

## LEICESTERSHIRE & RUTLAND PHARMACEUTICAL COMMITTEE MEETING

Monday, 20<sup>th</sup> April 2015

The Peepul Centre, Orchardson Avenue, Leicester LE4 6DP

<b>Present:</b>	Sejal Gohil (SG) – Chair	Neena Lakhani (NL)
	Susan Hind (SH) – Vice Chair (am only)	Altaf Vaiya (AV)
	Luvjit Kandula (LK) - Chief Officer	Satyan Kotecha (SK)
	Adam Thomas (AT) (Treasurer) (am only)	Syma Raza Jones (SRJ)
	Shezad Alimahomed (SA)	Rajesh Vaitha (RV)
	Veronica Horne (VH)	Mohammed Ibrahim (MI)
	Jane Lumb (JL)	Liz Harris (LH) - Administrator
	Rachel Willey Pre-Reg (Well Pharmacy as an observer)	

### CLOSED SESSION

SG welcomed Luvjit Kandula (new Chief Officer) and Mohammed Ibrahim (new Independent Committee Member) to the Committee.

		<u>Action</u>
1.	<b><u>Introduction to New Chief Officer</u></b> LK gave a brief overview of her career to date and hoped to meet all members of the Committee individually over the next few weeks.	
2.	<b><u>Apologies</u></b> Phil Maslin	
3.	<b><u>Declaration of Interests and Code of Conduct</u></b> LK and MI duly signed Code of Conduct and Declarations of Interest and Confidentiality Agreements prior to the meeting. Rachel Willey, (pre-Reg Well Pharmacy) also signed a Confidentiality Agreement. NL declared an additional Declaration of Interest. Spreadsheet to be updated and added to website, together with templates of both documents.	LK/LH
4.	<b><u>Nomination and Election of Executive Committee – 2015/2016</u></b> Nomination for Chair received from Sejal Gohil. As There were no other nominations for Chair, Sejal Gohil was elected as Chair. Nomination for Treasurer received from Adam Thomas. As there were no other nominations for Treasurer, Adam Thomas was elected as Treasurer. Two nominations were received for the vacancy of Vice President. Both were asked to explain why they wanted to be elected and what strengths they could bring to the Executive Committee. Following a committee vote, Shezad Alimahomad was elected. Two nominations were received for the Independent vacancy and following a committee vote, Neena Lakhani was duly elected. Committee details to be updated, circulated to the committee and added to website.	LH
5.	<b><u>Approval of Minutes – 2<sup>nd</sup> March 2015</u></b> The minutes of the meeting on 2 <sup>nd</sup> March 2015 were agreed, subject to the following amendments:- Item 9 – Minor Ailments – NL is also part of the implementation group Item 10 – Chair’s Report – NL or RP have not previously attended Health & Wellbeing Board Meetings. Minutes to reflect these changes prior to being signed off and added to website. Proposed by SH and seconded by SRJ.	LH

