

Minutes

Location: Zoom Call
Date: 22nd July 2020
Time: 13:00pm – 16.10pm

1. ATTENDEES

Members Name	Company	Initials
Aneet Kapoor (Chair)	Ind	AK
Peter Marks	AIMp	PM
Fin McCaul	Ind	FM
Jennie Watson	CCA	JW
Mohammed Patel	Ind	MP
Luvjit Kandula	GMLPC	LK

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

APOLOGIES: MAI

13:00 - CLOSED SESSION - BOARD UPDATE

WELCOME, INTRODUCTION, APOLOGIES

MA—Joined the meeting at 14:20.
JH and LK joined the meeting at 13:25.

PSNC UPDATE

There was a detailed conversation around flu service delivery and TCAM roll-out.

DECLARATION OF INTEREST (DOI)

None (This was covered in more detail under the governance review by LK).

MINUTES FROM PREVIOUS MEETING

Minutes from previous meeting are agreed as an accurate record.

ACTION LOG

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

FEEDBACK FROM PSNC CONFERENCE

A different/difficult conference to take place and manage. David Wright gave a good presentation and was forthright saying that his job as requested has been done.

Breakout rooms did not have a clear purpose nor were there any outcomes. Opportunity to offer opinions but nothing else. PSNC did not want to record these discussions thus allowing “freedom of speech”.

How do we engage with contractors regarding the Wright review? Do we have plans? This is part of the LPC’s plan, the challenge is what we ask the contractors to be involved in/with.

Need to ensure that we do not end up with T&F groups with no specific end points/outcomes.

There is currently no fixed method for contractors to feed views and thoughts in. Need to signpost contractors to the PSNC conference pack.

This does once again raised questions around the possibility of Bolton LPC merging with GMLPC. GMLPC had on 22/07/20 not received any response from Bolton LPC.

Is the feedback form for all the LPCs being collated by PSNC? We should see full details of the questions asked and the responses. David Wright presentation is available to view in the PSNC conference pack.

GOVERNANCE REVIEW

Declaration of Interests

A full review of all governance procedures is being carried by LK and the office team. LK will send her presentation to all members which details exactly what is being done and what the aim is.

Response from IK - we do have declarations of interest and policies in place.

Review of Subgroup TOR’s and policies

LK-Policies are being reviewed and appropriately formatted. Policies will then be reviewed on a regular basis.

MA JOIN MEETING

PQS SUPPORT

The office team have put together an 8-week plan of communications to go out as the Monday Memo.

This will aid and help to assure contractor compliance.

Some criteria are straight forward, some not being quite as simple. The more challenging aspects have been headlined in the first few weeks.

How much can we support contractors to submit some of their information ASAP? What specific support (signposting) is required. Need to consider the different needs of independents as opposed to the multiples. Some contractors want to be drip-fed whereas others want all the info in one hit.

FINANCE UPDATE

Reserves looking to be £73,000.

PCN leads are now being paid.

Agreement to invest in an LPC Zoom licence. The LPC will have a generic Zoom account allowing individuals to host meetings when required. Potential hosts will need to discuss with JH to enable booking for these meetings.

COFFEE BREAK

HR UPDATE

LPC recruitment discussed

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

See Report from LK

Updated services matrix is being reviewed on a weekly basis.

How does the LPC support LK and the office team with contractor issues?

Opportunity to recognise the work that contractors have done. IK showed what Well have done and commented on just how well it had been received.

It's questioned whether we could get pharma money to support this scheme across all of GM CP.

Could we consider having regular time slots set aside to discuss some of these contractor issues, particularly the more complex ones?

What level of input and knowledge is required to deal with these contractor issues?

Skillssets could be highlighted ahead of time to ensure that the right people with the right knowledge were brought in.

FLU PLANNING (UPDATE AND LPC DISCUSSION)

PM highlighted how Stockport flu conversations had given rise to LPN opportunities.

PM attends the Stockport weekly flu meeting in addition to the now weekly primary care bronze meetings.

From these meetings, Stockport has already held a PCN meeting attended by all CP PCN leads and all the corresponding CD leads.

At a recent flu meeting, PM was asked to organise a series of PCN meetings to look at flu cooperation and other possible joint working.

Each of these meetings will be attended by PM (to lead), CP PCN lead, Viaduct health (practice pharmacists) and all the practice managers within the PCN.

These meetings are currently being worked up by LK, PM and RM.

Flu letter should arrive by Friday.

PSNC discussion outcomes expected soon.

GM T&F flu meeting being held next week—need overarching parts of the CP flu offer and what it can do.

IK--Flu service delivery appears to be normal (considering distancing and PPE) from CP this year. What are the PCN priority groups for vaccination, so that CP can focus on priorities?

Possible EPS contact from GPs re flu—GP could send note about flu requirements.

We need to create the impression that PCN are happy to be involved in collaborative approaches. This would mean helping to deliver the flu service and working to target the priority groups.

Delivery of service and stock questioned.

FM expects some leniency from public health in the way in which CP delivers the flu service this year.

COMMITTEE MEETING PLATFORM

Discussion relating to the Zoom Account.

AGM Format & Date

Proposal from AK—Webinar but, what format, what is the best day.
Agreed Monday 28th September in the evening.

AOB

Academy update – from JW

Took the proposals back from GMLPC

Asked each organisation check who is on the Board as GM LPC believe it should be director level. CHL changes Board member to Varun Jareth, GMHSCP sticking with Steve, Bolton LPC sticking with Louise.

Gave a presentation of all the governance documents I believe we need, and we have progressed these over the last three weeks.

Recruitment - original advert didn't mention that the Academy was anything to do with pharmacy, so the advert didn't get many good candidates. Rewritten, prepared to combine the roles for the right candidate, we have had some better candidates and will interview them over the next two weeks. Administrator will start on 4th August and an induction plan is in place.

The Academy or CHL does not have any risk assessments for working at home so they have asked if we have anything to share. Bash will look at our documents.

Ifti through the scrutiny committee will look at the potential conflict of interest of Louise's role on the Board as a Bolton LPC representative when she is also a CHL Director

Contractor awards

The value of contractors discussed

GMMMG approval

Agreed with several provisos. PM and LK to work together.

IK is concerned that we do not spend too much time without specific outputs.

CPPB funding

Request has come for funding support at meeting yesterday. Looking for assurances around the work plan and the strategic direction of the provider board to include outputs and VFM.

LPC asked to authorise £16,000. This funds attendance at the board for the reps at monthly meetings lasting 2 hours. Other meetings take place in between provider board meetings. Covers minutes and admin etc. Questioning what the money does and achieves. There are a number of meetings attended which are specified within a costings spreadsheet.

If we agree to the funding until September (or later?), then what is our ask?

Need to look at how the board is functioning and ensure that the voice of our LPC is heard.

AK would like the ToR to be changed for the provider board needing more fluidity. In addition, need to see a workplan.

There is also a lack of strategic direction with it not fitting into our workplan or direction of travel.
There is too much overlap with a simple overview being given.

Should be used more to influence change of strategy.

IK questions his attendance with agreement from AK.

LK agrees with these comments.

MEETING CLOSED AT 16:10