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THE 111th MEETING OF THE COMMITTEE WAS HELD AT
THE WHITE POST, OLLERTON ROAD, FARNSFIELD, NOTTINGHAMSHIRE, NG22 8HN
ON
THURSDAY 19th May 2016 AT 9.30AM

Present

In the Chair Rob Severn (RS)

Chief Officer: Nick Hunter (NH)

Secretary: Alison Ellis (AE)

Members: Ketan Chandi (KC), Sunny Dhain (SD), Linda Ferguson (LF), Dave Fernley (DF) (pm only), Gordon Heeley (GH), Louise Keating (LK), Mary Lee (ML), Dayaram Mistry (DM), Ankish Patel (AP), Vijay Pujara (VP), Jon Such (JonS), James Sutcliffe (JS)

Attending

- Garry Myers, PSNC Regional Representative
- Sam Travis, NHS England

Apologies

- Mindy Bassi, Assistant Director of Medicines Management, Nottingham City CCG
- Michelle Peet, Project and Business Change Manager, NHIS
- David Pearson, Corporate Director for Adult Social Care, Health & Public Protection, Nottinghamshire County Council
- Guillermo Sierra, LPC member
- Dave Fernley, LPC member (am only)

Observers

Roxanne Martin, Pre-Reg at Well, Newark

1

Governance Items

a) Election of Officers (nominations received below)

Chair: Rob Severn

Vice- Chair: Dave Fernley

Treasurer: Gordon Heeley

There were no further nominations for the officers and so the elections were for the above
JS proposed, AP seconded – all voted unanimously for RS, DF and GH.
Need to let PSNC know of changes to the LPC officers

Action: AE to let PSNC know of change to vice chair from Louise Keating to Dave Fernley

b) Declarations of Interest Attachment 1
All members have received – collected in during the meeting – still need GH, LK, VP, GS, JS

Action: AE to chase up declarations from GH, LK, VP, GS and JS

c) Governance Policy – Attachment 2
Do not have a governance policy – have the governance statements on every agenda. Felt that should have a document that can reference to especially at the governance meetings when there may be instances where need to discuss conflicts of interest etc.
It was agreed that the governance sub-committee will produce this document and bring back to the full committee at the July LPC meeting.

d) Expense Policy – Attachment 3
DF and GH attended a treasurer day on 17/05/16 and they feel that they need to review the Nottinghamshire LPC expense policy alongside the PSNC expense policy and make sure working to the same guidelines. Discuss at the July LPC meeting or the Development Day in June 2016

Action: GH/DF to review the Nottinghamshire LPC expense policy against the PSNC policy and then discuss at the July LPC meeting

e) Governance Sub-committee update – review membership
It was agreed previously that the governance committee should not have exec members on. There needs to be some membership changes due to ML leaving and DF now being vice-chair.
JonS, LF, SD and JS agreed to be on the governance sub-committee.
First item of the next meeting will be to review the declaration forms and produce a governance document

Action: JonS to organise a governance sub-committee meeting and the first items on the agenda will be review of declaration forms and to produce governance policy

f) Memorandum of Understanding – Attachment 4
RS and John Sargeant (Derbyshire LPC) have been in contact regarding an MoU for joint working – need to ensure coming from a united front when speaking to commissioners where there is joint interest. Ground rules regarding costs and attendance at meetings - Helps towards working collaboratively- agree that not merging LPCs but have this document in place for working together. All members agreed that this document was a good idea and RS to report back to Derbyshire LPC.

Action: RS to report back to Derbyshire LPC that members of Nottinghamshire LPC were happy with the memorandum of understanding between the two LPCs regarding joint working.

2

2.1 Apologies for absence
➤ Guillermo Sierra
➤ Dave Fernley (am only)

2.2 Acceptance of the minutes from 21st March 2016 - Attachment A1
Because meetings have moved to bi-monthly it was agreed that the minutes need to be sent out within two weeks so that members can review the minutes for accuracy and also make a note of any actions they agreed to. Approval of the minutes will still need to be done at the next LPC meeting though.
There were no amendments raised and the minutes were agreed as a true and accurate record of the meeting held on 21st March 2016.
JS proposed and VP seconded – all members agreed

Action: Minutes to be produced and sent out to members within two weeks of the meeting for actions to be read by members and then approved at the next LPC meeting.

2.3 Action points from 21st march 2016 – Attachment A2

1 Transfer of care

This is progressing well and hoping to launch on PharmOutcomes June / July – part of the training being organised for the Talk about Medicines week.

2 New members - allocation list

AE updated the member / contractor allocation list and this was sent out to members asking them to contact contractors regarding the funding campaign

3 Healthwatch mystery shopper report

Don't feel that there is anything to be gained from pursuing this at the moment – contractors concentrating on the funding cuts. May have a pharmacist being appointed onto the Healthwatch board. City and County Healthwatch are merging.

4 LPC guide

AP and AE are still going to look at the guide but this is going to be different format and discuss who it is to be marketed for.

Business cards been produced – these were handed out at the committee meeting for comments.

Suggested that the logo is smaller and the writing not so bunched together – looks too busy!

AE will amend the card and then send off the rest of the members templates to be produced ready for the Development Day.

