

LEICESTERSHIRE & RUTLAND PHARMACEUTICAL COMMITTEE MEETING

Monday 14 September 2020

Zoom call due to COVID-19 Meeting restrictions

08.00am to 10.00am

Present:	<p>Rita Patel (RP) - Chief Officer Altaf Vaiya (AV) – Vice Chair Mohammed Bharuchi (MB) – Treasurer Shezad Alimahomed (SA) David Evans (DE) Satyan Kotecha (SK) Jane Lumb (JL) Meyur Patel (MP) Clare Kerr (CK) Hasmukh Vyas (HV) Gurikbal Singh (GS) Vinay Mistry (VM) – Service Development Lead Ailsa Garner (AG)–Administrator</p>	
-----------------	--	--

CLOSED SESSION

	<u>Action</u>
<p><u>Welcome</u> AV welcomed everyone to the meeting, a thanked the committee for attending.</p> <p><u>Vision, Mission & Values of LLR LPC</u></p> <p><u>Apologies for Absence</u> – none received GS joined the meeting as listen only as currently unwell</p> <p><u>Declarations of interest</u> Forms available for completion at every meeting which are to be circulated for review by individual members of the committee and amended if required. This practice will ensure that there is no opportunity for criticism in the future. Declarations of interest forms have been uploaded to the LPC website. Please ensure any updates are communicated to AG as soon as possible.</p>	

	<p><u>Minutes of meetings held on Monday 22 June 2020 and Wednesday 19 August 2020</u></p> <p>The minutes had been circulated in advance to the committee. No changes were required for the minutes of the meetings held on Monday 22 June and Wednesday 19 August 2020; AV then asked for agreement of the minutes of the meeting; proposed by CK and seconded by MB.</p> <p>AV signed the minutes as a true record, these will be uploaded to the LPC website in due course.</p>	
	<p><u>Matters arising</u></p> <p>There were no matters arising that are not included on the agenda.</p>	
	<p><u>Report by Chief Officer and Service Development Lead</u></p> <ul style="list-style-type: none"> • TCAM: New Service - Start Date: 8th July 2020 Weekly Contacts -Total contacts: 160 Initial bedding down period Confirmation of DMS Start Date: 1st January 2021 • Virtual Events for CP Training Joint event with GP pharmacists – collaboration, all learning consistent manner and therefore joint approach (same page) 2 Events held so far - Respiratory (56 attendees) and DOAC (40 attendees) Upcoming Event: Diabetes, 24th Sep LPC using new way of promoting events which are cost neutral to the LPC • Value added to contractors Advanced Pandemic Delivery Extension~ Palliative Care Sitrep Contractors • Update on Flu & PQS Comms to GP practices PQS2 CDS leaders on same page now need to filter to GPs on the ground. Attending all flu meetings Existing leads sent letter 07/09/2020 PCN lead vacancy follow up process in hand • VM updated the committee about the Market Harborough PCN GP-CPCS Pilot and the outcomes to date. Cross section of ailments from skin rash to earaches Strong Relationships 202 referrals in July and August Equates to app £3K business for pharmacy • Recycling Initiative • Diabetes Group 15 HCE Initiative 	

	<p>RP then shared with the committee the feedback received by the office team, the LLR LPC Strategy High Level Plan and LLR LPC Strategy Report (progress issues and next steps)</p> <p>There was then a Q&A session with RP and the committee in response to the presentation.</p>	
	<p><u>Treasurer's Report September 2020</u></p> <p>MB had circulated his report in advance of the meeting and reiterated the key points below</p> <ul style="list-style-type: none"> • Current account balance is £129,325.53 as of 09/09/2020. • The Training account has £15,642.24. • Sharman-Fielding have sent the finalised accounts, delays were due to COVID. • All invoices are paid to date. • Account in a healthy state currently. <p>Overall, financially we are in a strong position. Future cash flow planning will now be done based on the accounts. This will be sent to the committee highlighting the office proposal restructure and the costs associated with the implementation of the Wright review.</p> <p>My thanks to the office team and the committee for their patience and support.</p> <p>As we all know, Rita has sadly resigned, so I would like to take this opportunity to thank her for her dedication and hard work during her tenure and wish her all the best for the future!</p>	
	<p><u>Update from treasurer on last financial year and the budget for 20/21.</u></p> <p>The LPC accounts for 2019/2020 are available in draft form, and the treasurer's end of year report have been sent to AG over the weekend. AG will circulate these to the committee later today. MB has a call with the auditor later 14 September and it is hoped the accounts will be signed off in readiness for the AGM. It is expected that there will be an electronic copy by the end of the week.</p> <p>MB said it was important to continue to look at the proposal submitted by SK about a levy holiday to contractors and to increase resource in the office team. Whilst this proposal is on hold currently due to other pressing matters, the costs for both have been factored in.</p> <p>The budget information for 2020/2021 will be circulated to the committee as soon as available.</p>	

Independent PSNC/LPC pharmacy review – Update and key dates

SK thanked the committee for the responses which were collated and sent off, also thank you to RP and AG for their work to ensure the responses were collated and sent off in good time for the deadline. The responses showed that key issues had been identified but if the committee wished to raise anything further please contact SK prior to the meeting on 16 September. SK said he did not have a timeline but expected more information at the meeting on Wednesday.

CK confirmed all feedback would be presented at this meeting. The most important next step is the creation of the first group of people to take things forward and it was important to have the right people in place and they have the space to do this. There is no quick fix and the next six months should have the right structure in place.

LPC Priorities as detailed in email from Mohammed Bharuchi

RP asked the committee if the agreement on position of the chair was dealt with first, and this was agreed.

Agreement on position of a Chair

MB updated the committee about the expressions of interest in role of chair; there had been only one received from AV by the deadline date. AV has been supporting RP as vice chair for several months and in the absence of any further interest he was happy to step into the role of chair. The Exec then received an email (forwarded by RP) from SK dated 10 September expressing his interest in the role of Chair.

SK said he had thought there were no other expressions of interest and therefore he had put his name forward. As MB had clarified the situation he was happy for his interest to be withdrawn.

MB thanks SK for confirming his position.

AG asked if there was clear direction as to the role including number of days so it could be detailed in the minutes.

MB said there was budget for 1 day a week, SK said it was very important for the role to be defined, and CK agreed saying this was crucial to ensure the chair could commit a set amount of time to the role as there is much change again.

AV then asked if anyone wished to be vice chair and SK offered to take this role. MB proposed AV as chair until 31 March 2021 this was seconded by CK and the committee agreed.

Agreement on Chief Officer exit plan and subsequent recruitment.

RP said she was aware there had been a lot of discussion after she had left the meeting on 19 August 2020, and her official leaving date is 1 October 2020. However, although happy to extend her leaving beyond this date this should not be seen as a fall-back position, and she asked that a date be agreed as part of this discussion, and there was a need for a HR Committee to own the process of recruitment. This will need commitment and the support of the committee to help.

SK said it was important to start the recruitment process now, with a clear exit strategy for RP and he was happy to propose this to start the discussion.

RP was asked what her preferred leaving date was and if there was any way she would stay until March 2021? RP replied that this was too far away; although she is leaving the LPC she is retiring and does not have another job in mind. This said, her decision has been made and her preferred date is 1/12/2020. However, this could be extended to 1/1/2021 if the right person had been recruited but was not able to start until after Christmas.

CK said she was happy to help with recruitment.

JL asked what resources does LPC have in place to implement an interim measure if required? What was the capacity of committee members and how much time could be given if there was a need?

JL said she had been involved in recruitment previously and gave a brief overview of the process and stressed the need for clarity about what the committee want in a chief officer, need to be really specific, agree the business plan and priorities. JL is happy to share all the documents with the HR Committee. It would be useful to have information on how other LPCs have recruited, and their resource.

	<p><u>Agreement on Chief Officer exit plan and subsequent recruitment continued.</u></p> <p>DE also offered to support if required (both DE and CK would ask for information from other LPCs and share as appropriate)</p> <p>SK shared that last time there was a very clear business plan in place, and the HE committee would need to set our clear milestones and define these, so the right person is recruited.</p> <p>RP thanked the committee for their support and confirmed her intention to help but the HR Committee would need to lead on this.</p> <p>MB reminded the committee that RP, VM and AG were now working their contracted hours.</p> <p>SK proposed the process used before was fair and transparent, it was the now for the Executive Committee to take all ideas forward and set up a sub group, once the information had been received from JL, timelines need to be set up. In addition to this the workplan needs to be defined first and use that as a basis for the role. It was important not to let this drift. SK proposal was seconded by MB and agreed by the whole committee.</p> <p>SA offered to support the HR committee as he had been involved previously.</p> <p>AV thanked the committee for discussing this fully and now there is a clear way forward. AV said he wanted to thank the office team for all they had done and for the way the increased workload during the last six months had been dealt with.</p> <p><u>Agreement on AGM and next steps.</u></p> <p>AG had sent the committee the proposed invite and draft agenda and asked for their agreement to continue with the process, working to the commitment to give 30 days' notice to contractors and CCA. The committee confirmed they were happy with the AGM being held via Zoom and attendance on Monday 26 October. All AGM documents will be sent by email and will also be uploaded to the website.</p> <p><u>Preparation for next steps of the Wright review.</u></p> <p>Covered by SK earlier in meeting.</p> <p><u>Agreement on a Flu lead.</u></p> <p>RP asked if any members of the committee would be happy to support Flu this year? CK and JL offered to help and DE said he was also on some of the Flu calls and could support that way if needed. SK said he could attend meetings if RP was unable to. RP thanked everyone for their offers of help and agreed to communicate the Flu sub-groups where support would be needed.</p>	
	<p><u>Events for Contractors</u></p> <p>RP explained there was now a plan made for a virtual event to be held on the third Thursday of each month (except for October due to the AGM). Two events had been held we had linked with Caroline Needham so GP Pharmacists could be invited.</p>	

	<p><u>Update on PCNs</u></p> <p>RP is in the process of drafting communications for the PCN Leads, who had all been sent a letter last week asking them to confirm they are happy to continue in the role. AG has been in touch with all the PCN leads and supporting as needed. We had a vacancy in Oadby & Wigston PCN which has now been filled by a Boots Pharmacist; there was a vacancy in Market Harborough, but we are hopeful for a nomination. MB said he had to update the meeting that the suggested lead had declined. RP & AG will continue to work on filling this role.</p>	
	<p><u>AOB & Review of Meeting</u></p> <p>AV asked the committee for feedback on how the meeting had gone; the committee felt it has been very productive with key priorities identified and a plan in place for the future.</p> <p>JL said the recruitment timescales need to be clear, and if it was not possible to recruit a new chief officer by mid-December the HR committee would need to look at how the shortfall will be covered and present their suggestions to the full committee.</p> <p>HV agreed and said the priority was to get the role advertised.</p> <p>RP suggested the Exec Committee stayed on the call to agree the next steps for recruitment and identify actions points and timescales. SK offered his apologies as he was unable to stay on the call.</p>	
	<p>Meeting closed at 10.05am by AV who thanked everyone for their contribution.</p> <p><u>Notes from Exec Committee Meeting.</u></p> <ul style="list-style-type: none"> • Agree subcommittee to own the recruitment process- this will consist of CK, DE, GS, and SA. • MB has offered to support with specific financial information if needed • Need to decide what the role looks like, how many days a week etc. • DE & CK to send through information to support recruitment process, and the structure of other LPCs. RP asked if CK and DE could provide the information by 17/9/20? • MB will email the HR subcommittee to confirm their terms of reference • AG will send on the information as soon as it is received from JL and set up a folder in dropbox to ensure all information is held in one place. • w/c 21 September – the HR committee need to meet and agree their next steps and have a job specification in place. • ideally an advert would be placed by 1 October. 	

Date of next meeting is to be held on ***- subject to COVID-19 meeting restrictions conducted via Zoom**

Signed (Vice Chair)

Name

Date.....

Acceptance of minutes proposed by

Seconded by