	<b>Matters Arising</b>	<b>Action</b>
6.	<p><b>8.12.2014</b></p> <ul style="list-style-type: none"> <li>• Social Networking Policy – See Item 15.</li> <li>• It is understood that all previous minutes from 2014 have now been reviewed and added to the website. NFA</li> <li>• Terms of Reference to be devised for each Sub-Committee once LK has met with all the committee members.</li> <li>• Flu Pilot analysis to be obtained from Tim Davies via Sue Birchenough.</li> </ul> <p><b>26.1.2015</b></p> <ul style="list-style-type: none"> <li>• Dental Awareness week – 18<sup>th</sup> May 2015. AV has attended a meeting with Jasmine Murphy and the LPC has agreed to alert all community pharmacists when the promotional packs have been distributed, advising them what to look out for and attaching an electronic version of posters, etc. NL advised there may be money available to have halitosis machines in community pharmacy in Sept/Oct this year but she would endeavour to obtain one for the awareness week.</li> <li>• Seema Gaj from NHS England Team is devising list of areas in pharmacies that consistently fell short of contractual standards. When received this would be added to the website and contractors advised.</li> <li>• DBSs for Domiciliary MURs – Ben Collins from NHS England Team has confirmed these can be processed free of charge. This information would be added to our next newsletter to contractors.</li> <li>• SG asked the CO to write to Salim Issak to confirm in writing the process for pharmacists to conduct Domiciliary MURs as in past there has been blanket permission from Salim Issak</li> </ul> <p><b>2.3.2015</b></p> <p><b>Minor Ailments Scheme</b> – This was a commissioning issue between the LPC and CCGs. Meetings to be set up once outcome of Jeremy Bennett’s presentation known. Clearly issues re GPs and lack of knowledge with pharmacies. Training evening to be arranged for scheme already commissioned in West Leicester CCG.</p> <p><b>Health &amp; Wellbeing Boards</b> - Important that at least two LPC members are invited to attend these meetings to ensure pharmacy representation.</p> <p><b>Website</b> - Old website has been removed. Virtual calendar for access by committee members to be set up.</p> <p><b>EPS</b> – It was agreed that the draft letter SK had circulated to counteract information contained in the flyers being sent to patients by Pharmacy2U would not be used in its current state, and that pharmacy staff speaking to patients direct to explain the service would be more effective.</p> <p>All other matters arising have been covered under specific Agenda Items.</p> <p>It was agreed that a separate action sheet would be circulated with the minutes and it would be the responsibility of each committee member to ensure their actions had be completed and the Administrator advised prior to the next Committee Meeting.</p>	<p>ALL LK/SG</p> <p>LH NL LH LK LK</p> <p>SG/LK LK/LH SG</p> <p>LH ALL</p>
7.	<p><b>LPC Self Evaluation – Pharmaoutcomes</b></p> <p>PSNC has devised this to help LPC’s evaluation current status on various issues, and in due course, the LPC will need to submit this to the PSNC. LK had circulated this prior to the meeting as it was important for the committee to agree priorities before the Visioning &amp; Strategy Day. The committee completed the self-evaluation collectively. LK to submit the responses to PSNC.</p>	

		<b>Action</b>
8.	<p><b>Visioning Day – 18<sup>th</sup> May 2015</b></p> <p>Prior to the next meeting, committee members were asked to devise a Mission Statement which could be adopted by the LPC. Novartis would facilitate the event and LK would gather pertinent information based on the outcome of the Self Evaluation and during her 1-2-1's with individual committee members.</p> <p>It was imperative that all committee members attend this Visioning Day and it was agreed that a brief Committee meeting would be held on the same day, commencing at 9am for 1 hour purely to go through Minutes of the last meeting and any action items. Prior to this event, all committee to carry out a self-evaluation via the PSNC website.</p>	<p>ALL</p> <p>LK</p> <p>ALL to note</p>
9.	<p><b>PNA's</b></p> <p>Final documents have now been published. Both the City and County to be forwarded to MI. Thorough assessment needs to be carried out to establish areas of concern.</p>	<p>LH</p> <p>LK/SG</p>
10.	<p><b>Chair's Report</b></p> <ul style="list-style-type: none"> <li>• Attendance at <b>PSNC Regional Conference</b> at Nottingham. Useful networking opportunity. Other LPCs shared their experience of Pharmaoutcomes evaluation. Received a brief update on PSNC negotiations on global sum, discussion on Gabapentin and shortage of margin delivery.</li> <li>• Attended a '<b>polypharmacy</b>' meeting held collaboratively with all 3 CCGS, LPC and LPT. Discussed a potential multi-disciplinary training event, focussed on NICE guidance on top 10 drugs causing hospital admissions and targeting those patients via MURs. This will ensure buy-in from GPs too.</li> <li>• <b>Induction</b> of new CO. Face to face meetings giving details of various work streams and identifying key contacts and key priorities. Shadowing organised with two different CO's from excellent LPCs. CO attended PSNC day for new members. CO to organise to meet Mike King.</li> <li>• <b>Minor Ailments</b> – West Leicestershire CCG Service uptake low. Met with Raj Vaitha and Syma Raza-Jones to discuss the service and help support uptake. Referred Sainsbury's in Loughborough to Raj to follow through. Have picked up more promotional material from Ann-Marie Harrison to give to contractors and also asked her to distribute promotional material to contractors and to increase GP engagement to drive up service uptake. Service was commissioned until March 2015 but now extended until 30<sup>th</sup> June 2015. Anne-Marie has put in a bid for more funding to extend the service beyond June. This service discussed at length with new CO and CO has a meeting arranged for 21<sup>st</sup> April with Anne-Marie to discuss further.</li> </ul> <p>Arranged a meeting with Emma Aronica from Loughborough's Urgent Care Centre to see how Minor Ailments and Emergency Supply Service operate. Emma was also shown what role a community pharmacist plays and was very impressed and she had not realised the skill set we have.</p> <p>A contractor training event is being planned with a view to using a Clinician from Urgent Care Centre to do 'red flag' training' for contractors with a view to increasing uptake.</p>	<p>LK</p> <p>LK/SG</p>

		<u>Action</u>
	<ul style="list-style-type: none"> <li>• <b>Minor Ailments - City</b> – Alerted to a problem with Minor ailments provision in City on 1<sup>st</sup> April due to tokens expiring. There was a problem with the system. Liaised with Lesley Gant and her team and Liz Harris and message cascaded to all City contractors acknowledging the problem and requesting paper records made until normal service resumed.</li> </ul>	LK/SG
	<p>Consideration to be given to putting a proposal together for East CCG. MI to speak to LK.</p>	LK
	<ul style="list-style-type: none"> <li>• <b>Emergency Supply Service</b> West Leicestershire CCG – Service was due to end 31<sup>st</sup> March 2015 but has now been extended until 30<sup>th</sup> June 2015. A bid for further funding has been put through by Rupinder Gill to extent the service even further. Promotional material printed for distribution to contractors. A meeting arranged with Rupinder Gill and new CO to discuss ways of increasing uptake. A plan put together with CO to contact zero/low activity levels contractors first and understand their issues. A meeting is scheduled with CO on 21<sup>st</sup> April 2015. Some stores have seen NHS111 referrals.</li> </ul>	LK
	<ul style="list-style-type: none"> <li>• <b>Smoking cessation</b> – City. I received a call from Satyan re smoking cessation SLA in City. Old SLA expired 31<sup>st</sup> March and new to start 1<sup>st</sup> April. However, LCC were going to change contractor payments from monthly to quarterly without discussing it with LPC. I contacted Louise Ross, Sabina Khan and lobbied Rod Moore. I managed to get them to stop pushing that change through and now in negotiation with them.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>QIPP</b> – met with Anne-Marie from West Leics CCG with regards to their QIPP priorities. They are recommending branded generic switches. I have personally lobbied against it but have met with strong opposition. CO to pursue this further on 21<sup>st</sup> April.</li> </ul>	LK
	<ul style="list-style-type: none"> <li>• <b>ESPLPS contracts</b> – Received communication from Salim Issak asking if LPC wants the ESPLPS contractors to provide any additional services.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>CCG relationships</b> – All 3 CCGs keen to meet with LPC and discuss various issues and ways of this meeting was scheduled for 11<sup>th</sup> March. Chair attended with Shezad Alimahomed and Liz Harris. Very positive meeting with good relationships being built. It was agreed that going forward we would meet bi-monthly. All 3 CCGs keen to attend LPC committee meetings on a rotational basis as before. Liz to email them all dates of forthcoming meetings.</li> </ul>	LH
	<ul style="list-style-type: none"> <li>• <b>TB screening</b> – Ongoing project meeting at Glenfield Hospital with DW, whereby two potential services could be commissioned in Leicester City as a pilot. This pilot is in final stages of planning. Next meeting 27<sup>th</sup> April.</li> </ul>	SG/LK
	<ul style="list-style-type: none"> <li>• Chair and CO met with <b>Chiesi</b>, who is very willingly to support some training programme for community pharmacists. Action point for Chair and CO to pursue a potential project with CCGs further.</li> </ul>	SG/LK

