

## POINTS ARISING FROM COMMITTEE MEETING

Premier Inn, Braunstone Lane East, Leicester

**8th July 2013**

<b>Present:</b>	Neena Lakhani, Chair (NL) Rosemary Plum, Secretary (RP) Danesh Gadhia, Treasurer (DG) Sejal Gohil (SG) Shezad Alimahomed (SA) Anita Bagga (AB) Rajni Hindocha (RJH) Rakhee Hindocha (RKH) Jane Lumb (RB) Syma Raza Jones (SRJ) Rajesh Vaitha (RV) Judith Lacey, Clerical Support (JLa)
<b>In attendance:</b>	Kehul Shah, Lloyds Pharmacy (Cover for SRJ whilst on Maternity Leave)
<b>Apologies received:</b>	Divyesh Shah (DS) Susan Hind (SH) Prakash Dattani (PD)
<b>Guests:</b>	Jo Elliott, Stop Smoking Specialist, Leics County & Rutland Kay Bestall, Primary Care Support Manger, Leics & Lincs Area Team Resham Dhillon , Primary Care Support Officer, Leics & Lincs Area Team Helen Hardman, Interface Pharmacist, UHL Jasbinder Kaur, Prescribing Lead, West Leics CCG
<b>Observers:</b>	None
<b>Sponsors:</b>	None

<u>NOTES &amp; ACTIONS</u>	Member To Action	Action Deadline
<p><b><u>1. Introduction and apologies for absence</u></b></p> <ul style="list-style-type: none"> <li>• Apologies from DS, PD &amp; SH</li> <li>• Rajesh Vaitha welcomed as new member</li> </ul>		
<p><b><u>2. Stop Smoking Update - Jo Elliott</u></b></p> <ul style="list-style-type: none"> <li>• Both services have reached target - 52% in county and 52.8% in city</li> <li>• There are individual pharmacy results and the team will contact each of them with these</li> <li>• Uptake to service down due possibly to E-Cigs</li> <li>• There will be another 'stoptober' in October</li> <li>• NRT supply - County now have a supply. City will now accept county forms and vice versa.</li> <li>• RP asked to meet with JE and Mark Endacott to</li> </ul>	RP	

discuss COPD, etc.		
<p><b>3. NHS England Update - Kay Bestall</b></p> <ul style="list-style-type: none"> <li>Community Pharmacy Assurance Framework (CPAF) Self Assessment documents, which are being used by every area team in England will be sent out on 30 August 2013 with a four week return date of 27 September 2013</li> <li>Waste - PHS Audit Forms are being sent out directly from PHS and are to be returned back to them. Any queries should be directed to either Kate Bestall or Salim Issak .</li> <li>JLu asked about the Pre-acceptance Waste Audit - KP to check with Salim</li> <li>Flu - It was noted that this will be with the area team as CCG's cannot commission.</li> </ul>	KP	
<p><b>4. Review of Glucose Test Strip Formulary - Helen Hardman (slide presentation)</b></p> <ul style="list-style-type: none"> <li>HH was involved in a project looking into reviewing the blood glucose test strip formulary and to rationalise the use of strips. 30 different types of strips used in Leics</li> <li>After an audit 11 strips met the criteria and shortlisted. These strips were then taken to patient groups for their ratings, etc. After feedback a draft formulary was produced</li> <li>Training events in 3 localities in Sept/Oct</li> <li>HH asked the LPC for thoughts on how to take this further. Forward any suggestions to RP or HH</li> </ul>		
<p><b>5. Approval of Minutes 20 May 2013</b></p> <ul style="list-style-type: none"> <li>Public Minutes - No amendments Proposed: JLu Seconded: RKH</li> <li>Matters Arising from Public Minutes <ul style="list-style-type: none"> <li>Waste - RP to follow this up</li> <li>CPAF - Is time line long enough? View is to see what happens. RP to liaise with Salim Issak</li> <li>Incident Report - JLu noted that has not heard anymore regarding the previous incident, but has had another. Need to make approach through CCG's</li> </ul> </li> <li>Private Minutes - Pg 1; Take Ketan's name of attendance list, Pg 1; Change start time to 1.30pm, Pg 5 - AOB, Gareth's Declaration; change to read 'intellectual property, including electronic or otherwise' Proposed: SA Seconded: SRJ</li> <li>Matters Arising from Private Minutes <ul style="list-style-type: none"> <li>Pharmacy2U - Not heard anything</li> <li>EPS - Invite someone from the EPS team for an update in Sept</li> </ul> </li> </ul>	RP  RP	



