

Leicestershire

Local Pharmaceutical Committee

MINUTES OF THE PRIVATE MEETING

Date: Monday 21 st January 2013	Chairman: Sue Hind (Vice Chair)
Time: 11.00 – 5.30pm	Venue: Premier Inn, Braunstone Lane East, Leicester LE3 2FW

<p>Present: <u>LPC Committee:</u> Jane Lumb (JLu) Susan Hind (SH) Sejal Gohil (SG) Neena Lakhani (NL) Danesh Gadhia (DG) Rajni Hindocha (RH) Syma Raza-Jones (SRJ) Rafica Ahmed (RA) Rakhee Hindocha (RH) Anita Bagga (AB)</p> <p><u>In Attendance:</u> Gareth McCague (GMC) & Judith Lacey (JL) (GMC Healthcare Ltd) John Hind</p>	<p>Apologies: Prakash Dattani (PD) Divyesh Shah (DS) Ketan Patel (KP)</p>
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1.0	<p>Apologies/Announcements: Apologies: As above Declarations: None Announcements: None</p>	
2.0	<p>Minutes of last Meeting (Monday 26th November 2012): Proposed: NL Seconded: JLu</p>	
3.0	<p>Matters Arising from Minutes (not elsewhere on the agenda):</p> <ul style="list-style-type: none"> Minutes – Rajni H noted that the last meeting (November) was not quorate when it approved the October minutes. RH was concerned that the decision to terminate the contact with GMC was not expressly minuted in the October minutes, hence his concern about the status of that decision. JH proposed that a note be put in the January minutes, referring back to the October minutes, to clarify the above points made. DG pointed out that the notes from the October meeting indicated that a new £30,000 role would be established going forward. DG proposed (again) the proposal from the October discussion “Employ a full time person to support 	

	<p>administrative and secretarial role for the LPC at a budget of 30k per annum and if approved to serve GMC Healthcare Ltd notice of termination". Seconded: NL Votes for: 7 Votes against: 0 Abstention: 1 DG did ask GMC if he felt there was any injustice with his notice as it was not followed correctly. GMC confirmed, notwithstanding the process, that he acknowledges the notice served by the Chairman, Divyesh Shah, and that the contract does not require a reason to be given. GMC also stated that there were no legal issues arising with respect to the legal status of the notice. The Chair then asked the committee to approve the October and November minutes again.</p> <p>October Minutes (Superseding the proposal in November minutes) Proposed: Rafica Ahmed Seconded: Danesh Gadhia</p> <p>November Minutes: Proposed: Neena Lakhani Seconded: Jane Lumb</p> <ul style="list-style-type: none"> Derbyshire Community Pharmacy Network – GMC flagged that the invite for Graham Archer to attend today to discuss this was deferred, given that the Chairman would not be present. 	
4.0	<p>Matters Arising from Public Meeting (not covered elsewhere).</p> <ul style="list-style-type: none"> LPN – After a broad discussion on the importance of keeping an eye on this and attendance at the meetings, it was agreed that LPC should write to Salim Issak proposing Neena Lakhani (representing County) and Rafica Ahmed (representing City) as names to attend the LPN in the first instance. Repeat Prescribing Protocol – Comments circulated in red font by GMC to be considered by the LPC, edited and approved by this Friday. 	
5.0	<p>Chairman’s Report None – as not present</p>	
6.0	<p>Vice Chair Report</p> <ul style="list-style-type: none"> Secretary Role – SH noted that there had been one application received regarding the advert for GMC’s replacement. However, John Hind has been appointed as Interim Secretary and will attend meetings and take minutes. Admin Support – SH proposed that Judith Lacey provides clerical services to support the LPC and John Hind for two days a week at £11.00 per hour plus expenses. This will be for one month and then to reassess. All in favour. Data Protection – Rajni H sought assurances on the transfer of information and data. After discussion John Hind will clarify this with the PSNC. Fit for Purpose: <ul style="list-style-type: none"> Contracts Sub-Group – There is an SOP in place, but need to review the membership. At present the 	

	<p>group members are Jane Lumb, Danesh Gadhia and Sue Hind, but another member is required due to Ron Gregson's resignation from the LPC. It was suggested that another Boots CCA member is on the sub-group. Rakhee H volunteered, although she does not know enough. It was noted that training would be available.</p> <ul style="list-style-type: none"> - Proposed: Danesh Gadhia (on the basis that Rakhee H attends training) Seconded: Neena Lakhani - Communication – Discussions need to be finalised regarding Facebook, Twitter, etc. It was agreed to talk to PSNC regarding an LPC Facebook page and discuss at next meeting. - Newsletter – It was noted that November's newsletter was not sent out due to non-confirmation from the Chair. This was frustrating due to a lot of work and time being spent on it. It was agreed to tweak November's issue to bring it up to date and send it out in January/February. - NL flagged that a contractor wished to know the background of each of the committee members. After discussion it was suggested that the Chair should contact that particular contractor. - Innovation – GMC flagged that the development agenda requires a considerable measure of skills and experience, to include the ability to innovate. This should influence the person specification for the new paid officer/secretary role. • EPS – SH advised that she had not been to a recent EPS meeting, but has been receiving the notes. It was noted that there will be a pilot in Bushloe End, which will involve a lot of pharmacies in that area. Also from the notes, SH noted that an LPC representative is required at the meetings and that SH will be approached, but to date has not heard from them. • Notice of change of Secretary – GMC circulated a paragraph he prepared for the Newsletter and website regarding the change of the Secretary role. SH to tweak this and circulate. It was agreed that a letter should also be written to the contractors. Rajni H felt that we should wait for the Chair to return from leave, but it was felt that this would delay things too much. 	<p>Rakhee</p> <p>SRJ</p> <p>SH/DS</p> <p>DS</p> <p>SH</p>
7.0	<p>Treasurer's Report</p> <ul style="list-style-type: none"> • Budget Statement and Members expenses tabled (as appended). • Account Signatories – DG requested permission for a new signatory, Sue Hind, in place of GMC. There were no objections to this. • DG noted that there was an error on the October Budget Statement and will email an amended copy to the committee. <p> Budget State & Expense Sheet Nov 1</p>	<p>DG/SH</p> <p>DG</p>

	<p>Community Pharmacists to engage in the delivery of research studies in collaboration with Primary Care Research Network East Midlands and South Yorkshire (PCRN EMSY).</p> <ul style="list-style-type: none"> LMSG Role – NL asked Sejal if she would like to take back her role as LPC representative at the LMSG meeting (after her return from maternity leave). SG advised that she was happy for NL to continue. 	NL
12.0	<p>Correspondence & Enclosures: The Chair requested that anyone who was allocated a PCLs on the agenda should email a short summary to all the committee.</p>	ALL
13.0	<p>AOB:</p> <ul style="list-style-type: none"> A question was raised about Divyesh and his Medicines Management tender and work for the CCG in relation to his conflict of interest. An explanation from would be required. SH thanked GMC for all of his hard work over the past twelve years as LPC Secretary. 	
14.0	<p>Date of Next Meeting: Monday 18th March 2013 – half day meeting starting at 1.30pm (12.45pm buffet lunch)</p>	
15.0	<p>LPC Confidential Session None.</p>	
	CLOSE	

Amendments to Minutes (if any):

Signed as a true & proper record:

Approved by ----- Date -----
Divyesh Shah Chairman