

POINTS ARISING FROM COMMITTEE MEETING

Pickford House, 20 High View Close, Leicester

2nd April 2014

Present:	Neena Lakhani (NL) Rosemary Plum, Secretary (RP) Sejal Gohil (SeG) Shezad Alimahomed (SA) Susan Hind (SH) Kehul Shah (KS), (Cover for SRJ whilst on Maternity Leave) Mukesh Lad (ML) Jane Lumb (JLu) Rajesh Vaitha (RV) Veronica Horne (VH) Altaf Vaiya (AV) Satyan Kotecha (SK) Sanjay Gadhia (SaG)
In attendance:	Judith Lacey, Clerical Support (JLa)
Apologies received:	David Smith (DS)
Guests:	None
Observers:	None
Sponsors:	None

NOTES & ACTIONS (Meeting not conducted in order of Agenda)	Member To Action	Action Deadline
PRIVATE SESSION		
<u>Introduction and apologies for absence</u>		
<ul style="list-style-type: none"> Apologies from David Smith. 		
<u>Protocols</u>		
<ul style="list-style-type: none"> The Governance Document, Constitution, Finance Policy, etc. will be emailed to all committee members. Any suggestions on the Governance Document to be emailed to RP. 	RP ALL	
<u>Correspondence Received</u>		
<ul style="list-style-type: none"> Challenge to Elections - RP advised that [REDACTED] has asked Charles Russell to investigate the outcome of the elections. [REDACTED] emailed RP asking for all documents relating to the elections to be sent to him. RP has not done this as will only send documents to Charles Russell. This was ten days and no further communication received. RP has been in discussion with PSNC regarding this matter. PPA Payments - RP sent an email regarding this prior to the meeting. Hoping for a PSNC Representative to attend a future meeting for an update. If not able to attend RP will email out communication. Funding is an issue everywhere, not just in 	(ALL)	

<p>Leicester. (RP highlighted governance issues when copying in emails to everyone).</p> <ul style="list-style-type: none"> • Door to Door Prescription Direction - RP has been informed by a contractor that a company [REDACTED] in Loughborough area are claiming they are from the NHS and going door to door with leaflets. VH has seen the leaflets, they are not illegal but can be very misleading. After discussion it was agreed to 'fact find' first before we do anything else. An email will be sent to ALL contractors introducing the new committee with a reminder about governance, reputation, etc. • Dental Awareness Campaign - RP received email from Leicester City Council asking if the LPC would like to be involved with this campaign and suggestions how pharmacies could help with the Strategy. Dental epidemiology results published in Sept 2013 showed that children in Leicester have the worst dental health in England and therefore Leicester City Council is keen to address this issue. The Council is intending to put on a few events across the City to raise the profile of oral health during National Smile Month, which starts on May 19th. RP emailed the committee prior to the meeting asking for suggestions and to date has only received one response, from JLu, which RP read out. These with other suggestions were discussed: <ul style="list-style-type: none"> - Fluoride Varnish Vouchers - Issue with Sugar Free medications costs - ScriptSwitch - Capitalise footfall - Public Health Campaign - Shelf Barkers - Free toothpaste and toothbrushes in pharmacies - Eat sweets all in one go - LLPG good forum for this sort of thing (as includes Dentistry) - Dental Call to Action is out - option for Dentistry to work with Healthcare Professionals <p>RP to forward these comments/suggestion to Leicester City Council.</p>	<p>RP RP</p> <p>RP</p>	
<p><u>Current Work in Progress</u></p> <ul style="list-style-type: none"> • NL (as Chair of past committee) reviewed the Workstreams document and highlighted proposals, actions and RAG ratings. Document to be emailed to the committee. • Pharmacy Services - It was discussed whether an email should be sent to ALL contractors asking them what services they provide. Public Health have been asking us for this information. Contractors should only be asked once, i.e. ask for this when communication goes out regarding the PNA. It was that the information should be for our use and NOT shared with anyone else. 	<p>RP/NL</p>	
<p><u>Election of Executive Members</u></p>		

<ul style="list-style-type: none"> • Chair - Neena Lakhani advised that she would like to stand for Chair. Seconded by Sejal Gohil. No other nominations received so NL elected as Chair for one year. • Vice Chair - Sue Hind advised that she would like to stand for Vice Chair. Seconded by Jane Lumb. Sejal Gohil advised that she would also like to stand for Vice Chair. Seconded by Satyan Kotecha. As two nominations were received both candidates were asked for a brief statement on why they wish to be Vice Chair. • Treasurer - Mukesh Lad advised that he would like to stand for Treasurer. Seconded by Neena Lakhani. Sanjay Gadhia advised that he would also like to stand for Treasurer. Seconded by Rajesh Vaitha. As two nomination were received both candidates were asked for a brief statement on why they wish to be Treasurer. <p>Voting papers were handed out and the committee were asked to vote on who they would like to be Vice Chair and Treasurer. These were collected, counted and announced by the Returning Officer:</p> <p>Results - Vice Chair Sue Hind = 4 Sejal Gohil = 8</p> <p>Results - Treasurer Mukesh Lad = 7 Sanjay Gadhia = 5</p> <p>Therefore, Sejal Gohil was duly elected as Vice Chair and Mukesh Lad duly elected as Treasurer.</p>		
<p><u>LPC Strategy for New Term</u></p> <p>Thoughts/suggestions:</p> <ul style="list-style-type: none"> - ML - fits with outcomes and budget - SK - What is Mission Statement and Strategic Strategy - ML - SWOT analysis (SK has template which he will email to RP) Agreed to have Visionary Day, a Doodle Poll will be sent out. - ML - In future would like to see Strategic Policy with the Budget Report attached - ML - Conflict of Interest - Can we use Manchester model of annual review. - NL - Please respond to emails. All communication to go through RP and JLa in the first instance. - NHS mail is key - LPC to have a generic email address. Agreed on contact@leics-lpc.co.uk 	<p>SK JLa</p>	
<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> • SeG flagged big gap between the Dec '14 and March '15 meeting and should there be an extra meeting. SK does not think quarterly is sufficient. Should we go from four to six meetings? It was agreed to defer the decision to the Visionary Meeting. 		

<ul style="list-style-type: none"> • Structure of the committee and responsibilities was discussed. Important for all members to be involved. To cover in Visionary Meeting. • Discussion regarding handover of accounts. Danesh, past Treasurer, away until 15th April. Move to electronic banking in the future. 		
<p><u>Date of Next Meeting</u> Visionary Meeting - TBA , 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: