

COMMITTEE MEETING MINUTES

Thursday 19th May 2016

1-4pm

Venue: Holiday Inn, High St, Flore, Northants, NN7 4LP (off J16 M1)

LPC MEMBERS PRESENT:

Sue Smith (SSm)
Raja Srikakulapu (RS)
Steve Allan (SA)
Daljit Poone (DP)
Reshma Kanani (RK)
Veronica Horne (VH)
Lakhminder Flora (LF)
Rishi Hindocha (RH)
Raju Malde (RM)

OTHERS IN ATTENDANCE:

Carolynne Freeman - Vice Chair (CF)
Anne Marie King – Chief Officer (AMK)
Sue Snelling - Observer

APPOLOGIES

Kishor Shah (KS)
Chirag Patel (CP)
Has Modi (HS)
Mike King PSNC
Anil Patel

Declarations of interest all complete

The committee members reported that they did not have any conflicts of interest with the agenda or contract applications

The minutes from Thursday 17th March were confirmed as a true and accurate reflection of the meeting and signed by the Vice Chair.

Regarding HM suggestion that a letter is drafted to the PSNC in light of possible increased levies, this has not been addressed as we have learned that levies will not be increased this year. The committee agreed that clarity over PSNC spend would be something that could be addressed at the PSNC conference

PSNC Report from east Region Representative – Bharat Patel

Bharat gave his report which included the following:

- His role within the PSNC and NPA, and as a contractor.
- The fact that 120M overpayment on margin will be clawed back from pharmacies on top on the 170M stated in the 12/12/15 letter. Advice that pharmacies should be prudent in light of this. There is still no information on the detail of how the 170M will be extracted from pharmacies in October.
- A petition of 1.5M signatures regarding the cuts to pharmacy funding will be presented to Downing St on 24/05/16.
- Other work streams within the PSNC to include regulation changes for market entry
- Need for contractors to promote delivery of good quality MURs in light of a report from Keith Ridge, and the threat that this service could be withdrawn. LPS can gather evidence where MURs and NMS have been beneficial to support the value of these services.

Governance Report – Appointment of new chair

- Regarding the appointment of a new chair, no committee member has expressed an interest.
- Sue Snelling (SSn) has expressed an interest in becoming the new chair as a non-committee member.
- This was discussed by the committee members who all voted in favour of SSn taking on the role again.
- The committee discussed how the role was to be funded and it was agreed that SSn should claim for her time and would invoice the LPC at a rate equivalent to the amount paid to committee members for attendance at meetings / cover for locums. SSn will discuss this with her new employer and will report back to the committee
- RS will ensure that for invoices relating to the Chair and Vice chair, before they are paid, these are highlighted during his treasurers report in case a committee member wants to raise a query
- The PSNC job description for LPC Chairs will be adopted
- The arrangement will be an annual arrangement with 3 months' notice period. A service level agreement will be required.
- Reviews of the Chair, Vice Chair and Chief officer will be done annually and the governance committee will look at how this is done, before it is discussed at the next committee meeting

Actions.

- SSn will report back regarding the invoicing arrangements for her time engaged in LPC duties
- The governance committee will put together a service level agreement for committee members to discuss at the next meeting
- The governance committee will look at how the exec committee members will be reviewed and this will be discussed at the next meeting

Guest Presentation – Substance 2 Solution (formally DAAT) Northants

- Presentation from Martin Holmes – Deputy Services Manager, and Haley Gorman – Senior administrator regarding pharmacy contracts.
- Martin explained the services offered by S2S, covering the 5 areas in Northants. The service is designed to stabilise clients via a staged process with family support. S2S also run a Needle Exchange service, and it was discussed how pharmacies should contact S2S if their clients are obtaining methadone and at the same time asking for needles. Out of hours services were also discussed, and advice given regarding queries that occur during this time.
- A new pharmacy contract is being finalised and Haley will visit pharmacies individually for this to be signed. This will also give the S2S team an opportunity to meet pharmacy staff and advise how the service will work. There will be an email address set up for pharmacies to use when contacting S2S
- Pharmacies are currently using PharmOutcomes to record service activity, however a new system will be introduced in the autumn which will allow better reporting and communication regarding missed doses
- The committee asked if they could see the contract before it is signed and it was agreed that the services sub-committee would feedback with any comments.
- Martin and Haley were asked if they could contact AMK regarding useful contractor information that could be put into the newsletter, especially around out of hours queries and how these should be dealt with.

REPORTS

Sub-groups reports (services/contracts/finance/governance)

- Chief Officer report

The format of the AGM was discussed and it was agreed that a follow up from the Call to Action meeting would be appropriate and useful for contractors in light of the cuts which are due to happen in October. AMK will look into this with a view to the AGM being held towards the end of September.

- Finance

RS gave his report (attached). The levy fee was discussed and it was agreed that the lower rate would be kept in place for the time being, however this will be reviewed and may be reduced further if there are still surplus funds in the account.

The expense policy has been reviewed and the finance committee have proposed that no changes are needed at this point in time

- Applications committee included in CO report
- Governance - Nothing to report
- Enhanced Services included in CO report

Any Other Business

RK will be leaving the committee as she is moving out of the area. This leaves 2 CCA vacancies. AMK is awaiting contact from CCA regarding who the new members will be.

Date of next meeting confirmed as Thursday 14th July 2016

The meeting was closed at 4.30pm

Treasurer Report

for Jan 21st

Meeting

May 19th

Meeting

INCOME

178.81 INTEREST
18000.04 Levys
18178.85 TOTAL

EXPENDITURE

TOTAL 11556.04 Pounds

TOTAL IN THE ACCOUNT AS OF		13/03/2016		140290.76
TOTAL INS				18178.85
TOTAL				158469.61
TOTAL OUTS				11556.04
TOTAL				146913.57
Balance on 13/03/16	in the account			146913.57

EXPENDITURE

35 ICZO
22.5 Currys computer tech protection
671.85 Business credit card
2761.31 HMRC
5587.12 Annie wages for september, october
392.1 Carolynne
134 Chirag Lpc Attendance fee
143 sue Smith
152 Reshma
250 Raja Honorariah
457.36 Raja Lpc meeting
147.5 Has

134	Steve
142.1	lak
0	Raju Malde
0	kishore
134	Dalijit
	Anne travel and other
122.4	expenses
0	
144.8	AKPatel
125	veronica
11556.04	TOTALS

Chief Officer's Report for May 19th 2016

Funding Cuts and efficiencies

At the March meeting we were in favour of hosting an event for our pharmacies so that they could understand more about the current situation following the Government's proposals of 17th December to cut our funding. For the benefit of those committee members unable to attend the Call the Action event last month, I am pleased to report that the event was well supported and the attendees numbered around 50. We were pleased to welcome David Simons of the NPA and Andrew Lane who both presented and also Zoe Smeaton PSNC. Healthwatch MK was invited but did not respond after 2 attempts and Public Health Northants were also unresponsive. However PH MK sent Beccy White and Healthwatch Northants sent 2 patient representatives. These 2 individuals were very keen to be proactive and Dora Shergold made such an impact with her enthusiasm for community pharmacy that she was subsequently asked to deliver the petition to 10 Downing Street on May 24th. Rob Morris offered to help me with engagement with Michael Ellis MP with whom he had previous knowledge of through his work with a bi polar group. Dora is hoping to be joined in London by her pharmacist from Cohens in Irthlingborough.

I have been working hard on MP engagement and summarized my activities in a document which PV have circulated as an example of best practice to CCA members and other LPC's. This was really in response to PV request for engagement to encourage support and participation for the Speed briefing event on 24th May in Westminster. Out of our 8 MP's we have had 1 definite (Iain Stewart, MK), 2 maybes, 2 cannot and 3 no reply. For the no replies I contacted pharmacies within their constituencies and requested that they write personally to the MP and encourage their support.

Michael Heaton-Harris wrote and received a reply from Alistair Burt. He thought the reply to be substantive but I disagreed and discovered that actually many LPC's were receiving the same template response which was little more than the regurgitated, un-evidenced rhetoric we have seen before. I formed a response which struck a chord with the MP and he was willing to write to ministers again. David Simons said the letter was marvelous and asked if it could be circulated.

Tom Pursglove has also written to ministers and Andrea Leadsom is meeting with me in June. There are now only 2 MP's who do not reply to me...previously it was 8!

I am working with Zoe Nolan a Labour Cllr in Shenley MK with regard to organizing a visit to Hilltops Pharmacy. This is in an area which has plans for 6000 new houses and so there will be increased pressure on the surgery within which the pharmacy is located. There should be press coverage of this which Zoe is organizing through Nigel Long.

I have also received a message of thanks from David Simons this week to say:

'I'm not aware of anyone who has done more than you, Anne-Marie, to challenge MPs thinking!

For me, you are the one showing the way here for others.

Our job - at NPA and PSNC - is to show others it can be done, and to give them the confidence and go out to do it for themselves'

I am attending the speed briefing on 24th May.

Flu Meeting for North Central Midlands

An initial meeting by phone with LPC's Leics, Lincs and Northants with Bhav Pattani in chair. We will meet again in a few weeks. At this stage the 4 points raised and to be investigated were

1. Will the area team locally commission PharmOutcomes
2. Evaluation of Data
3. Comms around safety and choice
4. Damage limitation and working together

The south were also discussing IT and Cath Fenton wrote in an email yesterday that the IT solution was to be decided nationally to enable uniformity of reporting.

NPA guidance for responding to Hub and Spoke consultation

This was submitted on behalf of the LPC for the deadline 17th May in accordance with the guidance from NPA and PSNC

AGM

I have booked Liam Stapleton of Metaphor developments to present at the AGM. His session takes around 2 hours. Liam organizes the printing of the papers needed for his session at a cost of around £129 no VAT. Mileage would be £50 and the cost of the presentation £575.

I wondered if Collingtree might be a better venue because of central location for the AGM. We need to think about the AGM will look and timings so that I can organize the venue. Collingtree happy for us to have the small boardroom for our committee meeting in the afternoon and then move us through to the Spencer room where we had the Call to Action for the evening. It's just a question of what our requirements would be. Totals for the day inc our own meeting would be in the region of £800 if we aim for 50 attendees

Smoking

Training is available in both Northants and MK with both areas being to increase uptake. Julia in MK is also confident of getting the PGD for Champix finalized asap.

HLP

Following a successful briefing meeting which Carolynne presented at, Moneim and Beccy arranged 2 training dates, the first of which is next week and the second option for June.

After gentle persuasion people are now beginning to sign up and we have around 22 on the list with more still coming in. Lloyds still have to confirm but I have contacted Phil Maslin about this.

In Northamptonshire I am in contact with PH and Rajwinder seems to be taking the initiative and cc's Peter Barker.

Market entry

Neither Has nor Anil are at this meeting and contract applications are quite quiet. The change of ownership of 2 Sainsbury's branches...one in NN and the other in MK had a 3 month extension extended again. Lloyds were unable to complete on time and are now not required to so until 10th November 2016. At the beginning of May the Distance application for Loyal at Great Doddington was approved...appeal by 5/6 if required. Last week the HotPharma distance was also approved following the appeal.

Health and Wellbeing board

June 10th meeting with Prof Ali Akeem after attending Commission of people management group.

POCT

You may remember that I had been talking to Tillots with regard to the possibilities of introducing POCT for early detection of coeliac disease into pharmacies. My contact had been off sick and then on leave and at conferences which is why it all went quiet.

The plan had been to ask Barry to meet the sub- committee for services along with the medical liaison rep. Things were a bit behind for the reasons explained but Barry hopes to catch up with me again first week in June by which time he will have met with Giles Owen at Northampton to scope CCG's interest.

Replacement committee members

Reshma will be leaving us at the end of July. I have notified Elyse at PV and requested that a preference be noted for a person from the north of our region if possible. She still wasn't able to tell me who will replace Sue.

HEEM AND HETV

Workforce requirements HEEM meeting in Nottingham in June.
Pre reg tutors course in Northampton in June
HETV re pre reg...should we be involved?

HOSPITAL TRANSFER

To discuss engagement of a consultant, Simon Mathias to prepare the business case for submission initially to HEEM to register for funding for innovation in an area of patient safety .

X



~~Sue Snelling~~ Carolynne Freeman.
~~Chair~~ Vice Chair

These minutes were accepted as a true reflection of the May meeting

14/7/16

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