

LEICESTERSHIRE & RUTLAND PHARMACEUTICAL COMMITTEE MEETING

Monday, 8th December 2014

The Peepul Centre, Orchardson Avenue, Leicester LE4 6DP

Present:	Sejal Gohil, Vice-Chair (SG) - Acting Chair David Wood (DW) - Chief Officer Susan Hind (SH) Veronica Horne (VH) (Absent 11am – 2pm) Jane Lumb (JL)	Syma Raza Jones (SRJ) Satyan Kotecha (SK) Adam Thomas (AT) Rajesh Vaitha (RV) Liz Harris (LH) - Administrator
Guests:	Kay Bestall, NHS England Team Jo Elliott, Smoking Cessation, Leics County & Rutland	

CLOSED SESSION

		<u>Action/ Deadline</u>
1.	<u>Apologies</u> Neena Lakhani (NL) David Smith (DS) Altaf Vaiya (AV)	
2.	<u>Introduction of new Chief Officer & Administrator</u> SG introduced and welcomed David Wood, Chief Officer and Liz Harris, Administrator to the Committee and advised that as part of their induction, Liz had attended a meeting with Nottinghamshire LPC and David, Norwich LPC.	
3.	<u>Declaration of Interests and Code of Conduct</u> DW stated that these needed to be in line with the PSNC LPC Governance Guide which looked to incorporate the Nolan Principles of good governance, and the importance of keeping these up to date to avoid any misunderstanding or conflicts of interest. RV had been “caretaking” these and the Confidentiality Declarations, and as some were still outstanding, it was agreed that templates be checked for consistency and emailed to all Committee members to complete, sign and bring to the next meeting. A spreadsheet will be maintained and arrangements made for the Governance Committee to retain copies. Copies will also placed on our website. The folder will be brought to all future meeting and at the start of each meeting, DW will ask the committee if there have been any amendments. DW reminded the committee that it must act in the best interest of all pharmacy contractors, notwithstanding whether they were elected by independent contractors or appointed by the CCA. Members need to be seen to be effective and with economical use of LPC funds. There had been some underlying issues recently and it was agreed that unless written evidence was available to support these, no further action could be taken. A culture of honesty and transparency was to be encouraged and if a committee member had any concerns or differences of opinion, they should talk openly at the meeting with confidentiality respected. If a majority vote is taken and agreed at committee level, this had to be supported.	LH 31.12.14 DW/LH DW
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	If written statements have been submitted to the committee and formed part of the meeting, they could appear on the LPC website as part of the Minutes, likewise, emails written to or between committee members outside of the meeting could be the discoverable should there be an enquiry, complaint, etc about the LPC committee.	<u>Action/Deadline</u> ALL
4a)	<p><u>Approval of Minutes – 15th September 2014</u></p> <ul style="list-style-type: none"> • Item 4: Minutes – 11th July 2014 – Removal of last sentence, 3rd paragraph. Action and date also to be removed. • Item 4: Minutes – 18th August 2014 – Confidential Minute • End of confidential minute • No breakdown of Committee expenditure had been provided by ML and no information provided to the Governance Committee. • Item 5: Review Sub Committee Report - Paragraphs 2 – 5 and 8 – 9 be removed • Item 8: Chair’s Report – Last paragraph – LPN materials still outstanding. • Item 11: Treasurer’s Report – Amend “distributed” to “agreed to distribute” <p>Proposed by JL Seconded by SRJ</p>	SK
4b)	<p><u>Approval of Minutes – 3rd November 2014</u></p> <ul style="list-style-type: none"> • Guests omitted from the Minutes were Rod Moore (City Public Health), Janine Delar (County Public Health) and Sue Cavell (GEMS CSU). • Item 2: Discussion around LipCo – Amend “does not” in the first sentence to “cannot” and remove the entry from “Member to Action”. • Item 4: Public Health Meeting – 2nd sentence – Amend wording to “The City PNA gives a sense that pharmacies are not”. • Item 9: Next Steps for the LPC Committee – Amend 2nd sentence to “Tim”. <p>Proposed by SK Seconded by SH</p>	
5.	<p><u>Matters Arising</u></p> <p>It was agreed that:-</p> <ul style="list-style-type: none"> • Minutes of committee meeting should be placed on our website. Check when last ones were added and update. • Any queries from contractors relating to committee meeting content should be referred to DW in the first instance. • All Sub-Committees to be reviewed, together with Terms of Reference • PNA – Covered in Item 11 • Whilst appreciative of committee members’ workloads, action points from committee meetings must be responded to prior to the next meeting. • The committee had received an apology from M Ibrahim re branded generic switching • Flu pilot figures from Tim Davies have still not been provided. <p>All other matters arising have been covered under specific Agenda Items.</p>	<p>DW/LH</p> <p>ALL</p> <p>DW</p> <p>LH</p> <p>DW</p>

