

# Minutes

**Location:** Zoom Call  
**Date:** 24<sup>th</sup> June 2020  
**Time:** 09.30am – 16.00pm

## 1. ATTENDEES

Members Name	Company	Initials
Aneet Kapoor (Chair)	Ind	AK
Mubasher Ali	CCA	MAI
Peter Marks	AIMp	PM
Fin McCaul	Ind	FM
Jennie Watson	CCA	JW
Mohammed Patel	Ind	MP

Members Name	Company	Initials
Bruce Prentice	Ind	BP
Luvjit Kandula	GMLPC	LK
Mohammed Anwar	Ind	MA
Ifti Khan	CCA	IK
Mujahid Al-Amin	CCA	MAA
Helen Smith	CCA	HS

**APOLOGIES:** FM and MA joining in the afternoon

## 09:30 - CLOSED SECTION

### WELCOME, INTRODUCTION, APOLOGIES

Welcome back MAA to the LPC

### DECLARATION OF INTEREST (DOI)

No updates are declared.

### MINUTES FROM PREVIOUS MEETING

Minutes from previous meeting are agreed as an accurate record.

### ACTION LOG

The action log is discussed; completed actions are removed and comments and updates are added to any that are outstanding.

### CONSTITUTIONAL REVIEW

Following the last meeting, LK agreed wording with PSNC that would be agreeable to all as the previous wording was deemed to be too wide.

This went out to a contractor vote with a closing date of 24/06/20.

Currently 317 yes votes (100% positive), all previous CCA companies have now voted yes. Still over 300 to vote. We need 2/3 of the vote to be positive.

#### **FINANCE UPDATE**

See presentation from MA

Still have not completed the work to confirm that every contractor is paying their levy to the LPC.

MA to request data from BSA via an FOI and then work with James and the team. Going forwards, the office manager could request the data every 3 months. We need to be aware that if we lose a number of contractors, we will have a reduced income.

BAU line on Project Expenditure is slippage money and is available to support initiatives.

Need a CRM tool, should we use this money for this? This will be a priority piece of work for James.

#### **COFFEE BREAK**

#### **FM AND MA JOIN MEETING**

#### **DOPT REPORT**

LK provides an overview of some of the work she has been focusing on.

- WS2 – Academy
- WS3 – Services
- WS4 – PCN
- Primary Care Recovery

All slides from LK presentation attached to minutes.

Discussion around Aps (Echo etc.) for prescription ordering including Peter Howarth issues and possible LMC issues in Tameside. Is this not an issue for the national IT group, it has been raised with them and they have previously done nothing about it

There are patient concerns that patients have been finding themselves being directed away from the pharmacy of their choice. This is currently being investigated, CP must support patient choice. The problem is that patients do not read the small print and then think that they think/perceive that they are signing up to their chosen pharmacy.

### Notes from JW on Academy agenda item

At the last meeting committee discussed the Academy and agreed that we wanted more to the SLA produced by Alison and GMLPC proposed a more detailed SLA and KPI produced by LK. Louise said she would take this back to Bolton LPC after CHL had discussed. CHL views expressed by Alison. There was limited feedback but CHL produced a revised document with an SLA just between CHL and GMHSCP around money and recruitment. CHL feels that CHL should be responsible for the day to day HR line management of the Academy Director but that the Academy Director will need to be held to account for performance by the Academy Board. Academy Board to set the calendar of events for the year and if anyone else wants something they have to produce the content themselves. Also saw budget with unspent money classed as profit. That was challenged and changed as Academy is supposed to be a not for profit organisation.

Both LK and I felt very uncomfortable on the call as it seemed to be everybody against us. Really believe we need to delegate management of the Academy to one organisation. Recruitment has restarted but everything else has stopped. Feel very uncomfortable with the governance. There will be a meeting next week to look at the SLA so JW had some questions for GMLPC.

Who is to be our representative on the Academy Board?

Will GMLPC support that person to do some very serious challenging around governance and how the Academy is to be run?

#### Outcomes:

Want firm governance and delivery for contractors

Understanding that if one of the partners asks for something to be discussed by the other partners that this happens, not thought Bolton LPC has discussed the SLA

Saying 'profit' is unacceptable

The Board should be director level i.e. LPC Board members, CHL director, Steve Riley

Should be a working group below this of the 'doers'

Clear roles and responsibilities for each role

LPC discussed Academy at last meeting and that the SLA produced by CHL did not hold anybody to account.

Took this to board and have had no comments back from Partnership or Bolton LPC.

End of JW report.

#### **The LPC agreed on 3 points**

- There would be an Academy Board and a Working Group. The Board would be made up of committee members and the Working Group would be made up of Alison and the support team.
- A full governance process was agreed on.
- The committee agreed that they would like JW to remain on the Board

#### **HR & RECRUITMENT UPDATE**

James office manager appointed. 6-month probation period and introduced a mid-range scale of £23K, to this a £500 additional payment at the end of the 6 months and then on full appointment

Interviews lined up in the evening. SRO services and engagement being interviewed over the next 2 weeks.

How do we attract more candidates of higher caliber? Where does the CO role fit into all this? There is a need to realign the thinking around these roles. Services SRO applications are the biggest disappointment with lack of numbers and caliber. Does the part-time nature of the role stop people applying? Is there an issue around the juggling of several employment roles?

MA is going to conduct a further exit interview with Dan to see if he can gather further incite regarding his views on the above.

Should the HR workstream review the role and the banding associated with it, possibly coming up with a different job?

With the comms and engagement, there is a need to ensure that applicant can complete inward and outward engagement.

Are we replacing Dan to work with the LPC or are we still looking at how we worked it with the CHL secondment? This should now be part of a wider structure.

#### **LPC LOCALITY LEADS**

LK wants a picture around the current structure.

PM Stockport

MA Tameside

JW Manchester

MA Rochdale

FM Bury

HS Trafford

BP Wigan

MA Oldham

MP Salford

Attending meetings is now much easier as they are all being held remotely. The office team now needs fuller support from the committee members.

LK will ask members to attend certain meetings on her behalf. To help this process, LK will send out a Microsoft Forms to members to look at potential availability to attend meetings.

What is the minimum we would expect locality leads to engage in? It is difficult for 7 people to discuss for example flu, without an agreed GM LPC position.

## **FLU PLANNING (UPDATE AND LPC DISCUSSION)**

Headlines covered in DoPT report. LK leading with PM, FM and JW attending meetings in Stockport, Bury and Manchester. LK and RS are sharing the other 6 locality meetings between them.

Pulling information and reviewing the various options for ways forward together from the meetings described above.

Debated potential for collaboration and the difficulties associated with this. PM gave an example of how some GPs are using the collaboration discussions to pressure CPs to share their flu volume numbers with them.

How many CP contractors who have previously provided the service will be providing the service this year?

Considerations around the increase in costs simply to deliver the service this year. Increase in time and PPE.

Will CP be vaccinating the worried well, as they “could” be depriving others who need it from a vaccine should there be a shortage? This was an LMC/practice manager point of view

GPs/PCNs describing many different possible scenarios of delivery for the service.

What are the red flags for the multiples where they would NOT get involved in the flu service this year?

## **CCG/LPC LIAISON**

- Patient safety
- Ordering apps

## **LUNCH**

### **Wright Review**

Identify key questions to be raised at national meeting of LPCs

Only one response received from LPC members.

AK/LK looking at the areas where there is still some clarity needed. Not looking for GMLPC stance on the report but looking for guidance around what is required to enable the viewpoint to be made.

The committee went through all the recommendations looking for agreement or not and whether there are any provisos.

## **MEETING CLOSED AT 16:00**