

MINUTES OF ESSEX LPC PRIVATE COMMITTEE MEETING

Held on

Wednesday 14th November 2018

Army Reserve Centre

Springfield, Nr Chelmsford, CM2 5TA

Present	Bina Patel (BP) Jon Lake (JL) Rajiv Sharma (RS)	Simon Moul (SM) Penny Skellern (PS) Tunde Sokoya (TS)	Chirag Patel (CP) Poonam Jagdev (PJ) Sanjay Patel (SP)
In attendance	Ash Pandya (AP)	Karen Samuel-Smith (KSS)	Angela Culleton (AC)
Apologies	Ashok Pattani (APat) Amarjit Nandhra (AN)	Hamish Borno (HB) Bharat Patel (BhP)	Ashley Agwuncha (AA)

Item No	Details
	BP welcomed new Committee Members, Jon Lake and Chirag Patel to the meeting.
1.0	Contract Issues KSS gave an update on the contract applications, active applications include 2 temporary relocations in Laindon, Basildon as the shopping centre is being renovated and an appeal at a distance selling pharmacy in Loughton An oral hearing is due to take place in January, unforeseen benefits at land in Ongar, if a committee member would like to attend as an observer please let KSS know. PS noted that Maylandsea Pharmacy had decreased by 4 hours not increased. AC to check details received from NHS England.
2.0	Minutes and Committee Issues Minutes from the meeting from 19 th September 2018 were approved.
2.1	<u>GSOC</u> PS said that GSOC had not yet met, as they have been waiting for IT quotes from AP, now information is available GSOC will meet on 22 nd November. Contract of Employment documentation has been completed for Angela Culleton and Carol Bryant. Carol to be invited to next meeting for lunch to meet the committee members.
2.2	<u>Treasurers Report</u> PS reported in APat absence, stating that the reserve is slightly lower than the recommended level. Expense payments to committee members will be paid on the 25 th of the month following the month in which the claims arise. All mileage claims must have the details of the journey to and from post code. Staff pension contributions will increase in April 2019, adding £1500 to the baseline cost.

2.3	<p><u>Spring Conference</u></p> <p>Having received really positive feedback from the QPS Carousel event last year, it was agreed that another event will be organised and to take place on Wednesday 16th January 2019. It will cover the new criteria required in the QPS scheme with various drop in sessions, together with safeguarding training, considering non pharmacist training face to face, Healthy Living Pharmacy Leadership and risk management training.</p> <p>Members discussed possible venues, however it was agreed to use the Best Western Ivy Hill Hotel again. KSS said that she has had feedback recently from Contractors in North Essex and consideration should be given to use a venue such as Holiday Inn, Eight Ash Green or Marks Tey in Colchester in the future.</p> <p>KSS has already approached the 5 CCG's regarding spacer devices and have request pharmacies to directly supply. Positive response back so far from NE and West Essex, still waiting to hear back from South Essex. Committee Members expressed their appreciation to KSS for being pro-active. SP and KSS to talk to prevent any issues through the Boots contracts. Details of the conference needs to be circulated as soon as possible.</p> <p>It was agreed;</p> <ul style="list-style-type: none"> • The office would distribute information to all Essex Pharmacies as soon as possible. • PS to raise at GSOC the financial impact of the Contractors event, and also consideration for sponsorship from relevant organisations. The pop up banners need reviewing and reprinting and therefore cost implication may feature • A steering group to get the logistics of the event co-ordinated with consist of SP, BP and KSS and AC.
2.4	<p><u>Electronic Packs for meetings</u></p> <p>AP wanted to gain views from member about receiving electronic packs for the LPC meetings rather than paper packs. It was agreed that the packs will be sent out electronically 2 weekends prior to the Committee meetings, any details that are relevant after this timescale will be added as an AOB. Attachments will be embedded as word documents where possible.</p>
3.0	<p>National Updates</p> <p>Bharat Patel (BhP) was unable to attend the meeting, however he had offered a summary report that was circulated to members.</p> <p><u>Falsified Medicines Directive</u></p> <p>A webinar is available and everyone was encouraged to watch it. Comments to be circulated via the Member's What's App. Information needs to be sent to community pharmacist urgently, as they will need to consider their suppliers - either an integrated system or independent (stand-alone) system. To register with SecureMed, Pharmacists will need to have a contract with a supplier. AP to circulate details to Contractors and to also find out who has already registered with SecureMed already within next 2 weeks.</p>
3.1	<p>National Issues</p> <p>NHS England Contractual Audit from 10th October to 16 December 2018. KSS tried accessing on behalf of a contractor but found some difficulties. PS did experience problems and error messages occurred even though she was able to complete it. Everyone needs to submit details via NHSBSA to cover 1 week minimum regardless if providing the flu vaccination service.</p>

4.0	<p>Local Updates</p>
4.1	<p><u>Anglian LPC/NHSE Meeting</u></p> <p>KSS provided feedback from the Anglian LPC/NHSE meeting, together with the accountable action log. Issues covered included; CPAF have started visiting pharmacies - both those that are doing well as well as performance monitoring; NHS.net shared account; NUMSAS; sharp waste (as stated in the regulations it is the Local authorities responsible for collection from patients homes); Fitness to practice; “Smile 2019” - Oral Health, as well as CD destruction. PS mentioned she had CDs destroyed recently, and that an appointment will be made soon to cover Essex, delays have been occurring¹ in destructions and KSS agreed to follow up.</p>
4.2	<p><u>Regional PSNC Meeting</u></p> <p>BP attended the Regional PSNC meeting and she summarised the content of the meeting; role of NHSBSA; looking at reducing meeting; working with LPC’s more, provider companies and accountable care organisations.</p> <p>PSNC have offered LPC’s HR support and Essex have opted for level 1 of the package, need to review the contract with Peninsula; and the Leadership academy in December, both BP and AP will be attending.</p> <p>Format of the Anglian regional meetings will be altering slightly, bi-annually, the CEO will send PowerPoint presentation on areas to be discussed prior to meetings. Next meeting March/April – AP to forward in advanced. Reviewing purpose of meeting, rather than meeting for meetings sake.</p> <p>IG Toolkit now known as “Data Securing and Protection”, need to let Contractors know.</p>
4.3	<p><u>Midlands and East (East) Head of Commissioning meeting</u></p> <p>Andrea Patman meeting template letter that KSS has been circulated. This asks commissioners who state that they wish to engage with community pharmacy to divulge budget. Oversight of regional site business plans etc and budget allocations. Midlands and East (East) Bedfordshire, Hertfordshire and Northamptonshire and Milton Keynes</p>
4.4	<p><u>Essex Pharmacy Leads meeting</u></p> <p>KSS attended, agreed as beneficial to maintain a county-wide pharmacy agenda. The next couple of meetings will be looking at workings with GP, Care home and Community pharmacies and trying to blur the boundaries and actually work together. Basildon and Brentwood (SW Essex) first area to start. KSS has already contacted Firza.</p>
4.5	<p><u>MP Engagement</u></p> <p>As part of the discussions from the last South West Essex Forum meeting, a number of Contractors raised their concerns about being demotivated with the financial cuts, and services being done from a goodwill basis. A powerful message could be possibly via contacting local MP’s, this in turn could have an influence with the Minister of Health. A communication strategy took place and it was agreed</p> <ul style="list-style-type: none"> • Committee members would contact their own MP’s. • Invite to forum meetings but from a positive angle on what pharmacies do, rather than negative comments and moaning. • AP would draft a template letter that could be used but with the caveat that it should include key messages that the MP has referred to (i.e. from Twitter, Facebook or meetings etc) and link these into the letter.

4.6

Engagement with the new NHS – PCN, Local networks, ICS, ICP, LA

BP reported back that she, AP, KSS and AC attend the EPIC Workforce Day on 8th November. Prevention is the key area that pharmacies will need to address.

A discussion in the group took place about “How can community pharmacies actively engage with Primary Care Networks”

It appears that each area in Essex are doing different things, therefore a mapping exercise needs to take place initially. The LPC Office will collate working groups in readiness for the next meeting, with the view for Members to identify representatives in their areas who are willing and able to attend the group meetings – as “pharmacist representatives”. KSS to update the mapping exercise from 2013.

4.7

Open the Bag Campaign

West Essex campaign “Open the Bag” went live on 12th November, it encourages patients to open and check their prescription bag before they leave the pharmacy. Will be promoted for 6 months, and it is intended that the message will be embedded and therefore will be route to encourage patients to check prior to leaving the pharmacy. Pharmacist and patients can use survey monkey to include their experiences and comments.

Several committee members already actively encourage patients to check medications.

TS to send the Office copies of login sheets, so that they can be shared with West Essex contractors. PS also suggested record of medication that is removed should be kept.

4.8

EMOP Update

Princess Alexandra Hospital going live at the end of November/early December, however it is unlikely that there will be an engagement event until January 2019, this event will be also accessible to Mid Essex, NE London and Hertfordshire contractors.

Carol Bryant is currently phoning pharmacies where activity has occurred but records not complete and AP and KSS are contacting those pharmacies that have not activated any records.

4.9

Members feedback

TS feels that engagement with patient needs reporting more, and a change in philosophy is required, looking more at preventing

He went onto say were the right people chosen for the hypertension pilot service, what was the selection criteria, even though opportunities and equipment have been given to the participating pharmacies the 3 month data is disappointingly low.

Pharmacist are re-active and this needs to be altered to a pro-active approach instead.

All CCA representatives to provide at least 10 MUR examples over the next 4 week period

DATE RAISED	ACTION DETAILS	ACTION BY
22.11.17	Boots Contracts for Stop Smoking Service/Sexual Health Service still not resolved. SP has authorised the Contract to be signed (2.11.18). HLPartnership not yet received it.	AP/SP
16.5.18	Recording interventions – Pilot for West Essex has been set up on PharmOutcomes – awaiting feedback, no feedback received, so after 6 months this removed	
16.5.18	IT Infrastructure - AP to contact other IT companies to get comparisons on pricing. The quotes AP received will be discussed at GSOC on 22 nd November 2018.	AP/GSOC
18.7.18	HLPartnership Finance – AP , SM, Bharat Patel authorised signatures needs to review	AP/SM/Bharat Patel
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. Boots are progressing with success. AN raised with Essex Customer Manager at Lloyds, nothing back re: company policy. Carol Bryant, KSS and AP following up on EMOP activity	AP
19.9.18		AP
14.11.18		AP/KSS/CB
18.7.18	GSOC – The outstanding invoice from Fenn Wright of £1466.60 (maintenance charged) to be put onto the GSOC risk register PS to discuss financial implications of Contractor event and consideration of sponsorship, QPS Carousel and pop up banners	PS
18.7.18	Essex LPC 2020 Vision: Strategic Plan 2017-2020 – Action plan development and progress updates at each meeting	ALL
18.7.18	“Walk in my shoes” - KSS suggested it could be a good project for the communication or horizon scanning lead to progress. SM agreed to take this forward.	SM/KSS
18.7.18	Public Health Campaigns – Oral Health 2019. No other campaigns organised.	
19.9.18	Essex LPC Website – documents and information need to be uploaded	Office
14.11.18	Contract Applications – Oral hearing taking place in January 2019, if member would like to attend, contact KSS Maylandsea Pharmacy, differ in hours, check with NHS England information	AC
14.11.18	QPS Carousel – Contractors event to be organised for 16 th January at Best Western Ivy Hill. Information to be circulated to Contractors asap. Steering group to be formed SP, BP, KSS and AC	Office/BP/SP
14.11.18	Falsified Medicines Directive – all members to watch the webinar and make comments via the What’s App group	All

14.11.18	Falsified Medicines Directive: Ascertain from SecureMed if LPC can have a list of who has already registered	AP
14.11.18	CD Destruction – KSS to follow up on delays in getting CD's destroyed	KSS
14.11.18	Let PSNC know the 2019 meeting dates	AC
14.11.18	MP Engagement – Committee member's contact their local MP's, invite to Forum Meetings. AP to draft template letter – but must be adapted to include key topics that MP's have referred to in social media or recent meetings	Members/AP
14.11.18	Primary Care Network – collate working groups and complete mapping exercise	AP/KSS
14.11.18	Open the Bag – TS to send login sheets to the LPC Office, so that they can be shared with West Essex Contractors	TS