

SOMERSET LOCAL PHARMACEUTICAL COMMITTEE

Minutes of the Meeting of the Somerset Local Pharmaceutical Committee held at The Shrubbery Hotel, Station Road, Ilminster, TA19 9AR on Tuesday 9th May 2018.

Present: G Crawley; A Downing (Chairman); Ms E Gapper; A Harker; N Kyle; J Nicholas; F.Valagiannopoulos; Ms E Waller; P Whitaker; Ms E White

In Attendance: Mrs Y Lamb (Engagement Officer), M Lennox (Chief Officer), Mrs M Pennington (Administration Officer), and N Woollcombe-Adams (Secretary)

1. Apologies for Absence – None.

2. Declarations of Interest – YL, ML, and MP declared an interest in Item 6.

3. Minutes -

a) Minutes of the Meeting of 20th March 2018 – Agreed as a correct record of the proceedings.

b) Minutes of the Meeting of 23rd April 2018 – Agreed as a correct record of proceedings.

4. Matters Arising from the Minutes of the above Meetings –

These are covered later in the Agenda.

5. CCA Report – JN agreed to do this.

6. Expenses Policy Revision –

YL, ML and MP left the room for this item.

At the meeting of 20.3.18 it had been agreed to reduce the rate per mile from 45p to 25p, on the basis that the extra 20p can be reclaimed from HMRC. It was noted that this decision put Somerset LPC out of step with other LPCs and could be a potential cause of discontent. After discussion it was proposed by PW and seconded by JN that the rate per mile should revert to 45p. This would be subject to annual review.

7. Budget and Financial Matters –

It was noted that cash balances were in line with expectation.

ML had been in discussion with GSK who were prepared to sponsor LPC projects. Health Education England were also a potential source of income. It was further noted that CPD revalidation and the Budding-Up scheme could also engineer cash for the LPC. ML agreed to speak to NHSE about backfill funding for transformation work.

8. Ways of Working –

Ann Cole (CPPE) joined the meeting for this item.

It was agreed that the meeting schedule, namely full Committee meeting bimonthly and the Executive every other month, was the correct balance, and that resources were better spent on

training/contractor meetings, rather than more Committee meetings. Executive meetings to continue being held in the evening at an appropriate venue with a private room such as the Hankridge Arms.

- a) **People** – It was agreed that Ann Cole should continue in the role of L and D Lead for a further twelve months with Committee support from AH, JN, and the Officers. This group would have a specific agenda space for updating and would maintain contact between meetings via the normal channels. It was felt that the groups communications should be headed up either “Action” or “Information”. A “Whatsapp” group would be set up by the Officers on a trial basis for four months.

The LPN had set up “South West England Collaborate” to aid recruitment, and suggestions to date included working in surgeries and hospitals as well as in the community.

LPC – “Us”. It was suggested that a twenty-minute slot should be set aside at alternate Committee meetings for member development exercises. AD would lead on this for a trial period of six months.

b) **Processes** –

i) **Strategy** – ML to lead on this item with Committee help. A monthly diary of meetings would be created by the Officers recording who would be attending what events. This would act as a call to contribute. The diary would be in the format of a monthly spread sheet for Members sent in advance. A trial period to take place for three months.

ii) **Process Planning** – AW to lead, assisted by YL. Strategy planning to be lead by ML who would get together with YL and AW to draft a template. Governance issues would fall to FV and PW, who would form the Governance/Finance Sub Committee with MP. Minutes and Committee Administration to be dealt with by MP and Political issues would be the responsibility of ML.

iii) **Customers** – HWB liaison to fall to ML, assisted as necessary by YL. The LPC bulletin to remain the responsibility of MP.

Multiples – ML has good contacts with Day Lewis and EG would be the Lloyds contact and assist YL in building up a stake holder map/template. MP emphasised the importance of chasing up responses to the GDPR request sent to all LPC contacts. All Members agreed to assist with this.

Urgent and Emergency Care (Commissioners) – EG and EW agreed to represent the LPC and work with the appropriate individuals.

Long Term Conditions – GC and MK would represent the LPC as and when representation was necessary.

Somerset County Council – YL would be the contact for the LPC. She took the opportunity to update the Committee on EHC. Lack of funding from SCC meant that individuals in the age group thirteen to twenty-five would be funded, otherwise the service would have to be paid for by the patient. It was noted that this would require two separate PGDs.

iv) **Finance** – Would be dealt with by a sub committee consisting of FV, MP and PW.

9. **Denise Newport, Daiichi Sankyo UK Ltd** –

DN addressed the Committee on Edoxaban, an anti-coagulant, and distributed a practical guide to Members.

10. Steve Thornback, Boehringer Ingelheim Ltd –

ST gave a brief history of the company and spoke about some of their products, in particular the NOAC class of drugs.

11. Future Membership of Application Sub Committee –

JM agreed to be the Committee reference point for the coordination of responses when time scales prevented the application from being an agenda item for a full Committee.

12. Executive Committee –

It was agreed that membership would consist of the Chair, Vice Chair, Chief Officer, Administration Officer, Engagement Officer, together one of either FV or PW.

13. Health and Wellbeing Board –

NWA advised that the latest agenda consisted of items concerning safe guarding of children and vulnerable adults, with nothing of specific relevance to the LPC.

14. Joint LPC/CPPE Events –

Ann Cole reported a favourable feedback from the recent Respiratory Disease and Inhaler Technique event and went through the list of future events involving CPPE, up to November 2018.

15. Date of Future Meetings –

Full Committee meetings would take place on 18th July, 12th September and 14th November, with the next Executive Meeting to take place on 25th June. MP would advise times and locations in due course.

16. Any Other Business –

- a) Agreed that the Shrubbery Hotel was a good venue, but the use of a cooler room would be preferred with the lunch break reduced to forty-five minutes.
- b) Provider Company – A possibility had arisen of working with Devon LPC/LOC as a cheap alternative to working with Avon Health Care Services, to hosts projects. ML would report back following his meeting with Devon LPC.
- c) NWA reminded Members that the Committee still had a vacancy which needed to be filled by an Independent Member.
- d) Branded Generics – Noted that the problems were once more raising their head. ML agreed to take up the issue as appropriate when occasion arose.