	<ul style="list-style-type: none"> <li>• <b>Dental awareness programme</b> planned to run through all City pharmacies. Our mailing list shared with Public Health City to distribute promotional material for 18<sup>th</sup> May 2015.</li> <li>• <b>AF – Check your pulse campaign</b> discussed with Hardeep Bagga from City CCG. A meeting with CO and Shezad or Sat planned for 30<sup>th</sup> April.</li> <li>• <b>Antibiotics awareness campaign</b> discussed with all 3 CCGs and LAT to be co-ordinated through all pharmacies. Awaiting to hear from CCGs with regards to publicity material.</li> <li>• <b>Information gathering</b> Start collating information about commissioned services across Leicestershire, County and Rutland consulting and gathering information and contacts to establish status.</li> <li>• 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.</li> <li>• Branded generics approved by MO team to be addressed with CCG to ascertain status and protect community pharmacy contractors. Consider advice from the PSNC.</li> </ul>	<p><b>Action</b></p> <p>LK</p> <p>ALL</p> <p>SG/LK/SK</p>
11	<p><b>Chief Officer’s Report</b></p> <p>As David Wood had left the LPC at the end of March and the new Chief Officer due to start on Monday, 13<sup>th</sup> April 2015, there was no report but some items covered by the Chair in her report. However, the Committee was advised that prior to DW leaving, he had arranged for the Emergency Supply Service to be extended over the Easter and the appropriate SLA circulated to participating contractors.</p>	LK
12.	<p><b>Treasurer’s Report</b></p> <ul style="list-style-type: none"> <li>• A list of cheques issued and copies of bank statements were circulated at the meeting. AT expressed concern at the lack of financial information available due to the restructuring of the LPC during 2014 but hopes to provide year end accounts at the next meeting.</li> <li>• There are some NHS budget guidelines available and the Finance Sub-Committee and LK will meet to set budgets for the new financial year.</li> <li>• SG to forward on LK’s details for payroll purposes and book-keeper appointed for an hour a month to process payroll from April 2015.</li> <li>• Cheque send to R Hindocha but no acknowledgement received.</li> <li>• Outstanding invoices for the “Cloud” have now been paid and access available to historical information.</li> <li>• Barclays has not been overly helpful but AT has at last managed to set up account locally at Narborough and is changing LPC office details to reflect Brandon Street, not the Fleckney address.</li> </ul>	<p>AT</p> <p>AT/LK</p> <p>SG</p>

## OPEN SESSION

		<u>Action</u>
13.	<p><b>Katty Bailey – East Midlands Operations Manager – Quit 51 + Louise Ross</b>            Katty gave a brief overview of the new structure, update on targets and initiatives. Contact details below which we need to add to the LPC Website.            Locality Leads – West CCG = Zahida Niazi (07500 037837)  <a href="mailto:Zahida.niazi@nhs.net">Zahida.niazi@nhs.net</a>            East CCG = Jo Elliott – no change in current details            City = <a href="mailto:Katty.bailey@north-51.com">Katty.bailey@north-51.com</a> (07795 283675)            Patient Link = 0800 6226968</p> <p>A query was raised on referrals for patients who chew tobacco and Katty confirmed that whilst the referral would not be rejected, Quit 51 would work with the patient on the behavioural side. The committee was advised that E Cigarette referrals had decreased but follow-ups had also decreased at the 4 week stage. She would arrange for appropriate posters to be sent to the LPC. Another query re Shisha pipe smoking was discussed. Research had been carried out on behalf of the City and Quit 51 were trying to educate the GP’s and other healthcare professionals that these pipes are at least as harmful as smoking from the respiratory point of view. It was suggested that all pharmacists offering the Stop Smoking Service should train all their staff on how to refer patients.</p> <p>Louise confirmed that all patients are on a computer system which automatically identifies follow ups.</p> <p><b>Jeremy Bennett, Strategy &amp; Planning Support Officer, Leicester City CCG</b>            JB advised that whilst additional funding had been requested to re-launch the Minor Ailments Scheme, this had not been forthcoming. JB and Lesley Gant were now reviewing the current scheme to see how uptake could be expanded without additional resources, i.e. limit entry or formulary, flexibility of capping mechanism.</p> <p><b>Ragina Champeneri – Sexual Health - Maureen Gallagher</b>            RC thanked the Committee and advised that there was a new, national C (Condom) Card Scheme for patients 13 – 24 years old. She circulated a flyer giving full details of how the confidential service works and confirmed that it was being launched in Oakham on 21<sup>st</sup> April and rolling out in the city later this month. She wanted to engage pharmacies into becoming distribution sites. Whilst the service was unpaid, all sites would appear on their website and Facebook page and footfall would be increased by people using the pharmacy. Training takes 20 minutes and the same team would train to ensure consistency. Consideration to be given to contractors signing up for this when attending the AGM.</p> <p><b>Tim Harrison – PG Pharmacy Team, De Montfort University</b>            Tim gave a brief overview of his background. He is a qualified pharmacist who had 3 stores in Northampton which he sold a few years ago. Tim has also worked as a consultant for CCGs conducting Contract Monitoring Visits. As part of this role, he appreciated that pharmacists have numerous record keeping styles and he is currently working on a record keeping project with links to GPs which would ensure that consistent patient records are retained. Possible support may be sought to identify pharmacy sites for research purposes.</p>	LK