<p>meeting tomorrow. Will discuss branded generics</p> <ul style="list-style-type: none"> <li>• Minor Ailments Scheme (East CCG) - Dr Johnson is quite interested</li> <li>• NHS 111 - NL attending meeting and will report back</li> <li>• Pastoral Policy - This needs updating. Circulate policy to all for comments within 4 weeks to RP. NL, RJH &amp; AB to then group to make the changes. If an issue occurs before then use current document</li> <li>• Strategic Action Plan - 7 x areas. Red, amber, green system. Each area to have action plans.</li> <li>• JLu asked for bullet points of Chairs report to be circulated before the meeting. It was agreed that the Strategic Action plan will be sent with the agenda</li> </ul>		
<p><b><u>9. Communication &amp; Engagement - Secretary</u></b></p> <p><b><u>Engagement</u></b></p> <ul style="list-style-type: none"> <li>• RP showed a list of commissioners that she has engaged with so far</li> <li>• Healthy Living Pharmacies - JLu and RP met with Viv Parish. Agreed to re-energise the pharmacies involved. Extend pilot October to December, increase uptake of LES and provide support. Public Health has allocation of funding</li> <li>• RP highlighted CPD events and New Service Trials</li> <li>• Discussion re LLP options - RP to research and circulate before next meeting</li> </ul> <p><b><u>Communication</u></b></p> <ul style="list-style-type: none"> <li>• New Logo - already covered</li> <li>• Database - JLa has spent some time updating the contractors database with emails, etc. A section will be added showing what services contractors offer</li> <li>• Website - PSNC is a 3rd party portal; issues with copyright. RP has looked into the benefits of the LPC having their own website, hosted through Warwick University at an estimated total cost of £2,000. This was voted on: <ul style="list-style-type: none"> <li>▪ For - 9</li> <li>▪ Against - 0</li> <li>▪ Abstain - 1</li> </ul> </li> <li>• Newsletter - Not issued as information that would go on it has been emailed out to contractors anyway. (NL noted that a contractor has asked to see the private minutes. Agreed to put the private minutes on the new website when set up, but</li> </ul>	<p>RP</p>	<p>16/9/13</p>

<p>protect confidential items). Consider newsletter again when new website set up</p> <ul style="list-style-type: none"> <li>• AGM &amp; Theme - After discussion it was decided to write to contractors asking what they would like to hear. Forward ideas to RP</li> </ul>		
<p><b><u>10. Constitution &amp; Governance</u></b></p> <ul style="list-style-type: none"> <li>• Governance Policy - Already covered</li> <li>• Strategic Action Plan - Already covered</li> <li>• Treasurers Report - DG emailed budget statement and expenses prior to the meeting along with new version of Expense policy. Policy to be signed and returned to JLa <ul style="list-style-type: none"> <li>- Discussion re expense for preparing report. Is it reasonable to claim for amount of time taken to prepare the report? It was agreed that if a report takes up to 1 hour and over then expenses to be negotiated with Finance Committee. Votes: <ul style="list-style-type: none"> <li>▪ For - 9</li> <li>▪ Abstain - 1</li> <li>▪ Against - 0</li> </ul> </li> <li>- Discussion re Care Home issue and RJH's time taken to prepare email. NL noted that a line has been drawn under this</li> </ul> </li> <li>• Secretary's contract - Needs to be reviewed and formally responded to. DG is awaiting response regarding public liability</li> <li>• Contracts - No new applications received</li> </ul>		
<p><b><u>11. Any Other Business</u></b></p> <ul style="list-style-type: none"> <li>• Gift bought for DS, but as not in attendance present this at next meeting</li> <li>• SRJ's last meeting before going on maternity leave, but is hoping to attend the AGM</li> </ul>		

**DATE OF NEXT COMMITTEE MEETING: 16 September 2013**