

	<p>Committee, work within the budgets, to work within safety margin of the PSNC. To ensure all payments are made, communicate to auditors and accountants, salary and pension payments.</p> <p>BP asked for this to be discussed at the next GSOC meeting and for them to make a decision on a practical way forward. It was agreed SM would be a member of GSOC.</p>	
	<p>Declaration of Interest – circulated within the meeting, all to be completed and returned to AC by end of day.</p>	ALL
1.0	Contract Applications	
	<p>Contract Change update, including Closures and Change of hours</p> <p>No recent applications. Next panel meeting is on 24th May.</p> <p>Oral hearing recently took place – relocation no significant change and 2 unforeseen benefit all reviewed at once. HB declared interested.</p> <p>If anyone is interested to attend future Oral hearings, let KSS know.</p>	
	<p>Consolidation onto the site at 16 Kings Parade, Stanford-le-Hope, SS17 0HP of Allcures PLC already at that site and Allcures PLC currently at 23 High Street, Stanford-le-Hope, SS17 0HD, Regulations 26a</p> <p>KSS explained Regulations 26a allows for a merger or consolidation. Correspondences are via PCC and not PCSE. Draft letter had previously been circulated to members, it was agreed KSS to send to PCC immediately to ensure the deadline date of 18th May 2018 was met.</p>	KSS
2.0	Minutes and Actions	
	<p>Matters arising from last meeting</p> <p>Boots Contracts for Stop Smoking Service/Sexual Health Service still not resolved</p> <p>PharmOutcomes login not yet shared this will access the PSNC LPC Self Evaluation.</p> <p>AP was referred to Occupation Health several months ago, by means of a duty of care, ensuring he was able to carry out his role as Chief Executive. Paperwork completed but yet to be concluded.</p> <p>Andrew Hathaway from NHS Digital to discuss the multiple EPS proposal with KSS, APat will also attend to add a contractor point of view. May need to invite Andrew to attend a future LPC Meeting.</p> <p>System 1 to amend the messaging details – information regarding the timescale for patience. Essex LMC had not been contacted, therefore KSS will follow up with Cathy Peddar</p> <p>Future activities reports to be sent out to all Members</p> <p>VOCARE – shortlisted for the bid, patient rep asked more questions than any other attendees. Decision to be made on 8th June</p> <p>Recording interventions – still be done</p>	<p>AP/SP</p> <p>AP</p> <p>GSOC/AP</p> <p>KSS/APat</p> <p>KSS</p> <p>AP/KSS</p> <p>AP</p> <p>AP</p>

	<p>To correct TS name, 2nd para of the Minutes</p> <p>There being no further issues, the minutes were deemed a true and accurate record of the meeting.</p> <p>Minutes of the meeting from 21st March 2018 to be uploaded on the website.</p>	<p>AC</p> <p>AC</p>
	<p>Responsibility of a Committee Member</p> <p>Several new members attended the PSNC Members Day and found it extremely useful, albeit a lot of information to be retained.</p> <p>Areas of responsibilities for Committee Members, attending Forum Meetings within their areas. Actively contributing the Committee meetings, by means of submitting Action Papers prior to the meeting, addressing issues raised by other Community Pharmacists.</p> <p>Send list of Contractors to each Member for their allocated area.</p>	<p>AC</p>
	<p>LPC Working</p> <p>It was agreed that for future meetings Ashok Pattani in his role as Finance Manager would be invited to attend the finance only session.</p> <p>A general invitation would be offered to Bharat Patel for his PSNC role to future LPC meetings.</p> <p>It was agreed that each member should have an allocated area of responsibility, as follows;</p> <p>Media and PR – SM Rx and supply issues – TS Horizon scanning e.g. GDPR and FMD – PS CPAF – RS and MD SP was not at the meeting, and therefore was not allocated a workstream topic.</p> <p>BP encouraged new committee members to express their interest in their preferred workstream and therefore would partner the responsibility.</p> <p>It is expected that members would make regular contact to Contractors in their areas and feedback issues to the Committee as well as putting a report to the Committee, (including no developments)</p> <p>HB has documentation from a few years ago of workstream activities, he would forward to the Office.</p>	<p>Office</p> <p>New Committee Members</p> <p>HB</p>
	<p>LPC Governance</p> <p>PSNC LPC Self Evaluation Governance. HB enquired about the current position. Waiting for AP to give login details</p>	<p>AP/HB</p>
	<p>IT Infrastructure</p>	