	<p><b>Priya Chavda from NHS England, Central Midlands (Sub Region)</b> attended.</p> <p>Annual declaration process – previously had been paper based but this June, an electronic version to be considered going forward. Explore options</p> <p>Following the latest restructure in the CCG with regards to Co-commissioning NHS England team has realigned within CCGS. Future contacts would be Kay Bestall for West CCG, Salim Isaak and Amanda Harrison for East and Priya, Seema Gaj and Lesley Harrison for the City.</p> <p>Query on Vanguard Sites over the next 6 months. Priya to check.</p> <p>JL advised Priya that NHS England was not communicating contractors’ application results to the LPC and concern was expressed that LPC deadlines to respond may be missed. Following the new team structure, there is a regular meeting every Wednesday and Priya will take this concern back to that meeting and said she would send a list to the LPC an update of all outstanding applications.</p>	<u>Action</u>
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**CLOSED SESSION**

14.	<p><b><u>Contracts Sub-Committee Report</u></b></p> <p>It was reported that the NHS Area Team had not been communicating effectively with the LPC on applications despite a number of emails requesting information on outstanding matters. JL advised that the spreadsheet used needed to be redesigned and a meeting would be set up with the Sub-Committee, LK and LH to agree the way forward.</p>	JL/LK & LH
15.	<p><b><u>Other Sub-Committee Reports</u></b></p> <p><b>Governance</b> - Discussion took place re Employer Liability Insurance for the LPC. Sub Committee to look into this and arrange if necessary, together with ensuring the LPC is covered by the government ruling on employee pensions.</p> <p>Prior to the meeting, SK had circulated a proposed Social &amp; Networking Policy to be adhered to by all committee members. This was proposed by SA, seconded by RV and duly adopted. Such Policy will be placed on the website alongside the template for Declarations of interest.</p> <p>It was reported that a Locum Agency had been circulating information and claiming to be affiliated to our LPC. Following a discussion with this Agency, the CCG’s and Medicines Management, this statement has now been retracted and confirmation received that the LPC did not endorse this circular.</p> <p><b>Education &amp; Training</b></p> <p>AV had asked if the LPC could advise all contractors that a training event was being held on Vitamin D but concern was expressed that as the LPC was not involved in the actual training or sponsorship, the LPC could be seen to be endorsing training events other than those organised by the LPC itself. After discussion, it was agreed that a section on our website could be devised to alert contractors to various training events being held in the City and County but with a clear disclaimer that the LPC does not endorse these events, merely bringing them to contractors’ attention. Further discussions to take place on the Visioning Day on 18<sup>th</sup> May, together with ideas for events for the remainder of the year.</p>	SK/RV SA  LH       SK LK LK

