

LEICESTERSHIRE & RUTLAND PHARMACEUTICAL COMMITTEE MEETING

Monday 23 November 2020

Zoom call due to COVID-19 Meeting restrictions

08.30am to 10.30am

Present:	<p>Rita Patel (RP) - Chief Officer Altaf Vaiya (AV) – Chair Mohammed Bharuchi (MB) – Treasurer Shezad Alimahomed (SA) David Evans (DE) Satyan Kotecha (SK) – Vice Chair Jane Lumb (JL) Meyur Patel (MP) Clare Kerr (CK) Has Mukh Vyas (HV) Gurikbal Singh (GS) – joined for 1st hour Vinay Mistry (VM) – Service Development Lead Ailsa Garner (AG)–Administrator</p>	
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CLOSED SESSION

	<p><u>Welcome</u> AV welcomed everyone to the meeting and thanked the committee for attending. It was good to have the full committee present.</p> <p><u>Apologies for Absence</u> – none received</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>SK confirmed he would need to update his declaration of interest form. AV has advised of the changes required to his and this has been updated.</p>	<u>Action</u>
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	<p><u>Minutes of meetings held on Monday 14 September 2020</u></p> <p>The minutes had been circulated in advance to the committee.</p> <p><u>Changes required</u> <i>HE Committee to HR Committee</i>, there were no other changes were required for the minutes of the meetings held on Monday 14 September 2020. AV then asked for agreement of the minutes of the meeting; proposed by SK and seconded by MP.</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>SK asked for confirmation that the Recruitment/HR Committee had received the terms of reference documents, this was confirmed by AG as having been done.</p>	
	<p><u>SK Position on the Committee</u></p> <p>SK left the meeting to allow discussion time, AV reminded the committee of the content of an email sent on 10 November 2020 as below</p> <p><i>Following yesterday's exec meeting and my previous email it has been agreed that: Sat will continue on the LPC committee as Vice Chair, representing the contract of Belgrave Pharmacy which he was elected to represent (a letter from the new owners have stated they are happy for Sat to represent this contract). As mentioned previously we have asked for clarity from PSNC and have followed their advice, to make sure we comply with the correct governance protocols. If anyone has any questions regarding the above please contact me directly.</i></p> <p>AV asked the committee if they had any comments about SK's position, none were received. He then asked for the committee's approval for SK to remain on the committee and this was agreed unanimously.</p> <p>SK returned to the meeting and was advised that the committee had agreed unanimously, and this would be minuted for transparency.</p>	

HR Discussion and Update from Recruitment Committee

RP requested that due to timing issues this agenda item could be dealt with first and this was agreed.

SA updated the committee to say there had been one candidate for the Chief Officer role and an interview had been arranged for Friday 20 November, however the night before the candidate had withdrawn from the process. SA confirmed he had contacted the candidate who confirmed she wished to withdraw and did not offer any reason why. The Recruitment committee have arranged a meeting for Wednesday 25 November, to have a rethink and discuss how they might move forward with advertising the vacancy bearing in mind it is Christmas soon.

The committee then raised a number of questions about the recruitment process.

SK said he had spoken to the candidate and was aware she had withdrawn her application due to personal reasons.

AV said it was important that any questions about the recruitment process were asked now as RP would be leaving very soon, needed to be aware of any loose ends and meeting invites which need to be picked up now.

Discussion points

*How many views did the advert have and were there any email enquiries – RP confirmed there had been 242 views in the first 10 days and 3 email enquiries.

* Could it be the Wright Review and uncertainty

* Uncertain times, people who are in stable jobs may be thinking twice about making a change of job move.

* Economy is perilous, impact of COVID-19 and the Wright Review could be factors

* Suggestion to look outside Chemist & Druggist, bigger pool of people in CCGs or NHSE who might be looking for a change of career

* use Indeed to advertise job – consider this and RPS

* as we don't know why people have not applied, need to consider whether part time is not so attractive now and we need to recruit proactively and be flexible in our approach to a suitable candidate if they meet job specification etc

SK said looking ahead there is lots to do, role of the Chief Officer is Strategic, Operational and Representation. It was important for these all to be picked up in the interim and SK said he would be happy to help in the short/medium term. Already attends meetings so happy to continue with this.

SA thanked SK for his brilliant offer, as this meant the candidate process did not need to be rushed through.

RP said she has commitments from 1 January and the amount of time she would be able to commit to for the LPC would be very limited. By way of background in September/October RP attended 28/30 meetings. It's important to factor in the amount of work after each meeting as actions allocated.

GP-CPCS local needs so that's why we have to be there.

DE &CK said that we should look at the meetings to see whether other chief offers attend and could feed back information.

RP reminded the committee about the proposal she had submitted which had been discussed in August LPC Meeting, and suggested this needed to be reviewed to ensure there was capacity. Office team had worked flexibly since March to ensure all workstreams covered

	<p>RP, VM & AG left the meeting at 9.05am to allow MB to lead discussion.</p> <p><u>HR Discussion and Update from Recruitment Committee - continued</u></p> <p>RP, VM & AG re-joined the meeting at 9.30am GS left the meeting at 9.30am</p> <p>AV asked RP if she could share her meeting diary, DE & HV have confirmed able to support at meetings if required. SK said it was important to ensure consistency at meetings, and ask committee members to attend as appropriate and if you have agreed to attend then you should! RP reminded the committee that attending meetings is only one part, there are always follow up actions to be considered and comms to contractors to be written.</p> <p>SK suggested that for the remainder of November, Rita could attend meeting accompanied by a member of the committee, always useful to have 2 people present from LPC, it is a big ask. RP said there are 3 massive workstreams currently, GP-CPCS, IPMO and Covid vaccinations. We are all over it as a LPC but these will need continued focus and work. HV suggested RP send out details of meetings and the committee could look at and nominate themselves. SK proposed the Recruitment Committee is given autonomy for the process of recruiting a new chief officer so the correct person was employed. This was agreed by all present.</p> <p>AV thanked the committee for their support and comments.</p> <p>RP requested names from the committee by close of pay Wednesday 25 November who are happy to undertake current/future workstreams . Will prepare document to show strategic priorities and share with JL.</p>	
	<p><u>Treasurer's Report November 2020</u></p> <p>MB updated the committee about the levy holiday, all work had now been completed and he would ensure comms were drafted so AG could send to the contractors and RP suggested there could also be reference to it in the newsletter.</p> <p>Comms drafted as below</p> <p><i>Further to the announcement at our AGM held on Monday 26 October, the LPC are pleased to report that a levy holiday has been implemented for all contractors for the months of December 2020 and January 2021. This will be actioned in the FP34s received in November and December. This is in recognition of the surplus funds LLR LPC currently has available.</i></p> <p>MB also confirmed he had personally contacted the contractor who had raised queries at the AGM. MB had sent all the accounts information requested but had not heard anything back.</p>	

	<p><u>Report by Chief Officer</u></p> <ul style="list-style-type: none"> • PCN Lead training arranged for Wednesday 2 December 7.30pm for 2 hours, 15 leads have signed up and we are hoping for a full house • GP CPCS – 2 dates 2 December & 3 December, invites and posters available, LPC have reached out to clinical directors (2 clinical directors in 4 practices engaged) • LMC Virtual event • IPMO Anti Microbial Prescribing Poly Pharmacy Opiate Prescribing Medicine Value – Waste, Stoma & Sip feeds • Strategy Plan has not been updated since March 2020, RP has contacted other Avon LPC who confirmed that due to the pressures of Covid-19, the plan would not be updated until January 2021 and RP suggested LLR LPC should follow this guidance. • PCN Leads to deal with PQS2 Domains 4 & 5 only as directed by CCA, any queries about Covid-19 vaccinations or GP CPCS should be directed to the office. 	
	<p><u>Dates of future meetings</u></p> <p>AG suggested a pattern of meetings for 2021, on the third Monday of every other month and will circulate the dates. Garry Myers will be invited and Meera Shah (CPPE) would like to attend.</p> <p>Next LPC meeting if committee agree will be Monday 18 January 2021 via Zoom as meeting restrictions likely to be in place then.</p> <p>The Committee may decide to hold a meeting prior to Christmas to allocate workstreams to committee members, to be agreed and invites sent if applicable</p>	
	<p><u>Concerns from contractors</u></p> <ul style="list-style-type: none"> • Covid-19 vaccination how community pharmacy will be expected to participate • PQS claims • MURs – chase and chivvy to complete • Issues with shared mailbox (short email addresses) • PPE Portal issues • DMS 	

	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> • JL suggested one member of the committee to go through the workstreams and bring back to the whole committee to allocate according to strengths. JL offered to support RP and get dates in place. • SK asked RP to contact LLR LPC if she had any capacity in February 2021, please contact us and keep in touch. • RP updated the committee to ensure transparency that she will be working for another LPC for a fixed 12 weeks contract to support with GP CPCS. 	
	<p>Meeting closed at 10.20am by AV who thanked everyone for their contribution.</p> <p>The committee thanked RP for all her hard work as Chief Officer and said how much they would miss her, RP has been a brilliant chief officer who has had massive engagement with contractors.</p> <p>Congratulations to SA on his recent secondment to Head of Region, to MP in his new role as Area Manager and SK on his semi-retirement.</p>	

Date of next meeting is to be held on Monday 18 January 2021

- subject to COVID-19 meeting restrictions conducted via Zoom

Signed (Vice Chair)

Name

Date.....

Acceptance of minutes proposed by Shezad Alimahomed

Seconded by Meyur Patel

At LLR LPC Meeting held on Monday 18 January 2021

