

LEICESTERSHIRE & RUTLAND PHARMACEUTICAL COMMITTEE MEETING

Monday, 18th May 2015

The Peepul Centre, Orchardson Avenue, Leicester LE4 6DP

Present:	Sejal Gohil (SG) – Chair	Neena Lakhani (NL)
	Shezad Alimahomed (SA) – Vice Chair	Altaf Vaiya (AV)
	Luvjit Kandula (LK) - Chief Officer	Satyan Kotecha (SK)
	Adam Thomas (AT) (Treasurer)	Syma Raza Jones (SRJ)
	Sue Hind (SA)	Rajesh Vaitha (RV)
	Veronica Horne (VH)	Mohammed Ibrahim (MI)
	Jane Lumb (JL)	Liz Harris (LH) - Administrator
	Phil Maslin (PM)	

As a Vision and Strategy Day had been planned for today, there was only a brief Agenda concentrating on action points from the previous meeting.

1.	<u>Apologies for Absence</u>	<u>Action</u>
	None	
2.	<u>Declaration of Interests and Code of Conduct</u> No additional declarations of interest or conflicts of interest declared. Spreadsheet has been set up and will be circulated to all committee members for approval prior to it being added to our website.	LH
3.	<u>Approval of Minutes (2nd March 2015)</u> Agreed amendments made to the original minutes and signed off by the Chair and will be added to our website. <u>Approval of Minutes (20th April 2015)</u> Item 13 Open Session – Spelling of Priya’s surname is Chavda, not Chauhan. Minutes to be corrected prior to signing off and adding to website.	LH
4.	<u>Matters Arising</u> 20.4.2015 <ul style="list-style-type: none"> • Nomination & Election of Executive Committee - Website has been updated to reflect changes and revised contact sheet circulated to members of the Committee. NFA • Terms of Reference for Each Sub-Group - These have been drafted and circulated to Committee members. • Flu Pilot Analysis (Tim Davies) - There has been resistance to review the evaluation. • Health & Wellbeing Boards – Awaiting response from LPC approach. • Contractual Standards List - Still awaited from Seema Gaj. NHS Team Meeting on 30th June to agree and forward to LPC to circulate to contractors and add to website. • Domiciliary MUR’s LK still awaiting response from her requested to Salim Isaac (NHS England Team) to confirm in writing the process for pharmacists to conduct these. • Halitosis Machine - NL trying to obtain one for awareness week. • Item 7 – LPC Self Evaluation – Pharmaoutcomes – This has been completed and LK has submitted to PSNC. NFA • Item 9 – PNA’s - Assessment needs to establish areas of concern have been carried out by LK and SG. 	LK LH SG/LK LH/LK LH NL Ongoing

		Action
4. cont/.	<p>Item 10 – Chair’s Report</p> <ul style="list-style-type: none"> • LK has met with Mike King (PSNC) and will feedback information on finances and structure to the Governance Meeting on Tuesday night. • Minor Ailments: <ul style="list-style-type: none"> ~ West Contractor Event to be held to carry out “red flag” training to increase uptake. Contractors to be urged to liaise with GP practices to improve working relations. Emma Aronica to be asked to present. Proposed date 2nd June. ~ LK & MI to consider putting a proposal together for East CCG. ~ Jeremy Bennet and Lesley Gant are in the process of reviewing funding for future minor ailment schemes to increase uptake without additional resource • Emergency Supply Service – LK met with Rupinder to discuss zero/low activity levels. This was followed up by an email to check pilot end date and next steps and response is awaited. • QIPP – LK reported that CCG was planning to sign this off and would be difficult to change at this stage, despite concerns expressed by LPC on the recommendation of branded generic switching. • ESPLPS Contracts – It was agreed that it was not the LPC’s responsibility to advise Salim (NHS England Team) re contractors providing additional services. LK to contact him. • CCG Relationships – LH has written to all three CCG’s giving them all the dates for future LPC meetings and asking them if they could attend on a rotating basis. Nothing has yet been heard and LH to pursue but LK and SG due to meet them prior to next meeting. • TB Screening – Update awaited from SG following last meeting on 27th April. • Training event support from Chiesi – Update needed on future training programmes following meeting with CCG’s. • Dental Awareness Public Health Campaign – LH had agreed that if Public Health supplied her with electronic copies of the documentation to be posted out to City Contractors w/c 18th May, she would circulate this to all City contractors with a copy of explanatory letter and a request to support. NFA • Antibiotics Awareness Campaign – Awaiting to hear from CCG’s re publicity material. • Information Gathering – LK in the process of establishing commissioned services being offered across all contractors, including start and expiry dates to aid forward planning. • GP and Pharmacist joint training to be considered going forward to provide quality assurance and standardisation. Possibly consider For Polypharmacy project as funding options are explored. <p>Item 13 – Open Session</p> <ul style="list-style-type: none"> ~ National C (Condom Card) Scheme – Liaise with Ragina Champeneri re timing of Contractors signing up for this service. ~ Tim Harrison – De Montfort University – Possible support to identify pharmacy sites for research purposes. ~ Priya Chavda (NHS England) – She is checking on a Vanguard Site query. Meeting to be set up with LPC and NHS England team as contractor application results were not being communicated to the LPC and deadlines could be missed. ~ Quit 51 – E cigarette posters awaited from Louise Ross. It was suggested that all pharmacists offering the Stop Smoking Service should train all their staff on how to refer patients. 	<p>LK</p> <p>LK/SG</p> <p>LK/MI</p> <p>LK</p> <p>LK</p> <p>LH SG/LK</p> <p>SG</p> <p>SG/LK</p> <p>SG LK</p> <p>SG/LK</p> <p>LK</p> <p>ALL</p>

