

Open/Closed Meeting

Wednesday 4 January 2017

Held at Cottingham Parks Golf Club, Cottingham

This meeting was conducted in line with the LPC Code of Conduct and Accountability

Present:

Paul Robinson – Chair	Employed Chair	PR
Joanne Lane – Vice Chair	Independent representative	JL
Annette Maudar	CCA representative	AM
David Miller	CCA representative	DM
Fiona Sitch	AIMp representative	FS
Glenn Miller	CCA representative	GAM
Ian Woolley	Independent representative	IW
John Mackenzie	Independent representative	JEM
Jonathan Whitelam	CCA representative	JW
Karen Murden	CCA representative	KM
Manish Khanna	Independent representative	MK
Paul McGorry	CCA representative	PMc
David Broome	PSNC representative	DB
Caroline Hayward	Professional Development Pharmacist	CJH
Janet McDonald Clark	LPC Chief Officer	JMC
Joanne Carter	LPC Office Manager	JDC
Kate Stark	LPC Administrator	KS
Steve Mosley	LPC Treasurer / Strategic Implementation Pharmacist	SM
Dale McVeigh – observer	Weldricks	DMc
Kate Knapik – observer	Whitworths	KK

Apologies:

Karen Bednarski	CCA Representative	KB
Vacancy	CCA Representative	

The meeting commenced at 09.30am.

		Action
1.	Apologies for absence and introductions: Apologies as above.	
2.	Committee Governance: 2.1 i. Members to note the contents of the LPC Code of Conduct & inform the Chair of any changes to their declarations of interests The following changes were made: Ian Woolley was no longer Director of CP Humber Ltd Paul Robinson was the new director of CP Humber Ltd ii. Competition Law Compliance Guidelines Noted by all members	
3.	Minutes of the last meeting – 9.11.16:	

	<p>Humber LPC minutes: Minutes of the last LPC meeting had been circulated prior to the meeting and were accepted as a true record with following corrections:</p> <p>11 Only one positive note from the minister who stated 'relations are fractured currently and they do not need to remain fractured', at least as far as he was concerned. There was some attraction towards the Scottish model.</p>	
4.	<p>Matters arising from the last minutes:</p> <p>5.0 No calculation had been made on the office move at the present time.</p> <p>11.1 Paul Robinson explained a communication breakdown had occurred with regards to Glenn Miller taking over as Treasurer. Glenn had since agreed to deputise for the current treasurer for 6 months with a view to taking over the role.</p> <p>16.3 Janet Clark had received no communication from members with regards to Pre-reg payments.</p>	Joanne Carter to complete office move budget/costings.
5.	<p>Finance report:</p> <p>Steve Mosley explained the finance report and the predicted outcome for 2016/17 including the extra PSNC special levy, which totalled £21782.00. The meeting was happy with the current situation.</p> <p>The meeting felt the predicted outcome finance report was of great value.</p>	Joanne Carter to pay levy
6.	<p>Chief Officer report</p> <p>The chief officers' report would be used throughout the meeting.</p>	
7.	<p>LPC work plan update</p> <p>Paul Robinson explained about the monthly team meeting to update the work plan and the main objective is to help keep focus on the plan for the year.</p> <p>Diabetes The progress of diabetes had been slow, due to other more urgent matters.</p> <p>Prescription Intervention Scheme The Hull scheme had made some progress and would hopefully run from April 2017.</p> <p>Paul Robinson to re-visit the ERCCG scheme following the co-commissioning meeting. The revised Business Case to be sent. Dale McVeigh informed the meeting of a £50K saving which Wedricks Ironstone had made for NHS through their LPS prescription intervention scheme.</p> <p>Paul McGorry suggested a joint meeting between East Riding and Geoff Day. Paul Robinson to liaise with Dr Jags Fowler over the business case for North Lincolnshire CCG.</p> <p>HLP</p>	<p>Steve Mosley to move forward</p> <p>Steve Mosley send Paul Robinson the revised business case.</p> <p>Paul Robinson to contact Dr Jags-Fowler.</p>

	<p>This was on hold until the appointment of the Health Integration Lead.</p> <p>Janet Clark informed the meeting that no applications had been received for either of the posts advertised and accepted the suggestions of advertising through Indeed or C&D.</p> <p>Communications Plan The meeting felt the communications plan had been a success.</p> <p>Contractor Events This would be discussed in detail during the strategy session.</p> <p>Intervention Audit The LPC had received some negativity surrounding the audit, but was please the audit was carried out as it had provided some vital information and statistics which we have been able to use with CCGs.</p>	<p>Janet Clark to explore.</p>
<p>8.</p>	<p>Essential Services 8.1 Quality Payments</p> <p>Janet Clark shared her frustrations at the Quality Payments documents and criteria had changed so regularly. The meeting discussed some of the criteria points.</p> <p>NHSmal account – had to be applied for by 1 February 2017.</p> <p>The meeting discussed NHS choices web page with regards to ensuring all information is correct when a pharmacy makes a declaration. If the opening hours on NHS choices are incorrect NHS England may decline the Quality Payments.</p> <p>The meeting discussed the LPC office carrying out a piece of work on ensuring the opening times for each pharmacy where correct on NHS Choices. It was proposed we do a joint piece of work with NHS England.</p> <p>8.2 SCR Janet Clark informed the meeting she receives regular updates on the activity of SCR but is unable to share. A summary and the importance of SCR will be discussed at the February event.</p> <p>The meeting felt it should be made clear that the workshop at the February event is for implementation only.</p> <p>The final SCR access training event will be held on 2 February 2017.</p> <p>8.3 NHSmal accounts NHS mail accounts need to be applied for by 1 February 2017.</p> <p>8.4 EPS and eRD dispensing Awareness campaign The meeting felt E-repeat dispensing should be high-lighted. NHS digital has a webinar on this. The meeting felt a large timely piece of work was required on this. This will be discussed further in the strategy session.</p> <p>8.5 Public Health Campaigns Nationally 3 campaigns will be encouraged</p>	<p>Janet Clark to circulate Quality Payments document.</p> <p>Add PharmOutcomes quality payments framework to digest.</p> <p>Janet Clark to take to pharmacy issues group.</p> <p>Janet Clark to check if Ian Woolley as SCR access.</p> <p>Janet Clark to locate email for SCR training for independents/Locums and multiples not providing internal training.</p> <p>Katie Stark to put into digest.</p> <p>Katie Stark to hi-light in digest</p>
<p>9.</p>	<p>Advanced Services 9.1 MUR</p>	

	<p>MUR statistics for April 2016 to August 2016 had been included in the Chief Officer's report for information. Paul Robinson confirmed the figures showed an initial decline in provision but had risen again slightly.</p> <p>9.2 NMS NMS statistics for April 2016 to August 2016 had been included in the Chief Officer's report for information. Contractors should be encouraged to make full use of NMS.</p> <p>The meeting discussed the change to quarterly reporting information for both MUR/NMS. Quarterly returns from 1st January 2017 need to be submitted to NHS BSA within 10 working days..</p> <p>9.3 Flu 9.3.1 Steve Mosley gave the meeting a brief update on the Flu vaccination service. Humber had completed 11500 vaccines, which was a rise of around 4000 which equated to 22000 across Yorkshire and Humber area.</p> <p>9.3.2 Vaccination in pregnancy Janet Clark informed the meeting there was opportunity to increase vaccines in pregnancy across Hull and North East Lincolnshire area as figures were low.</p> <p>9.4 NHS Urgent Medication Supply Advanced Service (NUMSAS) Roll out for the service in Humber Region will be part of Phase 4 starting in March 2017. The specification had been published. PSNC are cautious over the amount of work involved for contractors.</p> <p>9.5 Contractor Events Maximising revenue events are still to organise.</p> <p>Quality Payment event is arranged for 19 February 2017 and will include Safeguarding level 2, SCR implementation and information pods. Karen Murden, Jo Lane and David Miller offered to assist in the event.</p>	<p>Katie Stark to add change of provider to digest.</p> <p>Paul Robins/Steve Mosley to liaise over maximising profit event.</p>
10.	<p>Enhanced Services</p> <p>10.1 Hull - PURMS See Chief Officer report.</p>	
11.	<p>PSNC</p> <p>11.1 Judicial Review The meeting discussed the request for special levy from PSNC as a contribution towards the Judicial Review. The meeting agreed it should be paid.</p> <p>11.2 Clinical Services Review – Murray Report This will be covered further in the strategy session.</p>	<p>Joanne Carter to pay levy</p>
12.	<p>CCGs</p> <p>12.1 ERY CCG Paul Robinson informed the meeting he had been having positive conversations with Gina Palumbo with regards to a prescription intervention scheme.</p>	

	<p>12.2 Hull CCG No update was brought to the meeting, information would be brought at the March LPC meeting.</p> <p>12.3 North Lincs CCG Meeting invitation from Dr Jaggs-Fowler for 25 January to discuss collaborative working.</p> <p>12.4 NE Lincs CCG No Progress had been made – this issue to be addressed</p>	PR to address lack of progress from NL CCG.
13.	<p>Commissioning Support No update brought to the meeting.</p>	
14.	<p>Local Authorities</p> <p>14.1 Hull</p> <p>14.1.1 CHCP Stop Smoking service had been re-commissioned. The Varenline service was re-commissioned and expanded. The PharmOutcomes platform had been updated to reflect the changes. Further discussions to be had – currently the contracts were out for sign up.</p> <p>14.2 ERY East Riding Health checks due to end on 31 March 2017. New service due to start April 2017 and will appear on Yortender.</p>	
15.	<p>NHS England</p> <p>15.1 OSC - ERY Paul Robinson gave a verbal reminder of the hi-jacked meeting from the previous year. Moving forward the items to be discussed at the next meeting are:</p> <ul style="list-style-type: none"> • Workforce • Waste & repeat dispensing • Budget and funding cuts. <p>15.2 Bank Holidays Janet Clark informed the meeting that little response had been received by NHSE to 2017 bank holidays and therefore some pharmacies would be directed.</p> <p>Paul Robinson suggested a return to the rota system would be a good way forward.</p>	<p>Glenn Miller to obtain area manager name.</p> <p>Janet Clark to share bank holiday document with Jon Whitelam</p> <p>Katie Stark to forward claims form for direction to Jon Whitelam</p>
16.	<p>Primary Care Support Services</p> <p>16.1 Recent decisions Janet Clark informed the meeting Brocklehurst Chemist successfully appealed to open on Sunday 25 December 2016 from 3-4pm.</p> <p>16.2 Concerns with Primary Care Support England (PCSE)</p> <p>Janet Clark warned over the missed window to put enhanced services claims on NHSBSA website.</p>	

		Katie Stark to add reminder to digest for pharmacies to check the payments received on FP34c. LPC members to inform
17.	CPPE Shannon Nickson led the meeting through a presentation on the CPPE Leadership School and Leadership Development Programme. Shannon gave details on both programmes and the aims/objectives.	
18.	Miscellaneous 18.1 Sore Throat Service Jon Whitelam gave a presentation on a sore throat service which Boots are looking to implement, and gain permission from the LPC Members. Boots are not looking for exclusivity over the service and he was willing to lead so it would be very little work for the LPC office. This item was moved to the strategy session for further discussion and added to a proposal for a possible future service.	
19.	Any other Business Nothing brought to the meeting	

