

## LEICESTERSHIRE & RUTLAND PHARMACEUTICAL COMMITTEE MEETING

Monday 15 March 2021

Zoom call due to COVID-19 Meeting restrictions

08.30am onwards

<b>Present:</b>	<p>Altaf Vaiya (AV) – Chair          Satyan Kotecha (SK) – Vice Chair          Shezad Alimahomed (SA)          David Evans (DE)          Jane Lumb (JL)          Hasmukh Vyas (HV)          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          Pallavi Dawda – LPN Chair          Jack Davies - Community Pharmacy North Yorkshire (CPNY)</p>
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### CLOSED SESSION

		<b>Action</b>
<p><u>Welcome</u>            AV welcomed everyone to the meeting and thanked the committee for attending. Our new Chief Officer, Rajshri Owen had been invited but had a prior meeting arranged.</p> <p><u>Apologies for Absence</u> – Mohammed Bharuchi (MB) – Treasurer, Gurikbal Singh (GS) Clare Kerr (CK) and Meyur Patel (MP)</p> <p><b>AV confirmed the meeting was quorate as there were 6 out of 10 committee members present.</b></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 18 January 2021</u></p> <p>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 18 January 2021.</p> <p>AV then asked for agreement of the minutes of the meeting; proposed by SK and seconded by JL. 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>Jack Davies – Community Pharmacy North Yorkshire (CPNY)</u></p> <p>AV welcomed Jack to the meeting. Jack had contacted Rita in November 2020 to ask if LLR LPC were interested in the taking part in a Bounce Back Bigger, Better &amp; Bolder - Forward Strategic Planning event for Local Pharmaceutical Committees.</p> <p>By way of background, Jack explained that CPNY has undertaken a strategy development day every year with its Committee and had decided to offer this strategy development to other LPCs on the theme of ounce Back Bigger, Better &amp; Bolder this year. Jack had been in email contact with AV &amp; AG and offered to Zoom into either an Executive or full Committee meeting to discuss the process in more detail and answer questions. This would be a free of charge event.</p> <p>Jack then gave a presentation to the committee, and an outline of the day, which had been pencilled in for Wednesday 14 April.</p> <p>There was a full discussion about the suitability of the date as our new chief officer would not be there, and whether it was appropriate to begin the work on formulating the business plan in her absence. It was clear that there had been a misunderstanding about the date and although Jack’s presentation had stimulated discussion, the feeling was that this workshop should not take place until after May. AG summarised the discussion as below:-</p> <p>The committee believe it would be good idea, but the date of 14 April is not appropriate as Rajshri does not join us until early May.</p> <p>As agreed, AG will email Jack to thank him for joining us this morning and providing us with a very useful update about the event. AG will also check in with Rajshri about the event and the suggestion to hold this at a later date, i.e., after her joining date.</p> <p>AG will keep the full committee and Jack in the loop.</p>	

	<p><u>Treasurer's Report March 2021</u></p> <p>MB had provided a financial overview to the Exec committee at their meeting last week. AV gave the committee an update.</p> <ul style="list-style-type: none"><li>• Almost at year end, important to have all outstanding invoices submitted now so that they could be paid before year- end.</li><li>• Everything he had received to date had been paid.</li><li>• Intend to use same accountants as before, MB would like to avoid the delays that happened last year and wants to get the accounts off to the accountants as soon as possible.</li></ul> <p>JL asked if it was possible for the committee to receive a copy of the accounts at each meeting so that there was a clear understanding of the state of the finances, it was important for governance that these are made available to all committee members. The year-end figures should be sent to the whole committee as soon as they are available so any comments or queries could be raised.</p> <p>AV confirmed he would email MB immediately requesting the accounts be available as the committee have requested.</p>	
	<p><u>Update on Chief Officer Recruitment from Recruitment Committee, Next steps and timeline</u></p> <p>New Chief Officer (Rajshri) will be starting in first week of May, contract had been drafted by AG and sent to HR committee for comments; updated as requested and is now waiting for 2 parts to be looked at (training and financials). GS has been on annual leave and returns on 16 March, at the Executive Committee meeting, MB said he would work with GS when he is back to ensure it is all completed and sent out to Rajshri.</p> <p>Rajshri has been called to do jury service but is hoping this can be deferred.</p> <p>An induction plan has also been drafted and shared with the HR Committee.</p> <p>Year-end review meetings need to held for VM &amp; AG.</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>• Emails – Chief Officer emails up to date.</li> <li>• Contractor queries</li> <li>• Vaccination updates <ul style="list-style-type: none"> <li>* 4 CO sites are live</li> <li>*Awaiting outcome of latest EOI</li> <li>* New group set up with STP and LPC collaboration</li> <li>* Biweekly meeting</li> <li>* Named person as contact point.</li> </ul> </li> <li>• Advanced Services – GP CPCS – initially slow due to vaccinations, 4 PCNs currently being rolled out with meetings booked in the diary or just happened.</li> <li>• Essential Services – DMS New support</li> <li>• Extended Care – push to sign up via PCN Leads.</li> <li>• PCN PQS meetings facilitated and completed before deadline.</li> <li>• PQS drive 95% completion.</li> <li>• MUR final push with monthly email and reminders</li> <li>• Chiesi -Take Air scheme update, 120 signed up and running after 6 weeks. SK commented whilst there is no income stream this has really raised the profile of community pharmacy</li> </ul> <p><b>Meetings attended</b>  James Wood (PSNC)  STP/LPC Vaccination Group  GP CPCS meeting</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.</p> <p>AG had filed all the reports received in drop box and had circulated them in advance of the meeting so committee members could raise any questions.</p> <p>No questions were raised by the committee.</p>	