	<p>Rob Pring and Russell Howarth joined to Committee to outline the proposals for Essex LPC Office IT infrastructure. They represent ZenZero, current IT providers for Essex LPC.</p> <p>The proposal is to update and take into account the GDPR for the Office.</p> <p>Part 1 – to remove the need for the aging on premise server infrastructure empowering users to work anywhere at any time from any device.</p> <p>Part 2 – refresh aging workstation infrastructure that has performance issues.</p> <p>Part 3 – introduce new security and compliance solutions to help protect the Essex LPC business and personal data.</p> <p>ZenCompliance – online accessible software and enables Essex LPC to look at potential risks, data held, third party etc. Essex LPC need to review and audit all the potential data held first and then may need to contact Risk Involved (Partners to Zenzero).</p> <p>SM asked who would be funding the upgrade to the IT system, would it be Essex LPC or HLP Partnership? As the risk factors appears to be with HLP Partnership. GSOC to decide where the funding will come from.</p> <p>APat stated that the data holding is more sensitive with HLP Partnership than Essex LPC. APat also referred to the £1000 subsidised amount which was agreed a few years ago, but HLP Partnership has not paid anything to Essex LPC. HLP Board needs to review the finance arrangements and put in place as soon as possible. It was highlighted that HLP has paid £18,000 to Reed for the services of an office Temp.</p> <p>AP to contact other IT companies to get comparisons on pricing.</p> <p>HB said that clearer boundaries are needed for LPC and HLP Partnership.</p>	<p>GSOC</p> <p>HLP Board</p> <p>AP</p>
	<p>Finance Manager Update</p> <p>APat briefly went through the LPC Members expense claims process, and reminded CCA representatives to ensure bank details are included for both head office and personal account. All members to submit claims within 28 days.</p> <p>APat shared expenses paid for 2017 and 2018 LPC Meetings and Forum meetings, and how more restrictions are being placed on Pharma Companies. Essex LPC have hosted a few “value for money events”, which Contractors have found essential, these however have not been sponsored.</p> <p>HLP and Essex LPC relationship for finances has not been resolved and needs to be done as soon as possible.</p>	<p>HLP Board</p>
	<p>GSOC</p> <p>SM proposed to keep the same structure - 3 members plus finance manager. AP would like to be invited to future meetings unless</p>	

	<p>staffing and salaries are to be discussed.</p> <p>PS to remain on GSOC, and it was agreed RS, SM to join, APat (Finance Manager)</p> <p>SM gain approval to have GSOC meeting and to resolve outstanding issues.</p>	GSOC
	<p>Annual Pay Review for Essex LPC Office Staff</p> <p>Will be discussed at GSOC meeting</p>	GSOC
	<p>September Contractors Conference</p> <p>The Essex LPC Conference has been booked for Wednesday 19th September. Simon Dukes, Gordon Hockey and Leyla Hannbeck to be invited.</p>	AP
3.0	National Updates and Issues	
	PSNC update – nothing received.	
4.0	Local Updates and Issues	
	<p>PS said the last Mid Essex Forum Meeting was really good, practical element to the session on pulmonary rehab.</p> <p>PS said that some really good practices are already taking place in the County and there is a need for information sharing, rather than “reinventing the wheel”.</p> <p>NE Essex COPD bid for this going in and likely to have £15,000 given in readiness for the winter pressures.</p> <p>BP representative – SEARS and STP group, hold on this.</p> <p>MyCare records – share data between organisations, patient records including blood results. AP has meeting in near future within West area.</p> <p>Work currently underway taking place at Princess Alexander Hospital with a Dermatologist Dr. Verdoilini monitoring patients on methotextrate and cyclosporin through community pharmacies. These patients only require monitoring following regular blood tests and unnecessarily block up outpatient appointments.</p>	
	<p>General Data Protection Regulations (GDPR) Compliance</p> <p>A lot of work has already started on GDPR, templates and processes are developing. Pharmacies have similar issues, but KSS has concerns about the data held in the LPC Office and more specifically the data HLP Partnership holds (including patient identifiable information). To make sure we are compliant and the impact on 3rd parties are also satisfied, may require external help. GSOC meeting on Tuesday 22nd May, KSS to get costings prior to that, and they will give recommendations.</p>	KSS/GSOC