		<u>Action/ Deadline</u>
6.	<p><u>Nominations/Election of Committee Members</u></p> <p>Independent Member Nomination: There had been five expressions of interest for the Independent contractor vacancy but only one contractor had submitted the additional documentation requested. Under Rule 15.6 of the constitution the committee has the right to make an appointment that it feels is appropriate. The committee did not feel it had sufficient information to make a nomination at this time so further information would be sought from the other four candidates that had expressed interest. These will be reviewed at the next committee meeting.</p> <p>Election of Chair: DW had emailed all committee members prior to the meeting for nominations for Chair to be submitted to him by 5pm on Sunday, 7th December 2014. SJR advised that she had not received this email and was given the opportunity to submit a private nomination but this was declined. SJR's email details to be checked. DW had received two nominations, SG and one for an independent Chair [REDACTED]. It was not known if [REDACTED] would be prepared to stand as Chair. A discussion took place on whether a non-pharmacist "Chair" could best represent all the contractors, or whether we should continue with an "Acting" Chair until the annual Executive Committee election in April 2015. SG left the meeting at this point. After discussion, it was agreed that SG be appointed Chair until April 2015 (6 for/1 abstention), and that given the additional duties that the Chair has to undertake, the payment of an Honorarium would be appropriate in addition to 'back fill' expenses where required. It was agreed to provide additional training and support to the Chair. SG returned to the meeting and accepted the offer of Chair.</p> <p>Election of Vice- Chair: Two nominations had been received for Vice Chair, SH and DS. SH was elected Vice Chairman after a majority vote in favour.</p> <p>Election of Treasurer. AT was elected Treasurer after a unanimous vote and advised that a previous LPC Treasurer (Danesh Patel) had offered to assist with this in the interim. It was agreed that AT be eligible for an Honorarium and appropriate "backfill".</p>	<p>SG</p> <p>LH</p> <p>DW</p>
7.	<p><u>PSNC Revised LPC Constitution</u></p> <p>Two thirds of all contractors have to agree to the changes in the Constitution and contractors must be given 28 days' notice to attend an EGM. Although a draft had previously been circulated in June 2014, it would be reviewed again and circulated with "tracking" changes to the committee prior to the next meeting on Monday, 26th January 2015. It was proposed that the EGM be held on Monday, 2nd March after the committee meeting, with consideration being given to a training event to encourage contractors to attend.</p>	<p>DW</p> <p>DW/LH</p>
8.	<p><u>Financial Control</u></p> <p>SH confirmed the bank had amended the address to enable statements to be forwarded to her pharmacy. SH and NL are current signatories and it was agreed:-</p> <ul style="list-style-type: none"> • Others need to be removed with meeting as soon as possible to rectify current banking issues, i.e. signatories, mandates, missing statements, e-banking. • AT to supply bank with necessary authority for LH to raise any LPC queries without being a signatory. • As no budget statements had been provided since July 2014, AT to address this as a matter of urgency and submit a budget for year to date and 1st quarter of 2015 at the next meeting in January. 	<p>AT/SH</p> <p>AT</p> <p>AT</p>

		Action/ Deadline
9.	<p><u>LPC Office</u></p> <ul style="list-style-type: none"> • Discussion on the office accommodation that had been viewed and potential locations becoming available in the new year, i.e. DMU, St John's Ambulance. It was agreed that SH's pharmacy address be used for post in the interim. • The virtual telephone number for the LPC to be transferred to LH's mobile. • Phone and laptop deal currently being negotiated with Scancom • Circular to be sent to all contractors with contact details 	SH SG DW
10.	<p><u>Locally Commissioned Services</u></p> <p>H-Pylori – No developments to report to the meeting</p> <p>Sexual Health – Tender opportunity for the City contractors with documentation submission date, 7th January 2015. As it was the same process as the county, SH agreed to prepare a checklist to circulate to the appropriate pharmacists. Information had also been circulated by the previous CO and this would be forwarded to DW.</p>	SH
11.	<p><u>PNA</u></p> <p>The County and Rutland PNA's have been submitted and the City PNA has to be submitted by 12th December. Concern expressed that as this PNA was somewhat critical of pharmacists, it was essential to emphasize the importance of pharmacists and the services they provide to the local community.</p>	SK/DW

