



	<p>At the previous meeting a couple of members did not have an allocated work stream. It was agreed that HB would do horizon scanning and SP Media.</p> <p>There being no further issues, the minutes were deemed a true and accurate record of the meeting.</p> <p><b>Action:</b> AC to upload the minutes of the 16<sup>th</sup> May 2018 LPC meeting to the website.</p>
	<p><b>GSOC Report</b></p> <p>PS gave an overview of the recent GSOC meeting, including budget.</p> <p>It is essential that movement of money must be transparent. Essex LPC is very keen to support HLP Partnership and vice versa. HLP will provide sponsorship of £1000 per month.</p> <p>Financial considerations were given to GDPR but KSS has successfully moved this forward.</p> <p>Staffing issues, holiday pay in lieu and pay reviews were all discussed</p> <p>The Office photocopier needs to be replaced and AP has been receiving quotes, prices have dropped considerably over the last year or so. NS offered to assist with purchasing the photocopier via his contacts. The Committee/GSOC agreed for a photocopier to be purchased.</p> <p>KSS raised the outstanding invoice with Fenn Wright, whereby work was completed around the Essex LPC Office property without prior negotiation, The bill of £1466.00 is being disputed by the residents. GSOC to put on their risk register</p> <p>The Budget will need to be shared with NHS England when approved.</p> <p>HLP Partnership – AP, SM and Bharat Patel are authorised signatures this needs to be reviewed.</p>
	<p><b>Treasurers Report</b></p> <p>NS summarised the budget. LPC reserve is as recommended by PSNC.</p> <p>NS will take on the role of Finance Manager when Ashok Pattani steps down. RS will shadow. Will need to establish a practical mechanism to process invoices.</p>
	<p><b>Annual Review for Essex LPC Office Staff</b></p> <p>GSOC deferred this discussion</p>
	<p><b>Self-Evaluation</b></p> <p>KSS has completed the self-evaluation details for Essex LPC and details were printed off PharmOutcomes. PS and AN offered to support KSS with future self- evaluation reviews, by means of checking the entries recorded.</p> <p>Some areas to be worked on include; LPC reporting, sharing the LPC agenda for Contractors prior to meetings and reviewing LPC member training needs. Much of this was dependent on new committee being appointed.</p> <p>MN role has changed in Lloyds and therefore will not be continuing as a Committee Member. Essex LPC to contact CCA for new representative.</p>

	<p><b>Essex LPC 2020 Vision: Strategic Plan 2017-2020</b></p> <p>A work plan needs to be added to the Strategic Plan. It was agreed that the morning of the 19<sup>th</sup> September would be dedicated to taking this forward.</p> <p>BP and AP attended a PSNC Leaders Day recently, it was suggested that the allocated leads for workstreams could be responsible for a small budget (£1,000) to empower them to be proactive in their designated area.</p> <p>SM proposed the budget, PS seconded. The practicalities need to be confirmed, ie template “plan on page” including what, how and when.</p>
	<p><b>Annual Report 2017/18</b></p> <p>AC circulated electronically a draft annual report to Members. Comments back to Office by 25<sup>th</sup> July 2018</p>
	<p><b>IT Infrastructure</b></p> <p>AP provided an update on the progress on the IT development. E-mail migration has taken place. KSS has a new laptop. AP is still receiving quotes for the whole IT system to be updated.</p>
	<p><b>Chief Executive Update</b></p> <p>AP sends to Members on a weekly basis. No comments by Members</p>
	<p><b>Contractor Support Manager Update</b></p> <p>KSS activity report contain within the pack. No comments received either by Members.</p>
	<p><b>September Contractors Conference</b></p> <p>Speakers have been confirmed. Simon Dukes, Alistair Buxton and Gareth Jones will be key speakers.</p>
3.0	<b>National Updates and Issues</b>
	<p><b>PSNC verbal update</b></p> <p>AP feedback PSNC news on behalf of Bharat Patel.</p> <p>Action: NPA representative to attend future meetings, to add feedback.</p>
	<p><b>Issues raised by Contractors</b></p> <p>West Essex – TS spoke to a couple of contractors who mentioned the safer consultation in minor illness issues – a few have received login details.</p> <p>PS and SP will contact Contractors prior to the Mid Essex Forum meetings and boost numbers in the future and gain feedback at the same time.</p> <p>BP has visited a couple of pharmacies, received feedback and raised their concerns (included surgeries not receiving requests from pharmacies) with Southend and Castle Point CCG.</p> <p>In South East Essex, GP’s/Pharmacists can attend 2 one hour meetings per year as part of a CCG Incentive Scheme with a nominal payment.</p>

	<p>AP encourage all members to contact contractors within their allocated areas and to feedback in the future, reports can be included and added to the agenda.</p> <p>TS feels that it's an excellent opportunity to showcase what Pharmacies do and valuable to share information with GP and vice versa.</p> <p>'Walk in my shoes' is a PSNC initiative for cross working in pharmacy/GP's. Well Pharmacies have not progressed with this, the Pharmaceutical reps tend to do the leg work and join up GPs and pharmacies. Lloyds were not aware of what it was and Boots haven't been involved however SP encourages pharmacies to speak to GPs, but this not necessarily happen, tend to be reactive to problems rather than proactive and forward thinking. Active in Cornwall with Day Lewis pharmacies.</p> <p>KSS suggested it could be a good project for the communication or horizon scanning lead to progress 'Walk in my shoes' further. SM agreed to take this forward.</p>
	<p><b>Public Health Campaigns</b></p> <p>Have not had public health campaigns for several months, being raised with Essex LPN lead at East Anglian group on 19<sup>th</sup> July.</p>
<b>4.0</b>	<b>Local Updates and Issues</b>
	<p><b>Pharmacy Care Plan Proposal by PSNC</b></p> <p>AP presented key points of the Pharmacy Care Plan Proposal. Alistair Buxton from PSNC will cover in more details at the Essex LPC Conference in September. The main concerns raised were around funding and how this will fit with the national contract.</p> <p>Committee Members to feedback their comments to the Office within 1 week (25<sup>th</sup> July 2018)</p>
	<p><b>EMOP Update</b></p> <p>South Essex up and running. Of the referrals sent two thirds have been received and opened. KSS still waiting for MN to come back regarding Lloyds involvement.</p> <p>All Contractors have been sent links and further detail for referrals, as on occasions some referrals have gone outside the South Essex area.</p> <p>West Essex EMOP due to go live in September 2018</p>
	<p><b>CPAF Screening Survey</b></p> <p>99% complete in Essex. Only 7 pharmacies did not complete this survey.</p>
	<p><b>Safer Consulting Skills ARU</b></p> <p>Now launched, West Essex underway where 20 places are available. West LPC members to raise in that area.</p>
	<p><b>Smoking Cessation and Sexual Health</b></p> <p>1042 quits in 2017/18. Under target but better than 2016/17. HLPartnership, the Stop Smoking Contract is due to expire March 2019. But ECC continues to run for a further 2 years.</p>

	<p>'Stop before the Op' will be taking place in West Essex, encouraging patients to stop smoking before a major operation. HLPartnership have contacted all stop smoking pharmacies to ensure they are aware of the policy.</p> <p>As above the Sexual Health Services expires in March 2019. eC-Card scheme app has been uploaded and should be available imminently. Some of the pharmacies in Thurrock have come on board with the HLPartnership. An engagement event is taking place on 6<sup>th</sup> September.</p>
	<p><b>Flu Vaccination Service in Thurrock</b></p> <p>Recommissioned occupational health – 2 days at Thurrock Civic Centre and 2 days at civic amenity site.</p>
	<p><b>NE COPD</b></p> <p>Will be progressing further with this Winter pressures during the afternoon with guest arriving. Carol Sampson to present on the programme from a CCG perspective.</p> <p>The format of the afternoon session will initially start with KSS presenting on how far we have moved on since the last winter pressure meeting from November 2015 and AP on other schemes around the country. Then break out into 2 groups with the objective to be proactive and suggest practical ways to address this coming winters pressures.</p>
	<p><b>There being no further business to discuss, BP closed the meeting at 1.00pm.</b></p>

**Next Meeting:**

Wednesday 19<sup>th</sup> September 2018 at The Best Western Ivy Hill, Margareting, Near Chelmsford.

**I certify that these minutes are a true and accurate record of the Essex Local Pharmaceutical Committee meeting held on Wednesday 18<sup>th</sup> July 2018.**



**Signed: Bina Patel**  
**Position: Chair**