		Action
4. Cont/.	<p>Item 14 – Contracts Sub-Committee - LK and JL met to discuss the redesign and updating of grid for Contract applications. Once new format agreed, grid to be sent to Salim (NHS England Team) who had agreed to update it and return. New format to be adopted from 2015.</p> <p>Item 15 – Other Sub Committee</p> <p>Governance RV In the process of arranging Employer Liability Insurance but employee pensions still needs to be addressed.</p> <p>LH advised that the Social & Networking Policy previously circulated by SK and approved by the Committee at the last meeting related to staff members as opposed to LPC Committee Members. It was agreed the document would be revised accordingly and circulated to all committee members to individually sign. A copy of this would be added to the website and incorporated on the spreadsheet held in the Governance file.</p> <p>Education & Training It had been agreed that a section on our website would be devised to alert contractors to various training events but with a clear disclaimer that the LPC did not endorse the events but were merely bringing them to contractors’ attention. LK advised that following a recent website meeting, it was obvious that our website needed to be overhauled but this would take a few weeks but the above would be taken into account for the future.</p> <p>PR & Media Newsletter to be produced to introduce new CO, Committee and various topics previously discussed. Draft structure in place which will be circulated after the meeting.</p> <p>Item 16 – Any Other Business</p> <ul style="list-style-type: none"> • SK reported he and LK had attended an MOC Conference at the end of April but were not able to present but would email the Committee details of the day. • Consideration to be given to liaising with CCG Prescribing Leads & GPs if PSNC advise of stock shortages. LK liaising with CCG’s to check if this is required. • NPA has been advised of AGM date change and has confirmed still OK. • Garry Myers has been emailed all the dates to end of March 2016 and invited to attend meeting on 15th June. Awaiting response. • As Boxing Day falls on a Saturday this year, contractors will need to apply to change hours 90 days prior to this. Advice to be sent out later in year. • NL to provide Terms of Reference following her request that a representative from the LPC attends the East Midlands Research Group. • Consideration to information about accreditation for Research Ready be added to our website and newsletter. • Committee to let NL know before end of August if interested in utilising a pharmacy student to carry out audits, etc. • Feedback from recent LPN Assembly meeting to be circulated to the Committee. 	<p>JL/LK LH</p> <p>RV</p> <p>LH</p> <p>LH</p> <p>LK/LH</p> <p>LK/AV & SRJ</p> <p>SK</p> <p>LK</p> <p>LH</p> <p>LK</p> <p>NL</p> <p>NL/LK</p> <p>ALL</p> <p>SK</p>
5.	<p><u>Chair’s Report</u> The Chair was absent due to a family bereavement.</p>	
6.	<p><u>Chief Officer’s Report</u> To be circulated separately.</p>	LK

		<u>Action</u>
7.	<p><u>Treasurer's Report</u></p> <ul style="list-style-type: none"> • AT circulated up to date figures and confirmed that he was in the process of appointing auditors to check accounting before preparation of final accounts for the AGM in September. • A number of cheques had still not yet been cashed for the year end and it was agreed going forward that any cheques received by Committee Members should be paid in within a 3 week period. No acknowledgement has yet been received from R Hindocha. • AT is due to attend the dedicated PSNC Finance Day on 24th November 2015. • A meeting of the Finance Sub-Group to agree budgets for the new financial year was due to take place on 19th May 2015. 	ALL AT/LK
8.	<p><u>Any Other Business</u> All incorporated above</p>	
9.	<p><u>Date of Next Meeting</u> Monday, 15th June 2015 – 9.00 am at Peepul Centre.</p>	ALL

LH/27.5.2105

Signed by Chair:

Date: