

Open/Closed/Strategy Meeting

Wednesday 7 March 2018

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 – left at 4pm	Independent representative	JL
Karen Bednarski – left at 4.35pm	CCA representative	KB
Lisa McGowan	CCA representative	LM
Jon Whitelam	CCA representative	JW
David Miller	CCA representative	DM
Karen Murden	Pharmacy Contract Support Lead	KM
Fiona Sitch	AIMp representative	FS
Ian Woolley	Independent representative	IW
Manuel Mestre- Valdes	CCA representative	MMV
Matthew Greenwood	CCA representative	MG
David Broome	PSNC representative	DB
Anthony Bryce	Health Integration Lead	AB
Joanne Carter	LPC Office Manager	JDC
Janet M Clark	LPC Chief Officer	JMC
Steve Mosley – left during item b.	SIP	SM
Caroline Hayward – left after item b.	PDP	CJH

Apologies:

John Mackenzie	Independent representative	JEM
Mannish Khanna	Independent representative	MK
Annette Mauder	CCA representative	AM
Kate Stark	Admin Officer Humber LPC	KS

The meeting commenced at 9.30am.

a.	The meeting started by the LPC office team running through a presentation which had been put together by the LPC office to showcase the successes achieved in the past 12 months.	
b.	Paul Robinson led the meeting through an initial list of priorities for the workplan for 2018-2019. This can be viewed in the Strategy minutes.	
		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 Changes were made by David Miller who has taken a post as a Pharmacist within a GP Practice (Greengates Practice).	

	<p>Karen Bednarski has taken a role as a CPPE tutor for Yorkshire and Humber.</p> <p>ii. Competition Law Compliance Guidelines Noted by all members</p>	
3.	<p>Minutes of the last meeting – 6.9.17:</p> <p>Humber LPC minutes: Minutes of the last LPC meeting had been circulated prior to the meeting and were accepted as a true record.</p>	
4.	<p>Matters arising from the last minutes:</p> <p>6. Price concessions Janet Clark informed the meeting this document had not been circulated. It was meant for the public.</p> <p>7. PODIS To confirm the PODIS service is due to go live on 1st April 2018.</p> <p>7. PharmOutcomes Steve Mosley had not yet visited Ian Woolley with a view to provide some PharmOutcomes training.</p> <p>14.4 Failure to open Annette Mauder had not yet been given PharmOutcomes access.</p> <p>18.6 CPH Ltd Paul Robinson informed the meeting little progress had been made on the investigation into incorporating the office. This was discussed at the regional meeting and it was requested that PSNC review this on behalf of all LPCs.</p> <p>Lloyds Bank Janet Clark informed the meeting of a request had been received from Lloyds banking asking for information on LPC members, Janet explained we had written a response but still needed some personal information from the Vice-Chair and treasurer before it could be submitted.</p>	<p>Steve Mosley to visit Ian Woolley as previously discussed.</p> <p>Steve Mosley to liaise with Annette Mauder.</p> <p>Joanne Lane and David Miller to provide Joanne Carter with date of birth and residential address.</p>
5.	<p>Finance report:</p> <p>David Miller led the meeting through the latest finance report. The following points were made</p> <ul style="list-style-type: none"> • Additional pay roll costs were due to sickness • Office equipment had not been budgeted for • HR processes had not been budgeted for <p>David explained that the LPC should end the current financial year with approximately 4 months reserves.</p> <p>During the 2017-2018 year the budget has been flexed to meet the workplan, however going forward the work plan will need to be flexed to stay within the budget.</p> <p>Paul Robinson added the funding account would diminish and questioned if the bank accounts should be combined.</p> <p>The LPC needs to try and re-generate some funds within the next 6 months.</p> <p>The Humber area had seen 4 pharmacies close and this will in turn mean the remaining pharmacies will see their levy cost rising by a minimal amount to</p>	