		<b>Action</b>
	<p><b>PR &amp; Media</b> – Responsible for devising regular newsletters for contractors. First newsletter to contain information about current committee, new Chief Officer, office location, DBS for domiciliary MUR's and other appropriate items. A copy of the South Staffs LPC recent newsletter to be circulated.</p> <p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>• SK advised that LK would be going to future IMT Meetings and that he would advise future dates</li> <li>• SK to attend MOC Meeting on 30<sup>th</sup> July.</li> <li>• SK has been invited to a Development Meeting to give consideration to NHS being provided public WIFI access. Email with details to be forwarded to LK.</li> <li>• SK had been invited to attend a Midland Strategy Meeting. As there was not an awareness that diabetes checks could be incorporated into MUR's, SK to contact Bernie Stribling to present at Diabetes Optimisation meeting in June. Meeting already set up for SK and LK to meet with Bernie.</li> <li>• LMSG – Quality and implementation of guidelines – LMS – Inhaler Technique – Proposal for MAR sheet provision for commissioning being developed for submission possibly funded through pharma or ABPI RIG.</li> <li>• Consideration to be given to liaising with CCG Prescribing Leads and GPs on a regular basis following PSNC's notification on stock shortages.</li> <li>• Next 12 months' committee meeting dates discussed and agreed. AGM meeting date changed to accommodate for Ramadan.</li> </ul>	<p>LK SA</p> <p>SK</p> <p>SK</p> <p>SK</p> <p>LK</p>
17.	<p><b><u>Any Other Business</u></b></p> <ol style="list-style-type: none"> <li>1. SK &amp; LK to ask if they can present at the MOC Roadshow on 30<sup>th</sup> April</li> <li>2. AGM – NPA has agreed to present next steps of GPPhC but need to be contacted with change of date.</li> <li>3. Garry Myers to be given dates of all future meetings and be invited to attend on an ad hoc basis. Consider invitation to be extended to AGM</li> <li>4. 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</li> <li>5. NL advised she was the Community Pharmacy Research Champion for the East Midlands Research Group and asked if a representative from the LPC could support this group. The Group meets 3 times a year and before a decision was made, NL asked to obtain and circulate the Terms of Reference. Any pharmacies involved will need to have training and accreditation to become Research Ready. Contact NL for further clarification if required. Consider the Information being added on the website and our newsletter once structures are in place. PINCER intervention is also being published demonstrating the intervention of pharmacists in GP practice having a positive outcomes for reducing ADR'S. Results of trial being fed to local NHS and CCG's. Possibility of Height, weight and BMI checks for patients on antipsychotics.</li> <li>6. NL provided opportunity for audits in Pharmacy through students on current topics of interest. If you want to do an audit, we can utilise a pharmacy student under supervision of an academic. Provide information to Neena if interested by end of August The audit period is Oct to March 2015</li> </ol> <p><b>LPN Assembly meeting on Wednesday in London with attendance from LPN chair of Lincolnshire and Leicestershire – Avril McDermott and SK as LPN member and Chair for Arden. Hereford and Worcester. Feedback updates to committee</b></p>	<p>LK/SK</p> <p>LH</p> <p>NL</p> <p>NL</p> <p>SK</p>



20.	<p><b><u>Date of Next Meeting 2015 and Future Dates</u></b></p> <p>Monday, 18<sup>th</sup> May – 9.00 am followed by Visioning &amp; Strategy Day from 10.00 am  Monday, 15<sup>th</sup> June – 9.30 am Committee Meeting followed by AGM at 7.00 pm.  Monday, 20<sup>th</sup> July – 9.30 am to 5.30 pm  Monday, 7<sup>th</sup> September – 9.30 am to 5.30 pm  Monday, 26<sup>th</sup> October – 1pm to 5.30 pm  Monday, 23<sup>rd</sup> November- 9.30 am to 5.30 pm  <b>2016</b>  Monday, 11<sup>th</sup> January – 9.30 am to 5.30 pm  Monday, 22<sup>nd</sup> February – 1pm to 5.30 pm  Monday, 21<sup>st</sup> March – 9.30 am to 5.30 pm</p> <p>All the above dates to be added to the website and PSNC (Garry Myers) informed</p>	<p><b><u>Action</u></b></p> <p>LH</p>
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The meeting was closed at 4.50pm and the Chair thanked the committee for their contribution.

Signed: \_\_\_\_\_ (Sejal Gohil, Chair)

Liz Harris  
Administrator  
26.4.15

Dated: \_\_\_\_\_