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

Spring is embarking on us; time has passed very quickly as we mark one year of Covid'19 restrictions and lockdown. As we reflect over the last 12 months, we look at the hard work done by all LLR pharmacies and pharmacy staff, who have continued to provide pharmacy services at the most challenging time.

Two months have passed since our last LPC committee meeting, and much has happened by then, including recruiting a new chief officer, Rajshri Owen. Rajshri currently works for Numark, and she has handed in her notice at her current job and will start with our LPC at the beginning of May 2021. Rajshri spoke to the exec and some of the HR team via zoom; she sounded very keen to start her new role, she came across as very friendly and professional.

In the absence of a chief officer, I have to credit the work done by both Ailsa and Vinay in making sure the LPC has kept up with all the demands and workstreams. Many workstreams have been undertaken, including work to do with PCN's, vaccination support, PSNC regional input, Discharge Medicines Service (DMS), and GP-CPCS, to name a few.

In addition, Ailsa, Vinay, and I had a meeting with the PSNC LPC executive, James Wood, where we discussed the current workstreams of LLR and asked for guidance on how we can improvise. James also pledged to support our new chief officer when she joins, including a one-to-one introduction process for her to understand how LPC functions and how it fits in with the PSNC.

Pharmacy Covid-19 vaccine rollout has begun. We currently have four live sites, and a second chance to apply to be a Covid vaccine site for contractors has taken place. Vinay, Sat, and I have been involved in some meetings to help NHS England make sure pharmacy Covid-19 vaccination sites are well supported.

Sat has also produced a paper to IM&T to secure funding for pharm-alarms, which many pharmacies have found useful; besides, our LPN lead Pallavi Dawda has mentioned that she, in combination with other LPN chairs, has secured some funding to support PCNs.

On April 14th, we are holding a 'Bounce Back Bigger' strategy for the full committee, which will be at no cost to the LPC; it will help relook at our strategy, in light of covid and the five-year plan, Jack Davis will share more information during our LPC committee meeting on Monday.

I would like to thank all our committee members for all the hard work shown, including the HR team in helping with the recruitment of the chief officer and Jane in supporting Ailsa with PCN support.

We have had a good start to 2021, much more work is needed, and with the help of the New Chief officer, we should be able to increase our working capacity and increase our representation with key stakeholders. I look forward to speaking to you all on Monday and hope you all have a great weekend; if you have questions before the meeting, please email me, and I aim to respond as soon as possible.

