

## LEICESTERSHIRE & RUTLAND PHARMACEUTICAL COMMITTEE MEETING

Monday 17 May 2021

Zoom call due to COVID-19 Meeting restrictions

08.30am onwards

<b>Present:</b>	<p>Rajshri Owen ( Chief Officer)          Altaf Vaiya (AV) – Chair          Satyan Kotecha (SK) – Vice Chair          Shezad Alimahomed (SA)          David Evans (DE)          Jane Lumb (JL)          Mohammed Bharuchi (MB) – Treasurer          Gurikbal Singh (GS)          Clare Kerr (CK)          Meyur Patel (MP)          Hasmukh Vyas (HV)          Vinay Mistry (VM) – Service Development Lead /CO Support          Ailsa Garner (AG)–Administrator</p>	<b>External Guests</b>	<p>Meera Joshi – CPPE          Pallavi Dawda – LPN Chair</p>
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### CLOSED SESSION

<p><u>Welcome</u>          AV welcomed everyone to the meeting and thanked the committee for attending. AV also introduced the new LLR LPC Chief Officer, Rajshri Owen to the committee.</p> <p><u>Apologies for Absence</u> – Ben Oliver (replacement CCA Representative as MP leaving LLR LPC) and Garry Myers who has notified us he has stepped down as the PSNC regional rep for East Midlands &amp; South Yorkshire.</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 AG will circulate new forms which should be completed and returned.          In addition, please ensure any updates are communicated to AG as soon as possible.</p> <p>GS asked if the dates of future meetings could be looked at now we have a new Chief Officer as Mondays are a busy day for Area Managers and, if possible, could future meetings be held on a different day. AV agreed this was something to be looked at going forward.</p> <p>SK reminded the committee that the meeting was being recorded. No objections were raised about this.</p>	<b>Action</b>
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	<p><u>Minutes of meetings held on Monday 15 March 2021</u></p> <p>The minutes had been circulated in advance to the committee.  <u>Changes required</u> -There were no changes required for the minutes of the meeting held on Monday 15 March 2021.</p> <p>AV then asked for agreement of the minutes of the meeting; proposed by AV and seconded by HV. 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>Introduction to Rajshri Owen</u></p> <p>RO introduced herself to the committee and gave a brief update on her career path and also personal interests. RO is very much looking forward to working with the committee.</p> <p><u>Business priorities for next 3months</u></p> <p>RO had sent an email to all the committee as below on Wednesday 12 May and asked for any remaining suggestions to be emailed to her asap.</p> <p><i>Since taking up post, I have heard a lot about how we as a LPC need a robust business plan.  That said and it is only week 2 for me, as a starter for 10, I would really appreciate a list of what you believe should be the LPC's top 3 priorities and brief why.  This will help me to identify synergies and opportunities.</i></p> <p><u>Committee Strategy Day</u></p> <p>Following the Executive Committee Meeting on Monday 10 May, RO &amp; AG had looked at dates when the strategy day could be held, and suggested Wednesday 30 June to the committee having checked and confirmed that Jack Davies was available and also the sponsors. SA and CK said that they might not be able to attend that day, and the committee agreed it would be better to have as close to 100% attendance. An agenda had been produced for the day but would not be circulated until the date had been agreed.</p> <p>AG agreed to email the committee the dates suggested and asked for a quick turnaround to ensure we had the date booked. RO asked the committee to agree that it may not be possible to have 100% attendance and we should pick the day when most were available. This was agreed.</p> <p>AG said she would contact Jack and ask for a list of available dates and circulate to the committee on receipt.</p>	

### Treasurer's Report May 2021

- Firstly, a warm welcome to our new Chief Officer, Rajshri.
- Current account balance is £90,141.74 as of 15/05/2021.
- The Training account has £15,815.74.
- All invoices until 14<sup>th</sup> May have been paid.
- Current balance reflects PSNC recommendation of at least 50% running cost.
- PSNC levy due for first half of year has been paid.
- Funds from training account to be used for PCN training.
- Cashbook and cashflow to be sent to committee on monthly basis.
- Gentle reminder to submit invoices in a timely manner.

MB had also circulated this report and details of the income and expenditure, cash flow and bank balance information in advance of the LPC Meeting. However, not all the committee had the opportunity to review the information before the meeting. MB had not been aware that this was required as it had not been covered in his treasurer induction. He will ensure it is circulated in good time going forward.

There was a discussion about submission and payment of expenses submitted by committee members. RO suggested a cut off date for expenses, to ensure that claims are submitted promptly, and suggested if a claim is not submitted within 28 days of attending a meeting, then it should not be paid.

MB said that he ensures all claims are paid by month-end, but this needs committee members to submit claims on time. SK suggested this was looked at again and all committee members should sign up and agree the process for submitting expense claims. MB would circulate an expense claim form to all committee members.