ID badges were also discussed and all members felt that this would be a good idea – AE to look into either getting badges produced (use the business card template) or can buy lanyards with plastic wallets which can insert business cards into to use as badges and also will have cards to give out at meetings. AE will discuss this with RS and NH

Action: AP and AE spend time looking at the LPC guide before the next LPC meeting in July

Action: AE to change the business card templates and send off for production to be ready for the Development Day.

Action: AE to look into producing badges using the business card template or buy lanyards with plastic wallets to insert business cards into to use as badges AE will discuss this with RS and NH

5 Capita information

Capita / PCSE details for ordering stationery etc was included in the last LPC bulletin to contractors.

6 Care Delivery Groups – City CCG

Mindy Bassi sent the Care Delivery Group pathway link to AE but unfortunately pharmacies cannot access this as it is on the Nottingham City CCG intranet site not on the main website.

7 Training steering group

AP has emailed ST - AP and NH are attending the LPN event

21.06.16 – East Midlands Pharmacy Development workforce forum – AP to attend as well as NH

LPN have evaluated both the leadership training sessions

- Fastest CPPE booking – sold out - which was run on the Sunday all day rather than evening workshops which had places left.

8 MOAT

On GH table – Sarah Collis, Self Care group and Dawn Smith, City CCG Chief Officer. Pharmacy was not mentioned in the actual meeting but was raised a number of times around the table discussions.

9 CCA communication

Have been receiving info directly from CCA when this has been sent out to CCA members so the LPC are also aware of this.

NH is presenting at the CCA management group about what it is like to be a chief officer on a LPC and asked to be honest regarding the input from CCA members and difficulties encountered.

10 Domiciliary MURs

In process of ST approving the bid for funding - service has currently stopped for recommissioning. Engagement was low and need to get contractors on-board. Maybe need to have a launch event for the service – top tips presentation, check list, etc.

Paperwork is a lot easier now all on PharmOutcomes

Members stated that they complete a Domiciliary MUR at the same time as going to do a DDA for dosette.

Action: NH / AE to speak with ST re having a launch event for Domiciliary MURs.

11 Strategy plan

It was decided that the strategy plan will be reviewed at the June development day along with the self-assessment and LPC self-evaluation.

Action: Governance items to be reviewed on Development day – Member Self-Assessment, Self Evaluation, Strategy plan review

2.4 Declarations of Interest for any item on the agenda

- *If any member has any personal or pecuniary interest whatsoever in any matter, they should declare it or not actively contribute to the discussion unless asked by the rest of the committee to provide factual information to aid their understanding. In either case they should not vote on the item*

3

Pharmacy funding cuts - Campaign update

- Update from PSNC
- DH / NHSE update on cuts stakeholder event slides from 28 April.16 – Attachment B

NH attended another event - minimum £170m cut will definitely go ahead.

Have commented on some of the responses to the consultation

Digital pathway for prescriptions - keen on pharmacies doing deliveries

NHS England are not keen on anything that PSNC are suggesting – relationship is strained between PSNC and NHS England.

Average pharmacies (4000 to 6000 prescriptions a month) - will be hit the hardest

Category M cuts will also have a big impact.

- Summary of members actions since March 2016

VP – written to Vernon Coaker – had a reply back which was supportive of community pharmacy

KC – contacted Gloria de Piero but she has not replied yet.

Electronic petition is at 62000 and then the paper partition is at 1.5m.

- Next steps

- Responses to the consultation – 24.05.16 deadline - england.communitypharmacy@nhs.net.

- MP invites to briefing update on 24.05.16

RS sent the revised briefing invite template to MP's with hand written notes – 5 out of the 11 MP's have confirmed attendance.

RS is attending the event 12.30pm – 3pm @ Portcullis house

NH having discussions with medical colleagues who are also frustrated with what they are being asked

and looking at remodelling. The campaign is for 2 years rather than the next few months – change in how the pharmacy contract is modelled.

4

NHS Contract Matters

Applications summary spreadsheet SYB – nothing received

4.1 New contracts-Routine

4.1.1 Application for inclusion in the pharmaceutical list offering unforeseen benefits

By: Lakshmi Healthcare Ltd

At: Vicinity of Health Centre, Candleby Lane, Cotgrave, Nottinghamshire

Closing date for response: 3rd June 2016

Declarations – RS, AP and ML (Well)

Based around surgery development – doesn't necessarily need another pharmacy

Nearly built – 4 bed detached housing – all will have cars

New health centre in the same vicinity.

4.2 New contracts-Excepted

4.2.1 Application for a No significant change relocation

By: DB Raval Ltd T/A Bingham Pharmacy

From: 5 Eaton Place, Bingham, Nottinghamshire, NG 13 4BD

To: 23 Eaton Place, Bingham, Nottinghamshire, NG13 4BD

Closing date for response: 5th June 2016

Declarations – JS (Boots)

Moving in the same shopping centre – He has not answered the questions highlighting the “no significant change” – assuming that the contracts committee will know the area, but should really be refused.

4.2.2 Application for inclusion in the pharmaceutical list in respect of a Distance Selling Pharmacy

By: Baljinder Singh

At: Sherbrook Business Centre, Sherbrook Road, Daybrook, NG5 6AT

Closing date for response: 23rd May 2016

Declarations: All members interested parties as distance selling application

Requested supplementary information as was missing from the original document sent through by NHS England. Industrial unit so unlikely to be doing any face to face consultations.

Contract applications received from other areas

Nothing received

4.3 Litigation

Nothing received

4.4 Decisions

4.4.1 Application for inclusion in the pharmaceutical list – Identified future improvements or better access

By: JHoots Healthcare Ltd

At: Seaton House, City Link, Nottingham, NG2 4LA

Refused

4.5. Amendments

4.5.1 Relocation from Nottinghamshire to Derbyshire

By: UK Medicine Ltd T/A River East Supplies Ltd

From: W Block, Beeston Business Park, Technology Drive, Beeston, Nottingham, NG9 1LA

To: Unit 9b Newmarket Court, Newmarket Drive, Derby, DE24 8NW
Letter from NHS England re moving premises without notifying NHSE first

Last 6 months not done any NHS activity
Breaching regulations – moved without notifying NHS England – still needs to go through due process
NHS England have followed due process – sent to the LPC for information

4.5.2 Notification of consideration of removal from pharmaceutical list
Re: Fresenius Medical Care (UK) Ltd
At: Unit A, Nunn brook Road, Huthwaite, Sutton in Ashfield, Nottinghamshire, NG17 2HU
Respond by 9th June 2016

No NHS activity in the last 6 months

4.5.3 Change of ownership
From: Manor Pharmacy
To: Daleacre Healthcare Ltd
At: 12 High Street, Ruddington, Nottinghamshire, NG11 6EH
12-14 Gotham Lane, East Leake, Nr Loughborough LE12 6JG
12-14 Bridge Street, Newark, Nottinghamshire, NG24 1EE
48a Barnby Gate, Newark, Nottingham, NG24 1QD

Declarations: JONS

4.5.4 Amendment of supplementary hours - 390
By: L Rowland & Co (Retail) Ltd T/A Rowlands Pharmacy
At: Shop 3, Ossington Close, Meden Vale, Notts

Please note the change of supplementary hours	
<u>From:</u>	<u>To:</u>
Mon & Tues 9am – 1pm, 2pm – 6pm	Mon & Tues 9am – 1pm, 1:20pm – 6pm
Wed 9am – 1pm, 1:30 – 5pm	Wed 9am – 1pm, 1:30 – 5pm
Thur & Fri 9am – 1pm, 1:45 – 6pm	Thur & Fri 9am – 1pm, 1:45 – 6pm

4.5.5 Amendment of supplementary hours - 391
By: Mistry's Pharmacy
At: Southglade Road, Southglade, Nottingham

Please note the change of supplementary hours	
<u>From</u>	<u>To:</u>
Mon – Fri, open 1-2pm	Mon – Fri, CLOSED 1-2pm

4.6. Responses received
Nothing received

5

Treasurer’s report – GH

5.1 Finances March / April 2016 – Attachment C1

£17,600 levy + £64.15 interest + £275 from Derby for the contractor event Total - £17,939.15

Expenditure – usual expenditure - £10,387.11

Balance - £105,874.39 with £940.00 reserved for Well Pharmacy invoices

5.2 Cashflow – Attachment C2

Spent – £191,785.00 last year

Budget – £201,000 – excess goes into the reserves – now at 6 month reserve.

Contractor event cost £725.00

No accounts for April / May due to spending time on year end accounts and also setting up payroll company and pension.

NPA insurance policy has been organised too

5.3 PSNC Treasurers meeting 17.05.16 – GH and DF

Had a lot of discussion around having another member who is not the chair to review accounts.

- Risk to lpc re pharmacy funding cuts – already reviewed this and decided to do.
- Accounts – recommending that annual accounts look at accrual accounting – need to look at this and see if should do - so that PSNC can look at the accounts in the same way and compare and aid visibility
- Provider companies – some LPC’s have loaned money without scrutinising – looked at the process for this, how going to account, how paid back, voting by contractors. In Nottinghamshire CNCS have folded – their members are liable for this.
- Expense policy – going to review and adapt the Notts expense policy – **bring back to July LPC meeting**
- Average levy cost to contractors – we have 240 contractors and equates to a 11p / £100 rate.

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| Actions: GH to review the accounts and see if any adaptations are needed and if to change to the accounting format that PSNC use. |
| Action: Compare PSNC expense policy and make changes then bring back to the July LPC meeting for discussion and approval |
| Action: AE to add the Finance summary to the finance page on the website and also the slides from the treasurers session |

RS wished to acknowledge how hard GH has been working re the payroll company and pensions over the past couple of months as well as year-end accounts. All members expressed their thanks for this work.

Governance committee are to let GH know what they feel they need from him to be able to follow governance issues – one of the governance committee to attend the treasurer’s day.

Pensions – PSNC advised to use the Nest (government scheme). Reviewed with other finance companies – Members were happy with this and the work that GH has been doing. LPC have taken advice from finance advisors and accountants

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| Action: Action: Finance committee to be sent a document going through the options for pensions and why GH chose the Nest option. Need to agree the amount the LPC are paying into the scheme on behalf of employees whether to just follow legally required stepping or to move at a faster rate. |
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6

Chief Officer / Chair reports

6.1 C&D Awards – Newark & Sherwood CCG finalist in the Clinical Service of the Year – Independent Prescriber pilot.

RS wishing to attend representing the LPC with NH.