	<p>ensure the LPC still receives the budgeted monthly letter.</p> <p>The financial year ends at the end of March and therefore any outstanding expenses should be sent in to the LPC as a matter of urgency.</p>	<p>All expense claims to be submitted to Joanne Carter by Friday 13 April 2018.</p>
6.	<p>Reports</p> <p>6.1 The chief officers' report would be used throughout the meeting.</p> <p>6.2 PSNC representative David Broome informed the meeting of the NHS Digital opt out. Pharmacies could be asked how to opt out. Information would be sent out via NHS Digital. This does not affect SCR.</p> <p>Price concessions data has been getting released later and later. This is to better reflect the actual prices. No further update surrounding price concessions.</p> <p>Exemption cards to be replaced by A4 sized sheets.</p> <p>Prescription prices to increase to £8.80 from 1st April 2018.</p> <p>A reminder IG Governance is due to be completed by 31st March 2018.</p>	
7.	<p>LPC work plan update</p> <p>Paul Robinson led the meeting through the progress of the 2017-18 work plan.</p> <p>Pharmacy Visits Pharmacy visits where well under way and proving to be very successful so far.</p> <p>One of the recent visits included Baroness Liz Redfern in North Lincolnshire, she is also on a committee 'How pharmacy can take the pressure off GP Practice'.</p> <p>HLP 6 campaigns where now agreed, 2 mandated – others focused on local priorities. These 6 are contractual obligations, however many other campaigns are available.</p> <p>Quality points Humber pharmacies had been allocated £1.1m in Quality points. Advanced services had now risen to £2.5m. Enhanced services had seen an £1.2m return In total contractors were receiving a £4.8m return on their levy payment.</p>	
8.	<p>Quality Points Update</p> <p>8.1 Practice Leaflets A template was now available; however, it doesn't come into effect until July 2018. The main changes are to reflect the changes in the NHS structure.</p> <p>8.2 Public health campaigns. The 6 agreed campaigns agreed for 2018 as follows: Stay Well Be Clear on Cancer Diabetes Start 4 Life Stoptober</p>	<p>Kate Stark to put a reminder in the digest.</p>

	<p>Hypertension</p> <p>8.3 Quality Points</p> <p>8.3.1 Quality points</p> <p>The meeting discussed the churn of HLP champions for maintaining the HLP accreditation.</p> <p>Joanne Lane reiterated her offer of holding a collaborative event for leadership with the other local LPCs. West Yorkshire and North Yorkshire have expressed an interest.</p> <p>8.3.2 HLP accreditations - update</p> <p>Total % RSPH accredited 165/205 = 80.5%</p> <table data-bbox="236 607 699 734"> <tr> <td>ERYCCG</td> <td>48/64 = 75.0%</td> </tr> <tr> <td>Hull CCG</td> <td>56/71 = 78.8%</td> </tr> <tr> <td>North Lincs CCG</td> <td>32/36 = 88.9%</td> </tr> <tr> <td>NE Lincs CCG</td> <td>29/34 = 85.3%</td> </tr> </table>	ERYCCG	48/64 = 75.0%	Hull CCG	56/71 = 78.8%	North Lincs CCG	32/36 = 88.9%	NE Lincs CCG	29/34 = 85.3%	<p>Anthony Bryce to liaise with Joanne Lane.</p>
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<p>9.</p>	<p>Advanced Services</p> <p>9.1 MUR</p> <p>MUR statistics for April 2017 to August 2017 had been included in the Chief Officer's report for information. 97% of pharmacies had participated in MURs to present date.</p> <p>9.2 NMS</p> <p>NMS statistics for April 2017 to August 2017 had been included in the Chief Officer's report for information. 73% of pharmacies had participated in NMS to present date.</p> <p>9.3 Flu Vaccination</p> <p>The flu vaccination service had been very successful, Humber pharmacies having carried out 22000 vaccines during the 2017-18 winter period.</p> <p>9.4 NHS Urgent Medication Supply Advanced Service (NUMSAS)</p> <p>9.4.1 Local implementation update</p> <p>NHS England are struggling to engage pharmacies to participate in NUMSAS. Helen Phillips has offered to fund some training events. Janet Clark reminded the meeting NUMSAS should be prioritised over PURMS and pharmacies are encouraged to read the comparison sheet.</p> <p>Janet Clark to engage with NHS111 over issues with NUMSAS and contact their pharmacist.</p>	<p>Kate Stark to share comparison sheet in digest.</p> <p>Janet Clark to contact Reema Caddies.</p>								
<p>10.</p>	<p>Enhanced Services</p> <p>10.1 PODIS Schemes</p> <p>The North Lincolnshire service would go live on 1st April 2018. A piece of work to be carried out to promote PODIS. Boots still not signed up for ERY and NEL.</p> <p>10.3 Service Activity – dash board</p> <p>The meeting was presented with a dash board summary of all the services currently offered on PharmOutcomes.</p> <p>The meeting highlighted the transfer of care service referral doesn't give any contact details for the patient – which was suggested would be helpful when they don't show up.</p> <p>Query: Data input for 2016 multi-disciplinary audit for May 17 to Feb 18.</p>	<p>Jon Whitelam to follow up with Emma Morris.</p> <p>Who to investigate.</p> <p>Steve Mosley to review</p>								

<p>11.</p>	<p>Service Developments</p> <p>11.1 ERY CCG</p> <p>11.1.1 BHF Blood Pressure Award Programme Anthony Bryce and Caroline Hayward had met with Mark Etherton to discuss the proposed Hypertension initiative.</p> <p>A bid for funding would be submitted to British Heart Foundation.</p> <p>Hull CCG have agreed to commit monies to the service. East Riding will also commit but this depends on the outcome of the funding bid with BHF.</p> <p>This service would be run through 40 HLPs across Hull (20) and East Riding (20).</p> <p>Boots may have to be excluded if current contracts are not signed.</p> <p>Only patients who meet the criteria can use the service. Payments to pharmacies who provide the service as follows:</p> <p>£5 for carryout BP test (can be done by a technician) £30 fee for managing a week long home monitoring test.</p> <p>This service would look to cover 5000 patients over a 2 year period. Clarification over what happens once the 5000 patients have been identified to be sought.</p> <p>Workforce development may be an avenue for potential funds to develop service.</p> <p>11.2 Hull CCG</p> <p>11.2.1 Current services Current services are to be re-commissioned for 3 years with a 3 month break clause.</p> <p>11.3 North Lincs CCG</p> <p>11.3.1 PODIS PODIS will launch on 1st April 2018.</p> <p>11.4 North East Lincs CCG No update.</p> <p>11.5 STP Programme – no update</p>	<p>Caroline Hayward to seek clarification.</p>
<p>12.</p>	<p>Commissioning Support No information available. Paul Robinson to meet with CS.</p>	
<p>13.</p>	<p>Local Authorities</p> <p>13.1 PNA Update</p> <p>13.1.1 ERY PNA 2018-2021 Completed and final version to HWB March 2018</p> <p>13.1.2 Hull PNA 2018-2021 Waiting for final version</p> <p>13.1.3 North Lincolnshire PNA 2018-2021: Waiting for final version – validating errors.</p> <p>13.1.4 North East Lincs PNA 2018-2021</p>	

