



**LEICESTERSHIRE & RUTLAND PHARMACEUTICAL COMMITTEE**  
**Annual General Meeting**  
**Monday 18 September 2017**  
**Holiday Inn Express, Filbert Way, Raw Dykes Road, Leicester, LE2 7FL**  
**7.00pm to 9.30pm**

<b>Present:</b>	<p>Satyan Kotecha (SK)– Chair  Jane Lumb (JL)  Luvjit Kandula (LK) - Chief Officer  Altaf Vaiya (AV)  Adam Thomas (AT) (Treasurer)  Rafica Ahmed (RA)  Shezad Alimahomed (SA)  Pallavi Dawda (PD)  Neena Lakhani (NL)  Mohammed Sattar (MS)  Ailsa Garner - Administrator</p> <p><b><u>External Visitors</u></b>  Joanne Martin Quality Assurance Manager (Education) GPhC  Richard Chapman local GPhc Contractor  David Prince GPhC lay member  Garry Myers – PSNC Regional Representative  David Evans – PSNC Committee Member</p> <p>Also present were 23 Contractors from LLR</p>
-----------------	---

1.	<p><b><u>Apologies for Absence</u></b>  Sue Hind (SH)  Liane Hannah (LH)  Mohammed Ibrahim (MI)  Deep Patel (DP)</p>	
2.	<p><b><u>Arrival and buffet</u></b>  Opportunity for contractors to network prior to the meeting with LPC members and External guests</p>	

3.	<p><b><u>Welcome and Introduction</u></b></p> <p>SK welcomed all to the AGM, ran through the agenda and introduced the guest speakers.</p> <p>SK thanked the LPC treasurer AT and the Chief Officer LK and all the members of the LPC for their support in preparing for the AGM.</p> <p>SK thanked all present for their valued engagement with the LPC</p>	
4.	<p><b><u>Approval of draft minutes from AGM held on Wednesday 25 May 2016</u></b></p> <p>SK read through the minutes of the AGM held on 25 May 2016, there were no amendments to be made.</p> <p>Proposed by Jane Lumb and seconded by Satyan Kotecha as a true record of the meeting.</p> <p><b><u>Matters arising</u></b></p> <p>There were no matters arising</p>	
5.	<p><b><u>Chair's Report</u></b></p> <p>Our chief officer Luvjit Kandula has worked tirelessly on behalf of the contractors in LLR, some high lights include development of a robust business plan for the committee and supporting the committee to deliver to our vision:</p> <p><i>'Advancing Community Pharmacy through innovation, collaboration and leadership'</i></p> <p>The focus of the committee has been to engage empower and inspire patients, contractors and commissioners to integrate community pharmacy into the wider healthcare team.</p> <p>The core role of the LPC is to represent our contractor base, over the past year we have done this tirelessly and sometimes this work remains unnoticed. Whilst the NHS faces mounting financial pressures, we have worked with local commissioners to ensure that short term solutions are not implemented without consideration of impact on the pharmacy network and patients.</p> <p>The imposition of funding cuts in December of last year, despite extensive lobbying from the network has brought many challenges to the profession, the LPC has run a number of workshops and events to support Community Pharmacy teams to help mitigate the impact, this includes business seminars, training for Health Champions and Leadership training to achieve HLP, a key component of the quality criteria. As we progress through 2017, the committee plans to build on existing relationships and forge new ones with commissioners and stakeholders to ensure that the untapped resource of community pharmacy is realised and some stability returns to the sector.</p> <p>SK thanked all present for their valued engagement with the LPC</p> <p><b>Full report included in Annual Report documents</b></p>	

6.

**Chief Officer's Report**

LK began by thanking all contractors in LLR for their ongoing support, contribution and engaging with the LPC over this time.

The LPC has built strong relationships with local NHSE teams, Medicines Optimization CCG teams, Public Health, GP federations, LPT, LMC and other clinicians and providers and continue to engage with them all to support, share developments and build collaborative partnerships in Community Pharmacy with representation from the LPC in national agendas and developments such as Digital Medicine, Community Pharmacy Forward View, and other key developments

The LLR contractor base and the LPC jointly achieved great engagement with our local MP's and local councillors enabling us to raise the Profile of Community Pharmacy in LLR both locally and nationally through the national Love your Pharmacy Campaign. We have achieved media coverage in the Leicester Mercury, BBC news, and BBC Radio. In addition; the LPC worked with County Public Health to develop commissioned the County Stop Smoking Champix PGD Service. The LPC supported development of the PGD, training and tendering with ongoing communication and resolution of issues. The county now has over 50 Pharmacists with more going through the training. The fluenz mop up pilot in partnership with LPT has been recommissioned successfully with interest in the model at National PHE level and many other successes including a successful flu season with LLR having delivered over 10,000 vaccinations in 2015-16.

HLP is an ongoing piece of work and the LPC have trained over 170 leaders in LLR and 110 Health Champions have completed their Royal Society of Public Health Level 2 award to support contractors to achieve the HLP quality criteria. We have an upcoming HLP engagement event on 3<sup>rd</sup> October to further support translating knowledge to action.

This is no doubt a challenging time but we hope that the work undertaken by LPC's, Contractors and national bodies with a unified approach will result in re-consideration and supporting of Community Pharmacy's vital role proposals to ensure Community Pharmacy can develop to support the NHS five year forward view, STP integration as well innovate to remain sustainable from within the sector. It is vital we remain sustainable but be supported to develop our role to support clinical outcomes for patients.

**Full report included in Annual Report documents**

7.

**Treasurer's Report**

AT provided the Treasurer's update and financial report as detailed in the Annual Report.

AT confirmed that in recognition of the recent funding cuts within community pharmacy the LPC had decided to support contractors and use some of its reserves to give contractors a two-month levy break. This will equate to a saving of around £132 per pharmacy contractor across Leicestershire. The process is quite complex, but AT said that he hoped to be able to give an update soon.

AT said the LPC has adopted new ways of working over the last 12 months and is in a healthy financial position as a result; constantly looking for ways to re-invest LPC money into training and support that supports local contractors and the pharmacy profession.

The accounts have been reconciled by AT as Treasurer and (as per our governance) are also audited by an independent accountant Sharman Fielding.

AT extended his thanks to the Chief Officer, Chair, executive officers and committee members for their ongoing support and governance of the finances of the LPC. He confirmed that he is always happy to answer any financial queries from contractors at any time and a full set of accounts can be viewed on request.

**Approval of Accounts by LPC Contractors**

SK asked those present to vote on acceptance of the account;  
27 voted to approve the accounts for 2016/17 as presented (this figure includes 4 postal voting forms received by deadline stated)  
0 votes against approval  
1 abstention.

The accounts were duly approved.

8.

**External Visitors**

**Joanne Martin -Quality Assurance Manager (Education) - GPhC**

Joanne’s presentation included the standards and inspections, but the main focus was on new developments and the ongoing consultation on “guidance to ensure a safe and effective pharmacy team”. Please see below links to the consultation document and other materials,

[https://www.pharmacyregulation.org/sites/default/files/consultation\\_on\\_guidance\\_to\\_ensure\\_a\\_safe\\_and\\_effective\\_pharmacy\\_team\\_july\\_2017.pdf](https://www.pharmacyregulation.org/sites/default/files/consultation_on_guidance_to_ensure_a_safe_and_effective_pharmacy_team_july_2017.pdf) - consultation document

<https://www.pharmacyregulation.org/pharmteamconsultation> - link to the survey and toolkit

**Richard Chapman – Local GPhC Inspector**

Richard spoke about the GPhC approach to inspecting registered pharmacies, which had been modernised. Pharmacy owners and superintendent pharmacists are responsible for ensuring their practice meets all the standards as set out in GPhC’s five principles. It is also important that all members of the pharmacy team understand their requirements and their role in the inspection process. The responsible persons will be expected to demonstrate and provide evidence they achieve the required standards.

During an inspection the GPhC inspectors gather and record evidence in a number of ways which include looking at written documentation, observing what is going on, talking to/questioning pharmacy staff and testing implemented systems.

Following the inspection the GPhC will grade the pharmacy and provide a report, with action plans if necessary. As a pharmacy owner and/or superintendent you are responsible for ensuring that your premises meet these standards.

The 5 principles are

- Principle 1: Governance arrangements;
- Principle 2: Empowered and competent staff
- Principle 3: Managing pharmacy premises;
- Principle 4: Delivering pharmacy services;
- Principle 5: Equipment and facilities

Richard then responded to questions raised by contractors including how to achieve an excellent rating, and how a pharmacy could improve their rating.

SK thanked Joanna and Richard for their informative presentations.

9.	<p>During the refreshment break, Neena Lakhani (NL) spoke about the about the DeMontfort University (DMU) collaboration project. There is a fantastic opportunity to have DMU students to help you with health promotion and Healthy Living Pharmacy activities, audit and generally to uplift your services. A sound resource: you will be enabling the future workforce and local students can also be future employees. NL said she was very happy to take the names and email addresses of the pharmacy now, if that was what contractors wanted to do. Alternatively, contractors could fill out on the survey monkey link to register their interest.</p> <p>Contractors were also encouraged to take copies of the DVD “Make your Heart Feel Good”, plenty of copies were available to take away and use as appropriate.</p>	
10.	<p><b><u>Garry Myers – PSNC Regional Representative</u></b></p> <p>Garry gave a PSNC update to the meeting, followed by discussion and questions</p>	
11.	<p><b><u>Q&amp;A</u></b></p> <p>A question and answer session took place with questions raised on a variety of topics affecting Community Pharmacy</p>	
12.	<p>Meeting closed by Chair at 9.30pm who thanked everyone for attending</p>	