OPEN SESSION

12.	<p><u>NHS England Area Team</u></p> <p>Represented by Kay Bestall, she advised that:-</p> <ul style="list-style-type: none"> • Another restructure was being undertaken with effect from April 2015, and the current team will become part of the South Midland Area led by David Sharpe. Full details of all the Areas and senior appointments will be circulated shortly. • CCG proposals had to be submitted by 7th January 2015 re: co-commissioning. The committee sought assurances that the Area Team would ensure community pharmacists were included in negotiations and Kay to provide LPC of all current co-commissions. • There had been a number of Assurance Visits during 2014 and contractors not complying had been given 4 – 6 weeks to rectify. Key observances, i.e. non submission of annual complaints summary and patient experience survey, lack of signposting, out of date leaflets, would be circulated to all contractors as an aide memoire. • A national audit to be completed by all contractors on the supply of emergency medicines will take place during one week in March 2015. • Quarterly data on MMS and MUR's had not been submitted and a request would be sent to all contractors that data from April to December 2014 must be submitted by March 2015. Kay was advised that some data had been submitted but she would check to ensure the correct details had been given. • List of pharmacy Christmas/New Year opening hours will be circulated to the LPC and Stakeholders next week and this will be added to our website <p><u>Jo Elliott – Stop Smoking Service</u></p> <ul style="list-style-type: none"> • The City stop smoking service ceases to be part of the NHS and will become part of Leicester City Council from 1st April 2015 and Louise Ross will be moving with the City team. The county team will be taken over by Quit 51, the only 	DW
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	<p>organisation to bid for the tender. Both services will vacate Valence Road. Information will be circulated to all pharmacists once known.</p> <ul style="list-style-type: none"> Results (City) - Quarter 2= 51% quit rate & 70% validation rate <p>Pregnancy pilot scheme. Currently 10 sites & approx. 10 advisors specially trained to see pregnant smokers exploring possibility of enhanced payments for treating pregnant smokers</p> <p>On 20th January 2015, there is a City pharmacy update at the Peepul Centre and the event will focus on E-Cigarettes.</p> <ul style="list-style-type: none"> Results (County) - Quarter 1&2=47% quit rate & 67%validation rate Consideration being given to setting up an electronic referral system for GP's in March 2015 to increase footfall. <p>Committee Meeting dates to be passed to both the above teams with invitations to attend the LPC Open Sessions when appropriate. Emma Aronica and Anna Murphy were unable to attend and will be invited to a future meeting.</p>	<p>Action/ Deadline</p> <p>LH</p>
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CLOSED SESSION

13.	<p><u>Chair's Report</u></p> <ul style="list-style-type: none"> Involvement in the recruitment of the new Chief Officer and Administrator, including initial inductions with SH and JL and invitations to attend Notts and Norwich LPC meetings. Attended an EPS meeting on SH's behalf. There have been a number of complaints from contractors that the code of conduct has been breached by pharmacists signing up patients without the patient's knowledge. Kirsty Tite to write to LPC to advise them of the contractors involved and a representative from the LPC will visit these pharmacists. DW has also been given permission to use the contents of an email circulated by another LPC to inform all contractors but to insert the word "informed" when consent is referred to. There was also an issue with 7 day scripts and dosette boxes being prepared for the whole month. Kirsty Tite to organise a meeting with heads of medicines management teams from all 3 CCGs, LPC and Kirsty Tite. JL advised that all contractors had been asked to attend a half day UIM Smartcard Management Training course at Gwendoline House on 13th January 2015 to revalidate her smartcards. It was suggested that the LPC offer some group training evenings to reduce costs. Possibility of community pharmacies to be involved in a TB treatment scheme aimed at immigrant populations with the principles of 1) treating in a primary care setting 2) Improving adherence 3) Reaching a wider population and possibly 4) screening for TB. DW and SG have further meeting in January at Glenfield to discuss. 	<p>DW</p> <p>SG</p>
14.	<p><u>Chief Officer's Report</u></p> <ul style="list-style-type: none"> Visited Norwich LPC meeting as part of his induction. Due to meet with CO at Notts LPC and Mike King, PSNC the following week. Website - Access is via the PSNC portal and needs to be looked at urgently to bring it up to date. A virtual calendar for noting Committee meetings, etc. to be considered. Minutes of meetings, summaries of Executive Committee discussion and signed Declarations of Interest also to be added. LH to arrange training via PSNC. 	<p>DW/LH</p>

