and proper record:

Approved by.....
Dr Neena Lakhani, Chair

Date: