

## LEICESTERSHIRE & RUTLAND PHARMACEUTICAL COMMITTEE MEETING

Monday 18 January 2021

Zoom call due to COVID-19 Meeting restrictions

08.30am to 10.30am

<b>Present:</b>	<p>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)          Hasmukh Vyas (HV)          Gurikbal Singh (GS)          Vinay Mistry (VM) – Service Development Lead /CO Support          Ailsa Garner (AG)–Administrator</p>	<b>External Guests</b>
		<p>Meera Joshi – CPPE          Garry Myers – PSNC Regional Representative</p>

### CLOSED SESSION

		<u>Action</u>
	<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, CK was joining us at 9.00am.</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><u>Minutes of meetings held on Monday 23 November 2020</u>            The minutes had been circulated in advance to the committee.</p> <p><u>Changes required</u> -There were no other changes were required for the minutes of the meeting held on Monday 23 November 2020.AV then asked for agreement of the minutes of the meeting; proposed by SA and seconded by MP. 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>	

Update on Chief Officer Recruitment from Recruitment Committee, Next steps and timeline.

SA updated the committee about the recruitment, saying it had been difficult, as the quality and quantity of candidates had not been forthcoming. However, the Recruitment committee kept up to date on calls and in contact with candidates and interviews were planned for Friday 22 January.

GS said another CV had been received, who may also be appropriate for interview; there was also someone who had applied who may be suitable for another role in the future. The commitment was to update the committee by the end of January.

SK asked for confirmation that the candidates had been written to (from action at Exec meeting on 15 December 2020). He went on to say that it was unprofessional not to have responded as the closing date was 8 January 2021; any invites to interview should be sent as a priority. SK reminded the committee of his offer to support in the interim although he stressed that he did not want to be chief officer but thought he could coordinate the role, with stability and attendance at meetings etc. He also offered to support in the interview process with JL, if needed.

AV said he wondered if the Wright Review and COVID-19 might have been a factor? JL said it was key to get the right person, the last time the interview panel saw all but three of the applicants and all had received a telephone call. Using Indeed had been discussed but the drawback of this was that a lot of people from non-executive roles apply.

DE said that Friday was allocated for interviews; GS confirmed 3 interviews and outcome hopefully by the end of January.

SA thanked SK for his support, CK will be joining the meeting soon and she will be able to update the committee about the communication to candidates. Following the interviews there would be a consistency forum.

AV confirmed that the committee knew that VM was doing a day extra to look after the chief officer emails and ensure meetings were attended.

Returning to the interview process, SK asked if they scoring sheets had been received, also that if presentations were to go ahead, it was short notice to candidates. It was an intense process that should not be rushed.

CK joined the meeting at 9.07am and gave an update to the committee about the recruitment progress; this was confirmed, and invites were ready to send out for Friday. However, if the committee felt there was not enough time for preparation, the interviews could be postponed until 29 January.

Update on PCN Leads (training, PQS2 )

SK updated the committee about the PCN Lead training on 2 December 2020, 100% attendance from all PCN Leads due to the engagement of LPC office team. It offered a great opportunity for the PCN Leads to get to know each other, and the local landscape. SK thought there had been an online feedback form and would ask if the responses could be shared.

JL said the training was well done, although it was clear that there was a massive variation in the quality of the PCN Leads, and what they were expecting from the event. Some of the breakout conversations were uncomfortable at times but felt that all had come away with a good understanding. JL said that the agenda was sent out late and this did not specify there would be so much interaction. In hindsight it might have flowed better if a strong PCN Lead had led the discussion and breakout groups.

AV said that RP had shared similar comments, and in future the LPC would ensure more detail was shared in advance.

MB said it had been a very good event, he had enjoyed meeting other leads and sharing best practice.

Covid vaccinations for staff – update

SK said this had been a very reactive piece of work, and he understood why there had been a lot of questions about staff vaccinations. At a recent LMC meeting, the clinical directors had asked the LPC to support using PCN Leads if there was spare vaccines at the end of the day which could be offered to pharmacy staff locally. All contact details of the PCN leads had been shared with the clinical directors.

SK said he had been in contact with Alice McGee, Executive Director of People and Innovation and reiterated how important it was to get pharmacy staff vaccinated. The information had been sent out to all contractors last week by email, but SK said he would continue to press for updates.

JL said they had refined the process to account for large numbers of staff so that was a good move.

Using the PCN Leads was a good idea but they need to understand their part if they are contacted about spare vaccines and who they should call.

AV said he wished to clarify the message sent out on what's app as this had been sent to him in good faith, but he understood why there was unease about sharing this.

SK said he would email Alice during the LPC meeting to raise that

1. Other areas such as Derby and Nottingham seem to have a system that seems to be achieving access for HCPs and this is being raised at the LPC committee, we are working together as a system and the risk stratification applies to all POD staff.

2. The potential impact should pharmacies have to close should key staff members contract Covid etc.

3. The announcement that we are moving to vaccinate level 3 patients whilst frontline staff where 2b is also causing some confusion, any clarity on where we stand would be much appreciated.

SK shared Alice's response with the committee.

JL asked if the CCGs could provide updated comms to support pharmacy teams.

VM asked if there was a list of pharmacies within LLR who had been chosen to deliver the vaccination? AV asked VM to contact NHSE (Mel Burdett), but he was aware of Severn Pharmacy and also Belgrave Pharmacy.

	<p>AG said she had been contacted by a contractor over the weekend who had been chosen to provide the vaccines and was looking for staff; did the committee want this to be sent to all contractors.</p> <p>AV asked the committee for their thoughts. DE said that we should support local contractors by way of a generic email and AV agreed to draft something AG could send out.</p>	
	<p><u>Treasurer's Report January 2021</u></p> <p>MB provided a financial overview to the committee . This confirmed LLR LPC is in a strong financial position; current balances reflects PSNC recommendation of 50% running cost.</p> <p>Money previously paid for the PCN leads (provided by Pharmacy Complete) has been used for the PCN Leads training event on Wednesday 2 December 2020. All PCN Leads had attended and the LPC had agreed to pay each lead £40.00 for the event. AG asked if all leads had submitted their claim? MB agreed to check and advise as AG had sent a pre-filled form immediately after the event. JL asked if this could be sent again as she had not received this and AG agreed to send to both JL and another lead who had not claimed.</p> <p>As agreed at the AGM, levy holidays were implemented in December 2020 and January 2021, in a bid to reduce any surplus.</p> <p>All invoices until 10<sup>th</sup> January have been paid. Gentle reminder to submit invoices in a timely way.</p>	
	<p><u>Service Development Lead Report - update on current and future initiatives</u></p> <p>VM gave an update to the committee about the following topics:-</p> <ul style="list-style-type: none"> <li>• PQS1 getting sorted, declaration currently at 90%, we are receiving weekly updates and confident we will get the remaining contractors over the line.</li> <li>• MUR data would help conversations to remind contractors that time is running out, email reminders are being sent.</li> <li>• Inhaler Recycling Scheme – launch event Tuesday 26 January 2021 with Anna Murphy/Chiesi. Invites will be sent out later today.</li> <li>• GP CPCS rollout - nominated sites as easy adopters – Rutland PCN will be the 1<sup>st</sup> within LLR.</li> </ul>	

	<p><u>Chief Officer Inbox</u></p> <p>VM has been looking after the inbox for just over 2 weeks, no major issues. Majority of queries are about COVID vaccinations, and these are being answered by the comms sent out. Other general queries received from contractors which have been answered.</p> <p>JL said that as time was now short there did not seem to be a benefit in chasing MUR data, of course flag to contractors but data is out of date as there is a 3- month lag. SK suggested sending reminders to contractors a reminder ( AG is sending these already) of the deadline of 31/3/2021.</p> <p>SK has received a number of queries from PCN Leads about the business continuity plans, and all have been sent a template following the training in December. SK suggested he write a MOU for contractors to engage with their leads and provide the information as requested.</p> <p>DE said that PCNs cover the whole range of contractors and in the case of small multiples they might not be able to demonstrate their plan to a PCN Lead. SK said that there should be an audit trail, and pharmacy contractors should evidence their contact with the PCN Lead and vice versa.</p> <p>AV said there was good communication and engagement with the PCN Leads within LLR.</p>	
	<p><u>Meeting updates from committee members – reports circulated in advance</u></p> <p>VM confirmed he was collating the meeting reports from committee members who attend meetings on behalf of LLR LPC during this time. AG will file in drop box and circulate so committee members could raise any questions.</p>	
	<p><u>Key themes arising from CO emails and actions taken.</u></p> <p>VM had covered this earlier in the meeting.</p>	

Chair's Report – circulated in advance by email to the committee.

Let me begin by wishing our committee a Happy new year! 2020 was a year full of challenges, unknowns and lots of lockdowns. As the LPC, with our office staff and the full committee's support, we continued to support our contractors even under challenging circumstances.

Since our last committee meeting, there has been much activity from our LPC team; we have worked on numerous workstreams, including supporting our contractors with current lockdowns, flu vaccines, GPCPS, PCN Lead training where we had a 100% attendance from our PCN Leads.

Rita has also stood down from Chief Officer's position, and with this has come new challenges. Due to the uncertainty caused by COVID-19 and the Wright Review, finding the right candidate has not been easy. The HR team is working on the job's advertising strategy, and a few candidates have filtered through which we hope will give us a positive outcome.

In the interim, a proposal was given to the HR team, to ask Vinay to do additional work for the LPC. This additional day has been split in to 4/5 half days, allowing Vinay to pick up emails from the chief officer's mailbox and help redirect information to committee members who have agreed to support workstreams such as flu while we await a permanent chief officer. We have continued to pick up day to day enquiries from contractors as well, and Ailsa continues to work Mon to Wed 4 hours a day.

I am optimistic for 2021; that community pharmacy has played a significant role during this pandemic and shown how robust and efficient we are in the NHS chain.

With the vaccination programme's role, our LPC as a team will voice locally and nationally for community pharmacy to be included.

As for our local goals, I hope we can appoint a Chief Officer in the near future and work on a business plan that we can implement for the 2021/2022 financial year.

*I thank all our office team and the full LPC committee for all the hard work and dedication you have given to support the LPC. It has been a difficult ten months, but with every difficulty comes new possibilities and I look forward to helping serve as chair to support building a stronger LPC for the future.*

*Altaf Vaiya*

AV confirmed the minutes from the Exec meeting held on 13 January 2021 had been circulated and asked whether the committee had any questions; there were none.

Meera Joshi -CPPE

Meera joined the meeting to give an update on the following topics.

- CPCS
- Foundation Practice
- Pharmacy Quality Scheme
- Discharge Medicines Service
- ACPT
- Supporting you
- Online workshops

CPPE:

- Single online workshop
- Book via [www.cppe.ac.uk](http://www.cppe.ac.uk)
- 24 places on each
- Start again from April 2021 dates to be released March 2021.
- Facilitated by three CPPE tutors and a GP medic.

RPS & RCGP:

- Two online workshops (linked)
- Book via [www.rpharms.com/events/cpcs-events](http://www.rpharms.com/events/cpcs-events)
- Started 6 October.
- RPS facilitator and RCGP trainers (medic, nurse, allied HCP)

CPPE Foundation pharmacist programme 20/21 - **Cohort 2 now open for applications!**

Educational support to develop a Foundation Portfolio of Practice. HEE has funded CPPE to support 1300 Provisionally Registered Pharmacists (PRPs) from September 2020

- 12-month Foundation programme
- PRPs working in community pharmacies (apart from those with access to employer's foundation programmes), primary care & HinJ
  
- CPPE workshops – now online, these include COPD, Asthma, Dementia, Deprescribing, EHC, NHS CPCS, Meds optimisation in care homes, Consultation skills, Mental capacity act.

Places do fill quickly but no regional restrictions.

- Zoom platform – learners need to book via CPPE website and then complete registration as per email instructions.
- CPPE EM Newsletter – please share this when it is released.
- Events flyer – new dates open for booking: March 2021.
- Contact details for any queries – [meera.joshi@cppe.ac.uk](mailto:meera.joshi@cppe.ac.uk) or [info@cppe.ac.uk](mailto:info@cppe.ac.uk)

	<p><u>Business plan and priorities for April 2021 onwards – date to be confirmed.</u></p> <p>AV asked if the committee were happy that this should form part of the next meeting n March 2021, this was agreed.</p> <p>Date of next meeting Monday 15 March 2021- invites would be sent to Meera, Garry and Pallavi Dawda (LPN Chair)</p>	
	<p><u>Garry Myers – PSNC Regional Representative</u></p> <p>Garry gave a confidential presentation summary to the committee and answered the questions raised.</p>	
	<p><u>Any Other Business</u></p> <p><b>Brandon Street Office</b> – MB had written to the office manager asking about a rent reduction as the office and services had not been used for 10 months and not likely to be used again soon.</p> <p><b>Locum vaccinations</b> – contacting LPC office for support</p> <p><b>LLR slow starters re staff vaccinations</b>, very inconsistent approach with a lot of frustration.</p> <p><u>AV had requested an update to share at the meeting</u>  <u>Community Pharmacy Immunisation 2020/21 - Fluenz/nasal flu -From Tejas Khatau</u></p> <ol style="list-style-type: none"> <li>1. As of today, 19/1/2021- 2124 vaccines delivered via community pharmacy.</li> <li>2. We are continuing to keep this offer open as we know there can be late incidents of flu.</li> <li>3. The SLA comes to an end spring 2021 and after advice from procurement, I've been advised to formally re-tender this service starting from Sept 2021. I will do this later in the year and will value LPC support for comms etc...</li> </ol> <p>Community pharmacies continue to be a great support for us. A big thanks to all the contractors and LPC support.</p>	
	<p>Meeting closed at 11.20am by AV who thanked everyone for their contribution.</p> <p>AV said he would be asking for feedback and asked the committee to respond with any suggestions etc. He thanked the committee in advance for their ongoing support.</p>	

**Date of next meeting is to be held on Monday 15 March 2021**

**- subject to COVID-19 meeting restrictions conducted via Zoom**

Signed .....ALTAF VAIYA..... (Chair)

Name .....

Date 15 March 2021

Acceptance of minutes proposed by SATYAN KOTECHA

Seconded by JANE LUMB