N&S are paying for the pharmacists involved in the pilot to attend – booked a table of 10 and have asked RS to attend – would need backfill payments – members agreed that RS should attend.

6.2 NH and AE appraisal review update – Attachment D1 and D2

The appraisal documents are available on the members area and any comments are to be sent through to RS.

Action: Members to review NH and AE appraisal documents and if they have any comments then raise with RS.

6.3 Chair report – Attachment E

Produced a list of meetings attended the last two months – members felt this was useful to see the amount of work that is going on in between meetings and contractors would also find this useful to see what the LPC are doing to represent them.

Also attended the Bassetlaw contractor meeting - attendance was good

- 21/3/16 Contractor monitoring visit with NHS England at Wilford Lane, this was second contracting visit observed, the visit was conducted in line with Community pharmacy contractual framework, and feed back from the contractor was good, also spent time promoting the work of the LPC with the contractor.
- 23/3/16 Meeting of Newark dementia alliance at the office of Robert Jenrick MP. The meeting was poorly attended, we are still planning at training session for N&S contractors to provide dementia friends training (AE leading), the progress of the alliance is slow, and I have decided that the LPC take a step back from driving the alliance, however for greater relationship building we still need to be seen to be involved.
- 21/4/16 Gordon and Rob met with Alison & Nick and undertook full review of last years PDP's and with agreement on the next cycle of targets and work.
- 28/4/16 LPC executive meeting – details see minutes
- 9/5/16 Derbyshire & Nottinghamshire LPN – details on NHSEngland minutes/agenda
- 12/5/16 Guest observer at Rotherham LPC (following invite from Chris Bland after his visit to Notts) – interesting meeting, a lot less debate than at a Notts meeting, structures in place to aid governance, all at present some of the exec are non-members – I.e appointed.

Other activities of Chair that committee may want to discuss (some may be on agenda) :-

Supported PSNC in inviting Nottinghamshire MP's to speed briefing, have written personally to all our MP's

Dialogue with Sam and mid Notts re med management issues

Phoned/visited contractors in N&S, Nottingham East, Rushcliffe, mainly dealing with PCSE issues! Lots fed back to Steve Lutner at PSNC

Dialogue with John Sargent re memorandum of understanding – agenda item

Health Watch – have been contacted by a possible new board member

RPS elections – very interesting process!

6.4 Review of past two months

Very busy couple of months and NH found that not having an April LPC meeting was beneficial to being able to get more work completed and attend more meetings but for AE this has caused more work due to the exec meeting but found this very useful to go through governance issues and have a exec catch up, planning for the future meetings and development day.

6.5 RPS elections

Very interesting process

Decision is made – 31.05.16

Open meeting 2pm – 3.30pm

2pm – Sam Travis, NHS England

- LPN update

NUH and Sherwood Forest – live with discharge summaries on 01.08.16

Identified certain wards that will trial.

PharmOutcomes flags up on front screen and send email too
 Have a named contact on each discharge form.
 Big focus on discharge of patients and the information being sent out.

SCR – 12 events across Nottinghamshire and Derbyshire which were well attended
 Converting pharmacy to being live is where this is not going as well. 1000 live sites across England.
 Domiciliary MURs – hoping to go live end of June 2016
 Payment different – may need to invoice for claims
 Re-Launch event – support resources, checklists in one place (on the LPC website) – ST will liaise with NH and AE. Ask those pharmacies who did the most MURs to come to the event and promote good practice.
 Numbers – 10 per pharmacy but if wish to do more then need to contact ST.

IP – NHS England have funding from HEEM that will be offering community pharmacy the chance to take part – looking at developing models. Worry that would then lose pharmacists to other projects.
 Advanced practitioners – no specification of role - ?? could be technician – would need to look at university entry grades.

Workforce requirements for the next 12 months
 HEEM funding HLP Level 1??
 How do we know what the training needs are?
 Need to review before they carry on putting funding into the CPPE package
 DREEM training – hands on training (actors – live patients), differential diagnosis, history taking – more effective for MURs and communicating back to gp’s.
 Protected learning time – ST has set up in Nottingham City but no-one has signed up – cancelled twice.

Garry Myers, PSNC Regional Representative
 ➤ Consultation update
 GM gave a confidential update for members including - Petition being handed in on 24.05.16. Government have made misleading statements on the hub & spoke consultation making it not valid – asking for an extension.

Service delivery counter proposal
 Need to move from funding via dispensing to some sort of capitation model.

Flu vaccination service
 28% less than gp’s per vaccine
 £9.40 for pharmacy – medicines management teams should be made aware of if CCG wish to make savings.

7

Members reports
 7.1 EPS issue
EPS tokens
 – some pharmacies had ran out completely and were having to swap between branches
 No reply to emails from PCSE.
 PCSE have 30 staff members with 1500 requests
 GP’s had a problem as they could not get FP10’s so they were sending through more EPS prescriptions which then caused pharmacies more issues.

Nominations being changed without patient consent
 Contacted through NHIS – NH has spoken to all the pharmacies in the area concerned
 NH asked for help from VP re the system provider
 Looked at general pattern of nominations and no evidence that they are not following the rules

Newsletter article – highlight to pharmacies the correct process for nominations and if any pharmacy have any concerns then to contact the LPC

	<p>Raise with Garry Myers – PSNC response to the cuts is for pharmacy to have a patient list (EPS nominations) – this will make the situation worse and have they a plan to stop this.</p>
<p>8</p>	<p>Tenders and bids / Consultations / Service Opportunities</p> <p><u>8.1 Fire & Rescue Summit, Wednesday 27th April 2016 at Nottinghamshire Fire and Rescue Service Headquarters, Bestwood Lodge, Arnold – DF attended Attachment F</u></p> <p>Fire service are not busy enough fighting fires so because need to have so many employed and ready to respond then need something else to fill the time. Safe and Well risk assessment – window to do other healthcare roles Linking with HWB No threat to Pharmacy – more educational based – they were asking how pharmacy can help them. Flu vaccines – this was mentioned previously but need to be a registered professional to be able to give these.</p> <p><u>8.2 Invitation to bid for an onsite pharmacy in Cotgrave</u></p> <ul style="list-style-type: none"> ➤ <i>Discussed at the exec meeting – committee to agree that should acknowledge receipt and feel that the process is fair and LPC are happy with this.</i> <p>RS declared an interest. David Lancaster Associates – Gareth McCague. Sent out a tender pack to all pharmacies within 2km. NH responded that the LPC felt the tender process was fair</p> <p><u>8.3 Health and Employment Support tender</u> Nottingham City – Very vague tender May be suitable Pass on emails to contractors</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Send out to all City contractors with an explanation of the service and also add to the website.</p> </div>
	<p>Standing items / Items for discussion</p> <p>9.1 Training steering group update</p> <ul style="list-style-type: none"> ➤ Meeting 17.03.16 – Attachment G <p>EPS claiming process – AP has contacted Liam Stapleton and also Kent LPC (NPA) for information – Asked BHSNSA if they would attend the training session – AP – organise for end of June / beg July Include Dom Mur’s on the training schedule</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Action: AP to organise the EPS claiming process training session – Liam Stapleton and BHSNSA – end of June / beginning of July 2016</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Action: AE to add domiciliary MURs to the training schedule</p> </div> <p>9.2 <u>NUH Talk about Medicine – stand and presentation opportunity</u></p> <ol style="list-style-type: none"> 1. Training for community pharmacists – 28.06.16 Paediatrics and specials - Multi disciplinary – booking through Eventbrite – AE liaising with Adriece and Mindy 2. Stands / posters during the week – QMC and City Hospital 27th June – 1st July 3. Community Tent on Smithy Row on the Saturday (25.06.16) – Attachment H <p>Members to write down their availability during the meeting</p> <p>9.3 <u>Bassetlaw contractor meeting – 16.05.16 – NH / RS / DF</u></p>

Disappointed that there was not as many pharmacies represented as should have been.
 NH is following up with the CCG – requested ideas from those present for working with the CCG and pharmacy – EPS repeat dispensing was suggested to help with budget
 No incentive to the gp practice

NH to set up a meeting with Lisa Bromley, Rob Wise and Steve Kell
 One comment was that pharmacy do not raise issues with the gp's but those present said that they do try but either ring and takes a long time to answer or receptionists do not treat as urgent. NH to raise this with the LMC first.

It was stated that if the pharmacy feel it is a risk to patient harm then report it as an incident as NHS England are the only ones with the ability to do something about this but need the evidence.
 All surgeries have a by-pass telephone number – going to send through to pharmacies for urgent queries.

Action: NH to set up a meeting with Bassetlaw CCG (Lisa Bromley, Rob Wise and Steve Kell) to discuss working with pharmacy.

Action: Raising queries with patient prescriptions – not able to get past the receptionists. By-pass telephone numbers to be sent to all pharmacies.

9.4 Media
 NH met with a company in SY – if spread across other LPCs then it becomes a very generic message as services are different in LPC areas. Needs to be focused message.
 Discuss further at the next SY LPCs meeting in June 2016

9.5 EM workforce development group – 21.06.16
 AP attending with NH. NH is presenting

10

Commissioners reports
NHS England Area Teams
 10.1.1 North Midlands Region

i. Seasonal flu planning meeting – 24.03.16 – Attachment I
 Now been superseded by the National scheme

10.2.1 SY & Bassetlaw AT

i. Bassetlaw seasonal flu steering group – Attachment J

ii. SYB seasonal flu planning meeting – 30.03.16 Attachment K1 and K2
 Finishing off the end of the season. GP's complaining that pharmacies were not sending through the paperwork but actually it was just that the surgery had not been collating properly.
 Not happy that pharmacy are going to be doing again this year.

iii. SYB workforce planning group – Attachment L
 Invited through the LPN chair – very pro-pharmacy and wanted to know how they could connect with pharmacy. Discussed the funding cutbacks and the chair (who is a GP) was mandated to write to chairs and chief officers of the CCGs to make aware of the possible effect of the cuts.

10.2.2 SY LPCs joint meeting – Next meeting 29/06/16

LPNs

10.3 South Yorkshire and Bassetlaw LPN –

- Nothing to report - No meeting

10.4 Nottinghamshire / Derbyshire LPN –

- NH to update – 09/05/16

Quite a few missing – no academia present
 Good update on IP project from Gerald Ellis

Hospitals are losing pharmacists to the gp practice pharmacists work
5 year integrated course – deferred to the next meeting
SCR – access in a nursing home setting
Update on GP federations

Local Authority

10.5 .1 Public Health – Nottinghamshire

a) Solutions4Health PGD and contract

- Uptake low
- Risk too great for multiples

Withdrawn from pharmacy

b) CRI contract – Attachment M1 and M2

Revised version sent through –

Made reference to Lloyds and Aspire – nothing to do with the service in Nottinghamshire

Fees have been simplified but cannot compare to what had previously as they have changed the format

c) Falls and community pharmacy - NH

Local authority who are putting forward a service to the HWB – no mention of pharmacy

NH looking at business case with Sam Travis for falls service through pharmacy and following up with the Council

10.5.2 Nottinghamshire County Health and Wellbeing Board

a) HWB meeting notes 02.03.16 – Attachment N

Next board meeting Wednesday 8th June 2016 2pm at County Hall, Loughborough Road, West Bridgford, Nottingham

<http://www.nottinghamshire.gov.uk/dms/Meetings.aspx>

AE attending

10.6.1 Public Health – City

a) Chlamydia treatment PGD – Attachment U1

b) EHC PGD – Attachment U2

10.6.2 Nottingham City Health and Wellbeing Board

Next board meeting: Wednesday 25th May 2016 2pm at Loxley House, Station Street, Nottingham

<http://committee.nottinghamcity.gov.uk/ieListMeetings.aspx?CommitteeId=185>

AE attending

REVIEW OF MEMBERS ATTENDING CCG BOARD MEETINGS

10.7. CCG's – (minutes and agendas for board meetings are available at the links below)

10.7.1 Mansfield & Ashfield – KC

a) Mansfield & Ashfield prescribing sub group – Friday 27th May 2016

M&A and N&S

PARACETAMOL - £800,000 A YEAR – ADVISED PRESCRIBERS TO STOP PRECRIBING SHORT TERM PARACETAMOL. Sent posters out to be put up – Sam Travis and Cathy Quinn helped with this as pharmacies were not going to put up posters stating they can buy from petrol stations etc.

Next CCG board meeting: Thursday 19th May and 21st July 2016 12.30pm at Birch House, Mansfield

<http://www.mansfieldandashfieldccg.nhs.uk/index.php/board-meeting-dates>

10.7.2 Nottingham North East CCG – VP

a) **Nottingham North East Prescribing committee – VP**

Last meeting was cancelled

Next CCG board meeting Tuesday 19th July 2016 1.30pm – 3.30pm Gedling Civic Centre, Arnot Hill Park, Arnold, Nottingham NG5 6LU <http://www.nottinghamnortheastccg.nhs.uk/index.php/meet-the-board/governing-body-meeting/>

10.7.3 Rushcliffe – JS

a) **Rushcliffe Medicines Management meeting – JS**

Agenda items for meeting on 20.05.16

- Prescribing budget
- Gluten free – BSNA
- Stoma

Next CCG board meeting: Thursday 19th May and 21st July 2016 1.30pm in Clumber Room, Easthorpe House, Loughborough Road, Ruddington , NG11 6LQ <http://www.rushcliffeccg.nhs.uk/about-us/governing-body-and-meetings/>

10.7.4 Nottingham City - DM /GH

Next CCG board meeting: Wednesday 25th May 2016 from 9.30am to 12pm in Loxley House, Station Street, Nottingham, NG1 3NG

AE attending

And Wednesday 29 June 2016 from 9.30am to 12.30pm in Community Rooms 2 and 3, Bulwell Riverside, Main St, Nottingham NG6 8QJ

<http://www.nottinghamcity.nhs.uk/about-us-284/meetings-and-papers.html>

10.7.5 Nottingham West CCG – SD

Next CCG board meeting: Thursday 26th May and 30th June 2016 1pm – 3.30pm at Stapleford Suite, Stapleford Care Centre, Church Street, Stapleford, NG9 8DB

<http://www.nottinghamwestccg.nhs.uk/index.php/meeting-dates-2016>

10.7.6 Newark and Sherwood CCG - LK/ML

a) **Prescribing workstream – Wednesday 27th April 2016 and 18th May 2016 – LK**

Next CCG board meeting: Wednesday 13th July 2016 5pm at Edwinstowe House, <http://www.newarkandsherwood.nhs.uk/about-us/our-governing-body>

10.7.7 Bassetlaw CCG – DF

Next board meeting: Tuesday 14th June 2016, 9am – 11am Collinson Board Room, Retford Hospital <http://www.bassetlawccg.nhs.uk/about-us/governing-body/governing-body-meetings>

10.7.8 Area Prescribing Committee – AP

Next meeting – Thursday 19th May 2016 2pm – 4.30pm, Duncan Macmillan House, Conference Room 2 <http://www.nottsapc.nhs.uk/index.php/about-the-apc>

Going to move the date so this will help with AP being able to attend both the LPC and APC meetings.

10.8 LMC – Tuesday 26th July 2016 7.30pm – 5 Phoenix Place, Nottingham, NG8 6BA

<http://www.nottinghamshirelmc.co.uk/about-us/open-meetings/>

AE attending

Meeting minutes from 26.01.16 – Attachment O1

LMC newsletter – Attachment O2

For information

NH met with Michael Wright, new LMC Chief Officer

He is keen to support pharmacy to build a relationship with gp federations – arranging meetings over the next couple of months.

<p>11</p>	<p>Strategy plan (plan will have been distributed at the beginning of the meeting – review any items that have not been covered on the agenda) – Attachment P</p> <p>BUILDING ALLIANCES <u>Public Health</u> – presenting to County HWB and Implementation group on HLP <u>CCGs</u> BSNA – met and discussed gluten free schemes Presenting to CCGs on NMS and MURs during Protected Learning Time- do we still wish to do this? Agree to talk to them but on informal basis and to take off the actions.</p> <p>DEVELOP - EMPOWER - DELIVER <u>Members</u> Induction for Guillermo Sierra – 01.06.16 Mary Lee leaving – need to cover the meetings and items that led on.</p>
<p>12</p>	<p>Information</p> <p>If members wish any of the items below to be discussed at the LPC meeting then please let the chair know before lunchtime and this will be discussed under AOB.</p> <p><i>Members are advised that many PSNC communications are now communicated electronically and repeated on the PSNC website. It is recommended that members regularly visit the PSNC website 'LPC members' area to access the latest information available on www.psn.org.uk</i></p> <p>PSNC briefings / newsletters</p> <p>12.1.1 <u>LPC News Alert: Campaign update</u> 12.1.2 NCSO/ Price Concessions March 12.1.3 LPC News Alert: Community pharmacy campaign update 12.1.4 PSNC Update: DH extends consultation period; Prescription charge to rise; SCR and NHS fraud checking regulations; Pharmacy service value recognised 12.1.5 NCSO/Price Concessions March 2016 update 12.1.6 LPC News: Campaign broadcast activity; National meeting of LPC treasurers; NHS structure briefing; New photos for LPC websites 12.1.7 Get involved in the community pharmacy campaign; Prescription Charge Cards coming soon; Anticoagulant referral service success; Health & Care Review 12.1.8 NCSO/Price Concessions March 2016 update 12.1.9 LPC News: Charing and Facilitation Skills training; Last chance for LPC Members Days; Public procurement thresholds; Zero Based Budgeting 12.1.10 LPC News Alert: Campaign update 01/04/2016 12.1.11 News: Dispensing of medicines consultation launched; NHS stationery ordering portal goes live; Pharmacy's public health role highlighted 12.1.12 LPC News Alert: Campaign update 11/04/2016 12.1.13 News: Your campaign stories; PCSE stationery portal update; PSNC Regional Representative election; Annual complaints and CPPQ reports due 12.1.14 NCSO/price concessions April 2016 12.1.15 LPC News: PSNC Leadership Academy trainees take first step towards leadership; EPS training sessions continue; LPC Chairs and Chief Officers meeting 12.1.16 Campaigning work celebrated Whistleblowing policy published External resources for pharmacy teams Drug Safety Update Health & Care Review 12.1.17 LPC News Alert: PCSE publishes stakeholder bulletin 12.1.18 NCSO/price concessions April 2016 Update 12.1.19 LPC News Alert: Unique opportunity to support service development at a national level</p>

- 12.1.20 PSNC publishes counter proposal; DH consultation event; Domiciliary service offers significant benefits; Cumulative MUR totals; CPAF screening in June
- 12.1.21 Pharmacy commissioning: LGA briefing highlights community pharmacy's role in public health; an update on services; further useful resources
- 12.1.22 LPC News Alert: Campaign update 03/05/2016
- 12.1.23 Petition reaches one million signatures | Accessible Information Standard briefing | May Drug Tariff changes | Chance to support service development
- 12.1.24 PSNC News Alert: Flu vaccination service to be recommissioned
- 12.1.25 LPC News: Flu vaccination service recommissioned | Community Pharmacy Forward View | New Think Pharmacy prospectuses | Public health stakeholder event
- 12.1.26 **LPC Chief Officers Alert: Contract monitoring 2016/17**
- 12.1.27 **LPC News Alert: MP speed briefing event**
- 12.1.28 Contractor Update: Community pharmacy funding and negotiations
- 12.1.29 LPC News Alert: Responding to the hub and spoke consultation
- 12.1.30 May 2016 Price Concessions and NCSO

12.2 PSNC Events

1) Financial Management for LPCs – 23th November 2016 / 1st December 2016
Member of the governance committee to attend one of these dates – review again at the July LPC meeting

2) LPC Conference 2016 – 2nd November 2016
4 places - review who attending at the July LPC meeting and then book places

3) LPC Chairs and Chief Officers Meeting – 1st November 2016
RS and NH attending

4) LPC Chairing and Facilitation Skills – 28th June 2016 / 7th July 2016

5) Annual Meeting of LPC Chairs & Chief Officers – 8th June 2016
NH is not able to attend – RS is attending. Send through links to DF – will check diary and let AE know if need a place booked

6) LPC Members Day – 25th May 2016
SD has already attended – useful day.

12.3 PSNC Prescription checks – November 2015 – Attachment T1 and T2
For Information

12.3 Formation of Community Pharmacy Support Services Limited – national provider company
For information

12.4 EPS

- a) - Update from Michelle Peet April 16 and May 2016– Attachment Q1 and Q3
 - c) - EPS highlight report – Bassetlaw March / April 2016 – Attachment Q2
- For information

12.5 Healthwatch Nottinghamshire
March 2016 – Attachment R
Information

12.6 CCA / AIMp Communication / Pharmacy Voice

- a) Cycle 21 questions & Speed Briefing event in Westminster – Attachment S1 , S2, S3, S4 and S5 discussed earlier in the meeting

13	<p>Any other business (raised by lunchtime) 13.1 <u>MARY LEAVING DO – BEGINNING of JUNE</u> Saturday 18th June – Nottingham - Pieminster, Long Row AE will send through details via email</p> <p>13.2 DREAAM – funding for Ankish to attend. Committee agreed to fund backfill for two of the six days.</p>															
14	<p><u>Newsletter stories</u> 14.1 June newsletter – articles to be written by members</p>															
15	<p>Summary of Actions agreed during the meeting</p> <table border="1" data-bbox="240 541 1507 1241"> <tr><td>AE to let PSNC know changes to LPC vice chair</td></tr> <tr><td>Governance subcommittee – policy to be produced and member declarations reviewed</td></tr> <tr><td>GH / DF to review and discuss expense policy and bring to the committee at next meeting</td></tr> <tr><td>AP / AE / ML – work on the LPC guide</td></tr> <tr><td>AE – Business cards and ID badges – work on this</td></tr> <tr><td>AP to attend the EM Pharmacy Development workforce group – 22/06/16</td></tr> <tr><td>AE / NH to work with Sam Travis regarding Domiciliary MURs – create a launch event</td></tr> <tr><td>GH to send finance committee information on pension options</td></tr> <tr><td>Members to review NH and AE appraisal documents and if they have any comments then raise with RS.</td></tr> <tr><td>Newsletter article – highlight to pharmacies the correct process for nominations and if any pharmacy have any concerns then to contact the LPC</td></tr> <tr><td>Health and employment support tender -Send out to all City contractors with an explanation of the service and also add to the website.</td></tr> <tr><td>Training - AP to organise the EPS claiming process training session – Liam Stapleton and BHSNSA – end of June / beginning of July 2016</td></tr> <tr><td>AE to add domiciliary MURs to the training schedule</td></tr> <tr><td>Financial management - Member of the governance committee to attend this workshop – review who at the July LPC meeting</td></tr> <tr><td>LPC conference 2016 - Review who attending at the July LPC meeting and then book places</td></tr> </table>	AE to let PSNC know changes to LPC vice chair	Governance subcommittee – policy to be produced and member declarations reviewed	GH / DF to review and discuss expense policy and bring to the committee at next meeting	AP / AE / ML – work on the LPC guide	AE – Business cards and ID badges – work on this	AP to attend the EM Pharmacy Development workforce group – 22/06/16	AE / NH to work with Sam Travis regarding Domiciliary MURs – create a launch event	GH to send finance committee information on pension options	Members to review NH and AE appraisal documents and if they have any comments then raise with RS.	Newsletter article – highlight to pharmacies the correct process for nominations and if any pharmacy have any concerns then to contact the LPC	Health and employment support tender -Send out to all City contractors with an explanation of the service and also add to the website.	Training - AP to organise the EPS claiming process training session – Liam Stapleton and BHSNSA – end of June / beginning of July 2016	AE to add domiciliary MURs to the training schedule	Financial management - Member of the governance committee to attend this workshop – review who at the July LPC meeting	LPC conference 2016 - Review who attending at the July LPC meeting and then book places
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16	<p>Details of future meetings REVISED DATES – Bi-monthly</p> <p>Review of new venue - FEW MORE SANDWICHES AND SALAD, BIT LESS SAUSAGE ROLLS , SEPARATE VEGETARIAN PLATTERS,</p> <table data-bbox="240 1465 1349 1661"> <tr> <td>21st July 2016</td> <td>9.30 am – 5pm</td> <td>RAMSDALE PARK GOLF CLUB</td> </tr> <tr> <td>15^h September 2016</td> <td>9.30 am – 5pm</td> <td>?</td> </tr> <tr> <td>17th November 2016</td> <td>9.30 am – 5pm</td> <td>?</td> </tr> </table>	21st July 2016	9.30 am – 5pm	RAMSDALE PARK GOLF CLUB	15^h September 2016	9.30 am – 5pm	?	17th November 2016	9.30 am – 5pm	?						
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Next meeting is on Thursday 21st July 2016 at Ramsdale Park Golf Club, Calverton

Minutes agreed as true and accurate record of the LPC meeting held on Thursday 19th May 2016

Signed: _____ original signed as correct by Rob Severn
Rob Severn, Chair, Nottinghamshire LPC