The section ended 12:35

The members only section commenced 13:35

20	<p>LPC Members only issues</p> <p>20.1 Finance Steve Mosley gave further explanation over the levy costs for the yearly budget, including the special levy.</p> <p>20.1.1 Steve Mosley had previously given an explanation of the special levy, the meeting agreed this levy should be paid with one abstention and one vote of no.</p> <p>20.1.2 Childcare Vouchers The paper regarding childcare vouchers had been shared prior to the meeting. The LPC office asked for approval to use childcare vouchers as a benefit to their staff. The meeting briefly discussed the risks associated with childcare vouchers to the LPC. The meeting agreed the risk was minimal, but following a suggestion that the paper should have been submitted previously to the performance and remuneration subgroup no vote was taken and therefore no decision was made.</p> <p>20.1.3 Treasurer role This item was discussed at item 4.</p> <p>20.2 LPC Policies The LPC Maternity, Paternity and Shared Parental Leave policies had previously been shared with the committee. The committee agreed the statutory policies were sufficient.</p> <p>20.3 LPC meeting evaluation Paul Robinson gave an update of the previous meeting evaluation. Paul was pleased with the outcome.</p>	Motion passed 9/11
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	<p>20.4 Executive Committee minutes – December 2016 Minutes of the last LPC executive meeting had been circulated prior to the meeting and were accepted as a true record.</p> <p>20.5 CCA engagement event Verbal discussion led by the CCA members who had attended. A suggestion of an induction process for new members with a possible mentor system from a fellow LPC member. New LPC members to attend an LPC team meeting to gain insight of how the LPC office works. LPC office to start a file which contains all the information needed by new LPC members.</p> <p>20.6 Update from Regional PSNC representative - David Broome David Broome had no further update to share with the meeting, he was due to attend the next PSNC meeting the following week. Frustrations were passed to David Broome over the constantly changing information for the Quality Payments.</p> <p>Steve Mosley queried the EPS Phase4 situation – but no further update was available.</p>	<p>Add team meeting to induction process.</p> <p>Manish Khanna to be invited to team briefing.</p> <p>Joanne Carter to produce file for new members' information.</p>
21	<p>AOB</p> <p>LPN Chair Janet Clark informed the meeting Mike Rymer had now retired and unsure if he will be replaced at the present time.</p> <p>CP Humber Ltd Glenn Miller expressed his concerns over CP Humber Ltd, with regards to LPC staff managing PharmOutcomes data. Details need to be finalised to ensure all resources are kept separate, he had concerns over Humber LPC and CP Humber Ltd working together.</p> <p>Steve Mosley was been asked to write a paper regarding management of data highlighting the risks and ensuring governance was adhered to.</p> <p>Awards The meeting discussed the Awards ceremony 2016 and agreed it was a success. Should the awards continue a revised nomination process would be needed – possibly a public nomination form only and a suggestion of working with Alison Coggan from Hull Daily Mail was made.</p> <p>No decision was made whether the awards will continue.</p>	<p>Steve Mosley to write proposal.</p> <p>Joanne Carter to add awards to executive agenda.</p>

The meeting closed at 14:20

Future meeting dates:		
Wednesday 1 March 2017	9.30-16.30	Cottingham Parks, Golf Club, Cottingham
Wednesday 3 May 2017	9.30-16.30	Cottingham Parks, Golf Club, Cottingham
Wednesday 5 July 2017	9.30-16.30	Cottingham Parks, Golf Club, Cottingham
Wednesday 6 September 2017	13.00-21.00 Followed by AGM	Cottingham Parks, Golf Club, Cottingham TBA
Wednesday 8 November 2017	9.30-16.30	Cottingham Parks, Golf Club, Cottingham

Wednesday 3 January 2018	9.30-16.30	Cottingham Parks, Golf Club, Cottingham
Wednesday 7 March 2018	9.30-16.30	Cottingham Parks, Golf Club, Cottingham

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