	<p>Electronic Medicines Optimisation Pathway (EMOP)</p> <p>Southend gone live on 9th May. As at 11th May eight referrals had gone through. Successful event took place at the beginning of May for Contractors in South Essex, very good attendance and keenness. The idea is that the patient says who their regular pharmacy will be, hospital will hold that and then the details gets sent through on discharge.</p> <p>AP said that even though there were over 75 attendees, no representation from multiples. AP will be contacting multiple Area Managers to encourage engagement. If multiples do not want to be involved they will need to opt out.</p> <p>MN did say that issues like this would go through their Commissioned Services Team at Lloyds Headquarters</p>	AP
	<p>Quality Payment Scheme (QPS)</p> <p>QPS has been updated, with a few alterations. KSS producing Newsletter soon and will include.</p>	KSS
	<p>Sign Up to Safety</p> <p>Committee agreed to sign up, will get quality mark that can be used on headed papers etc.</p>	KSS
	<p>Hypertension Bid NPA</p> <p>Hypertension training session has taken place for 10 pharmacies that will be involved with this pilot, but as yet has not gone live. TS said the training was useful and hopefully the outcomes will be really beneficial. Testing, diagnosing, 24 hour APBM. Now only over 40's. PharmOutcomes not being used, but the NPA have an alternative electronic Portal.</p>	
	<p>Any Other Business</p>	
	<p>SM asked whether there was any update on the ARU Integrated funding Jane Newman from Essex LPN was involved in. KSS confirmed she had received details via the Gateway and would share with the Committee and to also include into the next newsletter.</p> <p>Pharmacies will be issued laminated QR code so that patients will use their personal mobiles to receive condoms as a development of the C-Card scheme.</p> <p>Due to low numbers of Chlamydia kits reaching the laboratory it was decided at a recent Sexual Health meeting with Provide that in future only pharmacies that have a toilet accessible by patients will be provided with Chlamydia kits to distribute. This way clients will use toilets for samples and the kits can be sent off straight away, otherwise the client will have to use on-line and get kit sent to them at home.</p> <p>AP asked whether there is any objection to Medical student coming into pharmacies in their final years – Committee members would</p>	KSS

	more than encourage it.	
	There being no further business to discuss, the meeting was closed at 4pm	

Next Meeting: Wednesday 18th July 2018
at the Army Reserve Centre, Springfield, Chelmsford.

I certify that these minutes are a true and accurate record of the Essex Local Pharmaceutical Committee meeting held on Wednesday 21st March 2018.



Signed: Bina Patel
Position: Chair

DATE RAISED	ACTION DETAILS	ACTION BY
16.5.18	Declaration of Interest – All Members to return to AC by end of day.	ALL
16.5.18	Contract Changes - KSS to send consolidation response to PCC immediately to ensure the deadline date of 18 th May 2018 was met.	KSS
22.11.17 24.1.18 24.1.18 16.5.18 21.3.18 21.3.18 16.5.18 16.5.18	Matters arising from previous last meetings Boots Contracts for Stop Smoking Service/Sexual Health Service still not resolved PharmOutcomes login not yet shared this will access the PSNC LPC Self Evaluation Governance. AP referral to Occupation Health. Paperwork completed but yet to be concluded. Meet with Andrew Hathaway from NHS Digital to discuss the multiple EPS proposal with KSS, APat to attend. May need to invite Andrew to attend a future LPC Meeting. System 1 to amend the messaging details – information regarding the timescale for patience. Essex LMC had not been contacted, therefore KSS will follow up with Cathy Peddar Calendar commitments to be sent out to all Members prior to meetings taking place Recording interventions – still be done To correct TS name, 2 nd para of the Minutes	AP/SP AP GSOC/AP KSS/APat KSS AP/KSS AP AC
16.5.18	Responsibility of a Committee Member - Send list of Contractors to each Member for their allocated area.	AC
16.5.18	LPC Working – Invite Askok Pattani (Finance Manager) to finance only session. A general invitation would be offered to Bharat Patel for his PSNC role to future LPC meetings. It is expected that members would make regular contact to Contractors in their areas and feedback issues to the Committee as well as putting a report to the Committee, (including no developments) HB has documentation from a few years ago of workstream activities, he would forward to the Office.	Office New Committee Members HB
16.5.18	IT Infrastructure - AP to contact other IT companies to get comparisons on pricing.	AP/GSOC
16.5.18	Finance - HLP and Essex LPC relationship for finances to be resolved as soon as possible.	HLP Board/ GSOC
16.5.18	Annual Pay Review for Essex LPC Office Staff - Will be discussed at next GSOC meeting	GSOC
16.5.18	September Contractors Conference - booked for Wednesday 19 th September. Simon Dukes, Gordon Hockey and	

	Leyla Hannbeck to be invited.	AP
16.5.18	General Data Protection Regulations (GDPR) Compliance - Consideration for an external organisation to assist with GDPR at Essex LPC and HLPartnership. GSOC meeting on Tuesday 22 nd May, KSS to get costings prior to that, and they will give recommendations.	KSS/GSOC
16.5.18	Electronic Medicines Optimisation Pathway (EMOP) - AP will be contacting multiple Area Managers to encourage engagement. If multiples do not want to be involved they will need to opt out.	AP
16.5.18	Quality Payment Scheme (QPS) - QPS has been updated, with a few alterations. KSS producing Newsletter soon and will include.	KSS
16.5.18	Sign Up to Safety - Committee agreed to sign up, will get quality mark that can be used on headed papers etc.	KSS
16.5.18	Hypertension Bid NPA – AP to share the SLA with HB	AP
16.5.18	AOB – KSS to share Gateway e-mail to Committee members re: update on the ARU Integrated funding Jane Newman from Essex LPN was involved in, and to also include into the next newsletter.	KSS