AV said he would review the expense policy document with MB and HV, make sure everything is up to date and circulate.

### AGM planning

MB proposed the AGM should be held at the end of October 2021, and once the date has been agreed, it will enable the office team to plan and ensure everything is sent to the contractors and CCA giving 30 days' notice. It would be good to hold this face to face, but SK suggested that although a physical meeting sounds nice, he felt the planning should be for a virtual meeting, which could move to face to face later on, with possible sponsorship. The committee agreed to this approach and also the proposed date of 28 October agreed. All AGM documentation including accounts will need to be sent by 28 September, at the latest.

JL reminded the committee that the accounts etc need to be with PSNC by 31 October so any queries raised at the AGM would need to be within this timeframe.

	<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>• Contractor queries ongoing but support given when approached.</li>   <li>• Vaccination updates <ul style="list-style-type: none"> <li>* 6 CP sites are live, with more to go on stream soon</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, 2 events arranged 19<sup>th</sup> May for contractors and 2 June for PCN Leads. 1st session led by Liam Stapleton and SK.  PCN Leads event – 2<sup>nd</sup> event bespoke event led by SK, VM, and Hayley Moore. The agenda for this event is currently being prepared. PCN Leads will receive remuneration (TBC) for attending the event.  HK asked if there was a list of GP surgeries available which could be shared.</li> <li>• Essential Services – DMS New support, but there have been some issues highlighted by JL</li>   <li>• Extended Care – push to sign up via PCN Leads. Low uptake within LLR, JL has circulated data and suggested this should be a priority.</li>   <li>• PQS 95% completion.</li>   <li>• Flu update – 496,000 flu vaccinations completed in community pharmacy, VM to obtain further data and circulate when received</li> </ul>	
	<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 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.

I would like to begin this report by welcoming Rajshri Owen, our new Chief Officer. The wait is finally over now that we have a new chief officer in position.

Over the last few months, we have started to see Covid'19 restrictions lifted, yet this has invited new opportunities and new concerns. We are still amidst a global pandemic, and the pharmacy continues to play an integral part in supporting the NHS response to Covid'19. Many pharmacies in LLR have become vaccination site and are serving local communities in delivering the Covid'19 vaccine.

The last two months have been difficult for our office teams without the presence of a chief officer. Ailsa and Vinay have worked very hard to support our LPC workstreams, as a committee, we cannot thank them enough for supporting us over the last 5 months.

We have been informed that there is a change in CCA representation. I'm saddened to announce that Meyur will be leaving us, he has been a key member of our committee and has served on the exec, we wish Meyur lots of success with his new role. Ben has been chosen as his replacement, and we are hoping he will join us in our next meeting.

The LPC team have been planning hard for the GPCPCS event, and we are pleased to let the committee know that this event has been booked for the 19th of May 2021. The event will be led by Liam Stapleton, and we have also booked training specifically for PCN pharmacy leads to help with supporting PCN's to push the GPCPS service.

The exec had our first meeting with Rajshri, it was an informative meeting and allowed Rajshri to engage and bring formal questions to our team. One of the key objectives discussed is the business plan for LLR LPC, post Covid'19. It was agreed that we would go ahead as a committee with a bigger and better business strategy development day.

We also received an update in regard to an email we wrote to our office landlord. We have been able to secure two month rent holiday as a goodwill gesture due to not using the office space actively, during Covid.

I, as chair, would like to thank all members of our committee for their continued hard work and dedication in supporting all workstreams while we were recruiting our Chief officer. We hope the committee will extend their support to Rajshri as she settles into her role.

I would also like to highlight some key points; as individuals, we can all become frustrated with certain situations, it is essential to air these frustrations and look for solutions. I would urge all committee members to engage directly with the exec or office teams, to help clarify any points that may be of issue.

Looking forward to seeing you all on Monday, have a safe, wonderful weekend.

*Altaf Vaiya*

AV confirmed the minutes from the Exec meeting held on 10 May 2021 had been circulated and asked whether the committee had any questions; there were none.