		<u>Action/Deadline</u>
15.	<p><u>Contracts Sub-Committee Report</u></p> <ol style="list-style-type: none"> Your Pharmacy, Narborough Road, has reapplied for another change via the NHS England Team. Evidence to show less customers coming in a night but patients are using the service. Loughborough – Ben Collins - Agreed no significant change. 	<p>DW</p> <p>DW</p> <p>SH/LH DW LH</p>
16.	<p><u>Other Sub-Committee Reports</u></p> <ul style="list-style-type: none"> Governance No report Education & Training Agreed to have an LPC Training Evening for all contractors. Suggestions included CPD, CPPE, Diabetes Strips, CCG priorities. Sub-Committee to bring ideas to next meeting. All future training dates to be added to the website. Core Contracts No report PR & Social Media Twitter account on our website should be removed with immediate effect. Fastnet account passwords to be changed. <p>The subcommittee list was reviewed and amended as follows. A new list to be circulated:-</p> <p>Executive Committee – SG, SH, AT, DS, DW, + 1 committee member (as required). Finance, Scrutiny & Governance – SA, SK, RV (+ co-opt AT if required). Review Committee – VH, SH and JL. Pastoral & Mentoring - Disbanded. It was discussed that Chair and CO would normally deal with issues that normally fall in this remit. Training & Education – NL, SG, SA, SK. PR & Social Media – DW, AV, SRJ, DS. Contracts – SJ, SH and DS. Core Contract Issues – Disbanded. Any issues to be included under “Contracts”. PNA – Disbanded as all PNA’s have been submitted. Support from committee members will be asked for when needed. Service Priorities - Flu – Renamed “Service Development” – SK, DS, DW and other committee members if deemed appropriate. Service Priorities – Minor Ailments – NL, RV, DW. RV to copy DW in on previous emails to bring him up to date.</p>	<p>DW</p> <p>LH</p> <p>RV</p>

17.	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> Discussion around holding a social for all committee members. EHC training event be commissioned by CPPE for all contractors to address the issue of lack of training events for contractors. Pharma company sponsored training – can accommodate 40 people on one night and we could run more than one session around the region. <p>If trained in one county, why cannot this be recognised in other counties. Some not signed up for SLA – EllaOne PGD now available. SK has details for Schering for DW to follow to secure some sponsorship for above training event.</p> <ul style="list-style-type: none"> Levonelle PGD due to expire in March 2015 –SK and SG attending on Wednesday, 10th May as part of the working group working on the revision of the PGD Next Agenda to include: CCG – Waste Management AV to update? NIHR – Laura Buckley – Presentation by Neena 	<p><u>Action/Deadline</u></p> <p>SK/DW</p> <p>SG/SK</p> <p>DW/LH</p>
18.	<p><u>Meeting Dates 2015</u></p> <ul style="list-style-type: none"> Dates agreed: 26th January – Full Day meeting 2nd March – EGM – to agreed Constitution 20th April 18th May 22nd June - AGM LPC needs to be proactive, not just reactive and top 5 priorities to be agreed at the next meeting. LPC Development & Strategy Meeting to be held in January. All committee members must be present –After each LPC meeting, a resume to be sent to all contractors LH asked for consideration to be given to Sub Committee’s preparing reports and circulating prior to each committee meeting. This would give members time to evaluate and prepare any questions and also save time at the meeting and much note taking. 	<p>All to diarise</p>

The meeting was closed at 4.30pm and the Chair thanked the committee for their contribution.

Liz Harris
Administrator
December 2014

Amendments to Minutes (if any):

Signed as true and proper record:

Approved by.....

Date: