

# SOMERSET LOCAL PHARMACEUTICAL COMMITTEE

Minutes of the Meeting of the Somerset Local Pharmaceutical Committee held at Ash House Hotel, Ash, Near Martock on Friday 2<sup>nd</sup> May 2014.

**Present:** Mrs L Coles (Vice Chairman in Chair); A Downing; A Harker; G Morris; Mrs F Norman; Ms E J Waller

**In Attendance:** N Woollcombe-Adams (Chief Officer), Sophie Herman (Day Lewis) and Matt Harvey (Development Officer)

The Vice Chairman introduced Garwyn Morris our new Committee Member, and Matt Harvey the new LPC Development Officer.

**1. Apologies for Absence** – G Winter and P Whitaker.

**2. Declarations of Interest** – None.

**3. Election of Chairman and Vice Chairman** –

Peter Whitaker (who had agreed in his absence to stand) was proposed by Andrew Harker and seconded by Fiona Norman for the office of Chairman. There being no other nominations Peter Whitaker was elected unanimously.

Lynda Coles was proposed by Andrew Harker and seconded by Fiona Norman for the office of Vice Chairman. There being no other nominations Lynda Coles was also elected unanimously.

**4. Minutes of the Last Meeting** – Agreed as a correct record.

**5. Matters Arising from the Minutes of the Last Meeting** –

- a) **Item 4a** – MH agreed to get a copy of the Avon Emergency Supply Document from Richard Brown who he was seeing next week.
- b) **Item 4a** – Agreed that in the enforced absence of the Chairman NWA and MH should meet with Martin Silk.

**6. Minutes of the Executive Meeting of 4.4.2014** –

**EHC Training** had now been organised for two sessions during May by SCC. It was noted that there was a lack of clarity concerning whether or not pharmacists who had already done training more than two years ago needed to repeat this training, or merely complete the CPPE refresher course every two years. It is the latter which is referred in the current service specification, and is the understanding of the LPC's position.

**7. Co-option of Further Members** –

Agreed to keep the Committee number at eleven, as opposed to thirteen, with any surplus funds arising from this decision being used to commission persons to undertake specific pieces of work, as required.

It was further agreed to co-opt Sophie Herman to a permanent position on the Committee to fulfil the vacancy not completed at the recent elections. The nomination of a final CCA Member was also awaited.

## **8. AGM –**

This would take place following the next full meeting of the Committee on 25<sup>th</sup> June, and would follow the format utilised over the last three years, namely that Contractors would be advised of the date, asked to submit any questions they might wish answering to the LPC, and would be sent copies of the Secretary's, Development Officer's, Chairman's and Treasurer's reports following the meeting.

## **9. Correspondence –**

Email from Shaun Green re Emergency Supply - The funding issues arising from this were to be taken up with Ian Mullan later in the meeting. MH agreed to obtain copies of the Cornwall and Dorset agreements as well as Avon's.

## **10. Budgets and Cash Flow –**

The Committee noted that the financial position continued to be healthy, notwithstanding the fact that the previous Development Officer had failed to submit invoices. NWA to email Martin Taylor advising him that any invoice he might wish to submit would need to be submitted before the end of May as the accounts were being closed for the year end.

It was agreed to fund Member attendances at LPN meetings, as well as for any work they may undertake on behalf of the LPC. Budget spread sheet to be made available for the June meeting.

## **11. LPN Report –**

LC outlined details of the recent LPN meeting. The LPN had agreed to co-opt Anne Cole as CPPE Representative, and Philip Rogers as University Representative. She went on to explain how the LPN linked in with the Area Team, and showed two brief U-Tube films about A&E operation and the workings of the NHS. The LPN "Plan on a Page" was circulated to all Members. LC went on to explain the operation of Compassion in Pharmacy, and concluded by requesting Members to let her have their inputs for the LPN.

## **12. PNA Report –**

NWA explained that he sat on the working group as LPC Representative, and advised what had been discussed and agreed for public consultation so far. It was felt imperative that the importance of Enhanced Services should be made clear to SCC.

## **13. LMC Report –**

NWA circulated hard copies of the notes of the recent LMC/LPC meeting attended by himself and the Chairman. NWA would draft a GP/Pharmacist communication protocol for the next Executive meeting on 4<sup>th</sup> June.

## **14. Development Officer's Report –**

MH had circulated his report prior to the meeting, and it was agreed that the format was appropriate, and MH to be congratulated on the ground covered during his first month in post.

MH elaborated on the following items:

- Progress on influenza vaccination. The way forward was discussed at great length.
- Contents of meetings with Mark Stone, Richard Brown and Gaynor Woodland were noted.
- MH would contact company co-ordinators by email requesting communication details of their locums for LPC communication purposes.
- EPS – Committee agreed that the EPS project team should be contacting the pharmacies involved directly, and not via the LPC. MH to put such information as was available on the LPC website. Further details could be made available following the meeting with Martin Silk.

### **15. Clinical Commissioning Group and Health and Wellbeing Board –**

LC explained her role with the CCG and PAMM. The Committee noted that the GP budget was extremely tight at present.

NWA advised that the next HWB meeting was due to take place on 10<sup>th</sup> May.

### **16. Ways of Working –**

The Committee agreed that it was essential that all Members should be active participants in one or more of its work streams. Membership of work streams was allocated as follows:

- a) Public Health Group – SH, MH and EJW.
- b) Commissioning and Contracts – PW, GM, MH and NWA.
- c) Health and Wellbeing Board – NWA.
- d) LPN – LC and FN.
- e) EPS – MH and NWA.
- f) Minor Ailments Scheme – MH and AH.
- g) Influenza – MH.
- h) Emergency Supply – LC (in discussion with Shaun Green).
- i) Clinical Commission Group – LC.
- j) Communications Plan – MH and NWA.
- k) Training – AH.
- l) PNA – NWA and GM.

### **17. Report of Application Sub Committee and Membership –**

Nothing to report, and agreed to leave membership details until a future date.

### **18. Ian Mullan – Local Area Team –**

- a) IM advised that he would be leaving the LAT at the end of May.
- b) Enhanced Services (Bank Holiday payments and MAS) – Bank Holiday payments are likely to be done on a national basis and it is likely that the generous Somerset payments would be reduced and confined to Easter Sunday, Christmas Day and Boxing Day.

Minor Ailments and Palliative Care would come under review, as whilst the CCG were not prepared to take back the responsibility they might be forced so to do, and possibly would then decommission these services. A decision is likely by Christmas when the current PGD expires. Pharmacy will need to prove the value of these services and work closely with the LPN.

- c) Pharmacy Contract – This is not being examined for any revisions at present.

- d) Future Commissioning – NHS England were looking to extend Flu vaccinations, as well as extending these to children. AQP was being explored.
- e) Emergency Supply LES – The CCG had asked for this to be commissioned, but NHS England were not prepared to do this, and had sent it back to the CCG who in turn did not wish to revert to involvement in contractual relationships. NHSE are not prepared to hold budgets for the CCG or undertake work without invoking a management charge.
- f) Pharmacy Audits – A National Audit topic is awaited. If this fails to materialise there is consideration of putting an uncollected medicines by vulnerable patients audit in place. The waste Contractor is likely to be changed, and waste is another possible audit topic. In 2015 consideration was being given by NHSE to paying pharmacies by results for Not Dispensed Medicines.
- g) Public Health Campaigns – These had been lead by SCC, who were not prepared to continue so they would revert to the LAT. There were only four campaigns this year, due to capacity problems, and these will follow national themes using centrally based materials. BNSSG team will work on a cross border basis for campaigns. IM felt it important that Pharmacy gets a basis for keeping records of input to Public Health.
- h) Pharmaoutcomes – This is unlikely to be purchased nationally, as NHSE will not allow individual LATs to purchase off their own bat.
- i) CPAF – Likely to be dormant until 2016 due to lack of resource. LAT will be prioritising work, meaning that CPAF will be on a reactive not proactive basis, as recent results had not presented major problems or deficiencies. There is a possibility that CPAF could be replaced by a self audit with LPC input.
- j) Validation of GP Practice Dispensing Lists – LAT need to look at all of these to ascertain the location of patients. Copy document left with NWA to complete the questionnaire and return to David Ward. The purpose of this was to ensure that the necessary agreement was reached between LMC/LPC and LAT.
- k) LAT Websites – There are twenty-seven LATs in NHSE, all facing a ban on recruitment, thus personnel will be drawn in to the centre from the existing Area Teams with Commissioning Directors covering several areas. Each Area is likely to set up its own website to act as a communication tool.
- l) Simon Stevens (Head of NHS) is looking at CCG commissioning with the budget being held by the LAT acting as a contractor of services. CCG however will not hold the Pharmacy Contract. IM advised the LPC to work closely with the CCG.
- m) Waste Contractor – At present PHS and SRCL are the Somerset Contractors. From October 2015 it is likely that waste will be moving to a national contractor. There is a likelihood of additions to the EPS and FP10 sending messages about preventing waste of medicines.

## **19. Dates of Future Meetings of the Full LPC Committee for 2014 –**

25th June, 3<sup>rd</sup> September, 22<sup>nd</sup> October, and 17<sup>th</sup> December.

Executive Committee Meetings to be organised for the intervening months, the first of which will take place on 4<sup>th</sup> June.

## **20. Any Other Business –**

- a) Training – COPD and Dementia agreed to be two most important topics.
- b) NWA to invite Anne Cole (CPPE) to next meeting.
- c) Newsletter Items – Members requested to advise NWA of items during the next seven days.
- d) Health Watch – NWA to ascertain the appropriate contact to invite to an LPC meeting to discuss the best ways of working together.