

SOMERSET LOCAL PHARMACEUTICAL COMMITTEE

Minutes of the Meeting of the Somerset Local Pharmaceutical Committee held at The Shrubbery Hotel, Station Road, Ilminster, TA19 9AR on **Wednesday 12th Sept 2018**.

Members present: A Downing; (Chair) Ms E Waller; (vice Chair) P Whitaker; Foivos Valagiannopoulos; A Harker; Ms A White; N Kyle; James Nicholas; Gareth Crawley

In Attendance: M Lennox (Chief Officer), Mrs Y Lamb (Engagement Officer),

1. Apologies for Absence – Ms E Gapper; Mrs M Pennington.

Javier@touts – has shown interest in joining the Committee, has now been informed of the next meeting(s).

2. CCA Report – Anna White & Neil Kyle agreed to collaborate.

3. Declarations of Interest – None

4. Minutes -

a) Minutes of the LPC Meeting of 18th July 2018 – Agreed as a correct record of the proceedings.

b) Minutes of the Exec Meeting of 21st Aug 2018 – Agreed as a correct record of the proceedings.

5. Matters Arising from the Minutes of the above Meetings: None.

6. Governance, Budget & Financial Matters

a) Treasurer report – budget review reveals overspending in budget 2018/19.

b) Plan for next year, reality check! Increase in funds needed.

c) Rationalise strategic meetings and future planning through Committees & Michaels time. (possible return from drug companies for Michael to attend meetings?)

d) New contracts to be issued and signed for LPC Officers regarding working hours, sickness entitlement, guidance through PSNC. Devon & Avon not agreeing to CEO contracts.

e) **Next step** – CCA opinion on CEO employed/self-employed, to follow up at Exec 22nd Oct.

f) Written procedures and declaration of interest to be signed by all.

g) **Peter advised all that invoices/expenses need to be promptly submitted.**

7. Audits:

PSNC law firm happy to help and with a projected 30 LPCs on board costing would be £180 yearly – Howells our own accountants are £200 and covers more benefits.

a) **Michael** to invite PSNC regional rep to an LPC meeting, if declined it must be noted.

b) **James** to create/talk through template, regarding skills gap succession planning to complete on the day.

8. **Committee showed favour in re-branding to 'Community Pharmacy Somerset' with no financial outlay attached - governance still under Somerset LPC.**
9. **DMIRS – Devon DRs concerned with upcoming launch on 1st Feb, therefore, have now deferred to May 2019.**
10. **Emma to promote more information to PAMM regarding communication & legislation on self-care medication.**
11. **LPC Agenda to be posted on website 3 days before meeting.**
12. **Health Checks – Committee asked to share ideas, work on a plan/proposal and connect with other professional bodies – Rachel Rowe CCG, AHSN, Pfizer etc. Can we commission, and report checks via PharmOutcomes? Michael to follow up.**

13. Strategy Vision Aims –

Michael – to connect Anna White with BBV screening. EOI for Health Checks to go out to all Contractors, Anna will send to Yvonne.

Strategic Plan - Yvonne & Anna to deliver on key actions and goals.

STP – case for change lands in August, building primary care home neighbourhood hubs. Sequence of events is a long process.

14. Event Planning 2019 –

There was a discussion on stakeholders & regional managers face to face event taking place in Jan/Feb 2019? With Michael, Yvonne and Emma meeting with Area Managers. Would funding be available?

15. Ways of Working. (ratified from previous minutes as discussion arose again)

– It is important for the LPC to establish a process that enables Officers to gain quick & prompt decision making answers. Therefore, to implement some changes for this purpose, it was agreed any action required immediately should be taken straight to Executive Committee, with 3/4 responses majority will count but direct contact with the 4th Executive Member should be attempted wherever possible. If further ratification is needed the Chair will directly contact the LPC Committee Members.

- It was agreed at this meeting that Committee and Officers need to provide better updates moving forward.

Guest speakers - Sue Payne, Pfizer 'Stroke Prevention in Patients with Non-valvular Atrial Fibrillation'. Work collaborative suggested by Pfizer.

Tariq Hussain, BD Rowa® Technologies 'Modern Pharmacy'. Would welcome to be invited to a larger LPC event in the future.

Other discussions –

Other Next Steps:

- 1. Michael** – to clarify negotiations of services.
 - a) To share team presentation.
 - b) Share Exeter University acute care training.
 - c) HEE leadership bid?
 - d) Mary Seacole Leadership info.
- 2. Emma** to update on FMD for next LPC Meeting.
- 3. Yvonne** - to contact Kathryn from Devon & Judith from Avon regarding MURs & NMS data from NHBSA.
- 4. Mary**- Pro-active newsletter to include feedback option. Review frequency of bulletin.
- 5. Foivos & Gareth** - to reach out to Patient Groups for more involvement.
- 6. Gareth** – locate prescribing paper with regards to 56vs28 day revenue for prescribing.

16. Date of Future Meetings –

Date and Place of Future Meetings

Wednesday 16th January 2019 at The Shrubbery Hotel.

Wednesday 20th March 2019 at The Shrubbery Hotel.

Wednesday 15th May 2019 at The Shrubbery Hotel.

Executive to be confirmed.

Any Other Business.