	<p><i>Altaf Vaiya</i></p> <p>AV confirmed the minutes from the Exec meeting held on 9 March 2021 had been circulated and asked whether the committee had any questions; there were none.</p>	
	<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 planned date of Wednesday 13 April 2021 should now not happen, and a date will be agreed once we have had the opportunity to check in with Rajshri. The committee agreed this would be an appropriate thing to do.</p> <p>Date of next meeting Monday 17 May 2021- invites would be sent to Meera, Garry and Pallavi Dawda (LPN Chair)</p>	
	<p><u>Meera Joshi -CPPE</u></p> <p>CPPE Viewer - to support us with the work on CPCS training. It's very simple to do for pharmacy professionals and once you have names of the pharmacists working in the PCNs you are interested in upskilling, we can delve deeper into their records to benchmark who has completed what training against the CPCS self-assessment framework. This will identify any training gaps.</p> <p>This is the link to the CPPE CPCS Gateway Page, which also contains lots of useful resources: <a href="https://www.cppe.ac.uk/gateway/cpcs">https://www.cppe.ac.uk/gateway/cpcs</a></p> <p>Whilst it may be harder to organise commissioned events (as there will be medic and CPPE tutor fees to account for), there are a number of online CPCS workshops available for learners to book onto from 16<sup>th</sup> May: <a href="https://www.cppe.ac.uk/programmes/e/cpcs-ew-01">https://www.cppe.ac.uk/programmes/e/cpcs-ew-01</a> with up to 20 spaces free per event. Happy to be part of the working group to support the area – so please keep me posted.</p> <p>Extended AMR – there is a specific gateway page for Antimicrobial Stewardship and Resistance <a href="https://www.cppe.ac.uk/gateway/amr">https://www.cppe.ac.uk/gateway/amr</a>, but please let me know if you are thinking of other training required. We will be running the 'Antimicrobial stewardship: focus on optimising antimicrobial prescribing' – online workshops from April so here is the booking link: <a href="https://www.cppe.ac.uk/programmes/l/antimicro-ew-01">https://www.cppe.ac.uk/programmes/l/antimicro-ew-01</a></p> <p>here is the booking link to our new 'Fundamentals in palliative care e-course': <a href="https://www.cppe.ac.uk/programmes/l/palliative-ec-01">https://www.cppe.ac.uk/programmes/l/palliative-ec-01</a> The aim of this programme is to support pharmacy professionals to provide an appropriate person-centred pharmaceutical service for people during palliative care, and for their carers. This e-course is self-directed which means that learners can work through the course at a time and pace that suits them.</p> <p>Contact details for any queries – <a href="mailto:meera.joshi@cppe.ac.uk">meera.joshi@cppe.ac.uk</a> or <a href="mailto:info@cppe.ac.uk">info@cppe.ac.uk</a></p>	

	<p><u>Pallavi Dawda LPN Chair</u></p> <p>Pallavi introduced herself to the committee and explained about her latest role.</p> <p>There are plans to hold PCN training sessions, which will be funded, and hopefully will have more information to give at the next LPC Meeting in May. The funding for the training is being held in a centralised pot. The training will be consistent, with a standardised approach, and professionally led. Training providers are being sourced at present.</p> <p>DMS &amp; GP CPCS will be the focal topics, and expertise to build up networks.</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>PharmAlarm</u></p> <p>LLR LPC had provided 98 PharmAlarm devices to contractors last year and paid the licences, these will expire on 31/5/2021. SK has presented a paper at the IM&amp;T meeting last week requesting funding to cover the cost of funding - <b>£5,096.00 + VAT</b> for a further 12- month Licence.</p> <p>However, the committee felt we should ask whether it would be possible to have a rolling contract in case there was a delay in receiving funding. DE asked whether it was necessary to continue to provide the licences as it was easy to set up email alerts on either an NHS email account or a corporate account. AV asked the committee to vote on whether LLR LPC should continue to fund as outlined, 5 out of 6 committee members voted in favour of funding the devices for a further 12 months.</p> <p>AG to make contact and update AV &amp; SK of the response.</p>	
	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> <li>• VM &amp; SK to work together to arrange virtual events for contractors on tier1 &amp; 2 services as this would support GP CPCS roll out too.</li> <li>• VirtualOutcomes VM to check when the current contract expires and would look at the data to see how much it is being used. To be added to the agenda for May’s meeting.</li> <li>• Flu update – 496,000 flu vaccinations completed in community pharmacy, VM to obtain further data and circulate.</li> <li>• HV reiterated the request for detailed breakdown of accounts to be available at each committee meeting, in advance, to allow for any queries to be raised.</li> </ul>	

	Meeting closed at 11.20am by AV who thanked everyone for their contribution.  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.	
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**Date of next meeting is to be held on Monday 17 May 2021**

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

Signed ..... ( Chair)

Name .....

Date.....

Acceptance of minutes proposed by .....

Seconded by .....