	SK thanked MB for all he had done as treasurer.	
	<p><u>Meera Joshi -CPPE</u></p> <p>Meera updated the committee with the latest courses, details are available on our website. She is also looking for content for courses from October 2021 onwards and asked the committee to help with any suggestions.</p> <p>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>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 gave an update to the committee about IPMO plans, within LLR.</p> <p>There are plans to hold PCN training sessions, which will be funded, and hopefully will have more information available as soon the training tendering process has been completed. 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>SK mentioned he has been invited to a meeting about ICS funding and will ensure RO is also invited.</p>	
	<p><u>PSNC update</u></p> <p>As Garry Myers was unable to attend the meeting, in his place CK gave a confidential presentation summary to the committee and answered the questions raised.</p>	

**Issues raised by the committee**

1. HV asked for clarity about the time taken for GPs to process referrals for GP CPCS, CK shared that there has been a lot of research into this, but the reality is that it does not take too long.
2. CK also stressed that there are also informal referrals taking place, also a lot of training for GPs and their staff.
3. SK asked if CK could forward feedback to PSNC that the most success has been made when the PCN Lead has engaged with the clinical director. There also needs to be recognition for the PCN leads to drive this forward.  
at this point SK shared a presentation with Hinckley and Bosworth PCN, and Nadya Jethwa the PCN lead.
4. JL asked about Tier1 & 2 having sent out the data to the committee in advance of the LPC meeting. JL said it was critical to make this work and asked who was taking this up, needs to be included in the GP CPCS events and also direct contact with CCA as very low uptake. JL shared examples of extended hours contractors who had not signed up.
5. End of Life prescription issue at Easter – this had been raised following contact to a PCN Lead. JL had tried to raise and not successful so SK has gone via another route. SK gave an update to the committee and suggested it may be an idea to hold a contractor event every 3 months on current topics (suggest controlled drugs, patient safety, opiates etc).
6. JL updated the committee about DMS issues which still unresolved.

	<p><u>Virtual Outcomes</u></p> <p>At the March 2021 Committee meeting and the Executive Committee meeting on 10 May 2021, it was agreed it was important to look in granular detail as how VirtualOutcomes is being used by contractors within LLR. This information would help to inform the committee about further funding, having funded for 2 years.</p> <p>VM shared the spreadsheet information with the committee which showed the uptake by contractors and their teams within LLR. It is currently being used by 40% of contractors. The CCA have their own online training platforms and in recognition of this, VO have given LLR a discount.</p> <p>AV asked how many contractors had completed training recently and RO agreed it was necessary to look at completion rates. SK said the committee want all contractors to be effective and access the training packages, however, was this an equitable use of funds, as if a contractor wanted to use VO were happy to provide it.</p> <p>AV said there were 2 proposals he was happy to put forward</p> <p>a) go back to VO and say that due to low level of uptake, LLR LPC would not continue to fund for contractors and use LPC resources. We would therefore not wish to continue and would support contractors to use VO directly.</p> <p>b) continue to fund.</p> <p>MB reminded the committee that this issue had been discussed at least twice previously, and it was important to decide today rather than defer to another meeting. He asked the committee to vote on the proposals presented. The Committee decision was to discontinue funding of VO.</p> <p>VM to contact Richard Brown at VO and AV will write to all contractors to make them aware of the committee decision and rationale.</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 had 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>SK reported that this had not been a straightforward matter and there was now to be a working group with the CCG and IM&amp;T and no decision had yet been made about funding.</p> <p>SK asked if the committee would be happy to continue to fund the licences for a further 3 months and hopefully we would know by then if there was to be a decision as to whether we would receive the money to continue. There was a discussion amongst the committee as to their own personal experiences in their pharmacies and whether it was appropriate to continue to fund.</p> <p>AV asked the committee to consider either a) terminate now and b) wait for 8 weeks to see if funding is available. The committee agreed unanimously to continue to have a rolling contract for a further 8 weeks and if no funding is available after this, then we would give 30 days' notice not to continue. The contractors will then be able to sign up themselves if they wish to continue at a cost of approximately £1 a week.</p> <p>MB thanked the committee for their consideration of the funding and the equitable use of LPC funds.</p>	

	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> <li>• Vacancy on Exec Committee for CCA committee member due to MP leaving LLR LPC. CCA committee members to meet and agree a replacement.</li> <li>• Email to be sent to all committee members about expressions of interest in any role on a sub-committee.</li> <li>• There will be a full committee election in early January 2022, and the new committee will be in place by March 2022. PSNC will issue guidance in due course.</li> <li>• SK will circulate ICS information to the committee as agreed and this will also be included as an agenda item in July 2021.</li> <li>• Agenda for July meeting will be circulated 14 days in advance to all committee members to review and suggest additions etc.</li> <li>• Reminder about GP CPCS event on Wednesday 19 May and also bespoke PCN Lead event on Wednesday 2 June – both evening events.</li> <li>• VM will share GP information about uptake of GP CPCS.</li> </ul>	
	<p>Meeting closed at 11.25am by AV who thanked everyone for their contribution.</p> <p>AV thanked the committee for their ongoing support.</p>	

**Date of next meeting is to be held on Monday 19 July 2021 (apologies in advance from SA & JL)**

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

Signed ..... ( Chair)

Name .....

Date.....

Acceptance of minutes proposed by Altaf Vaiya (chair).

Seconded by Hasmukh Yvas  
20 July 2021