	<p>Out for consultation which ends 19 March 2018.</p> <p>13.2 Public Health Services</p> <p>13.2.1 Substance Misuse Services – NE Lincs Janet Clark had reviewed the contract from Addaction who won the tender. The previous provider is also reviewing the contract and currently waiting for feedback.</p> <p>The service will be on PharmOutcomes with the same fees as previously and reviewed after 6 months. VAT had not been accounted for by Addaction for the professional services.</p> <p>13.2.2 Sexual Health Consultation 2019 onwards – Hull No responses had been received so far for the consultation. Janet Clark to carry out comparison of old and new services in way of engagement. Also, the availability of sign posting material is poor. The committee agreed the current service is poor and difficult to access. Subcontracting mechanism is burdensome for contractors.</p>	<p>Janet Clark to feedback to Paul Laing.</p>
14.	<p>NHS England/STP</p> <p>14.1 NHSmail NHS England has indicated that all communications move over to NHS mail addresses as soon as practicable. The committee agreed.</p> <p>14.2 Out of pocket expenses The cut off criteria for out of pocket expenses review vs review is £1000. Following a report received some pharmacies have claimed in excess of £65000 in 2016-17. NHS England has contacted a selection of outlier pharmacies for an explanation.</p> <p>14.3 OTC consultation – webinar 13.2.18 The meeting agreed we should raise concerns over low income/vulnerable people. Self-care shouldn't include a pharmacist consultation. High risk of serious conditions not being detected. GPs have little understanding of product licenses. Patient safety concerns.</p>	<p>Joanne Carter/Kate Stark to send out communications.</p> <p>Karen Murden to liaise with West Yorkshire LPC for out of pocket expenses guidance.</p>
15.	<p>Contract Applications/Primary Care Support Services (PCSE)</p> <p>15.1 Area Team/PCSE</p> <p>15.1.1 Closures Brocklehurst Chemist, 189 Wold Road, Hull – 22.12.17 Lloyds Pharmacy, 475 Anlaby Road, Hull – 30.1.2018 Lloyds Pharmacy, 18a Dudley Street, Grimsby – 26.1.2018</p> <p>15.1.2 Combined change of ownership & relocation resulting in a pharmacy closure Boots UK, 19-21 The Square, Hessle/Cohens (100 Hour) Hessle Grange Primary Care Centre, 11 Hull Road Hessle – relocated [to Hessle Grange Primary Care Centre, 11 Hull Road, Hessle, North Humberside, HU13 9LZ] and changed ownership to Cohens Chemist on 12.2.18. The 100-hour pharmacy closed at the same time.</p> <p>15.1.3 Change of ownership Lloyds Pharmacy, Ashby High Street, Scunthorpe to Sharief Healthcare Ltd trading as Ashby Pharmacy on 1.2.2018.</p>	
16.	<p>CPPE</p> <p>16.1 Update Joanne Lane gave an update on behalf of CPPE Patient safety learning campaign which links to risk management.</p>	

	<p>Evening workshops available for anti-coagulation. CPPE are not holding any specific events aimed at re-validation, however all materials will reflect it.</p> <p>New semester workshops: Clinical study date 5th July 2018 Clinical meds review</p> <p>Health Education England are commissioning workshops for pre-reg tutors. 30 x 4 cohorts in June, July and September 2018 aimed at improving the quality of pre-reg experience.</p>	<p>Kate Stark to add revalidation renewal date to digest.</p> <p>Kate Stark to promote in digest.</p>
17.	<p>AOB Boots are holding a charity ball in aide of Macmillan. 7th April 2018 £28 per ticket. All welcome.</p>	<p>Kate Stark to advertise in digest.</p>
18	<p>LPC Members only issues</p> <p>18.1 Finance Report No further questions on the finances.</p> <p>18.2 Executive Committee minutes – December 2017 Minutes of the last LPC meeting had been circulated prior to the meeting and were accepted as a true record.</p> <p>Matters Arising from previous minutes None</p> <p>18.3 LPC sub-groups</p> <p>18.3.1 Performance subgroup Performance sub-group paper was circulated. Chief officer highlighted it was not possible for the current committee to make a decision regarding ongoing employment of the chair due to the LPC Constitution. Committee members discussed the value that having an employed chair has brought to the LPC. Whilst a vote was not possible it was noted that the majority of members present were in principle supportive of this proposal. It was agreed that the performance and governance sub-groups would meet between meetings to formulate recommendations which will help to inform and provide context for the new committee. Meeting scheduled Tues 13th March 2018, 6.30pm. Committee agreed that performance objectives would be set for all employees before end April 2018. Committee agreed that the performance scoring matrix for both chief officer and chair roles will be updated by the performance sub-group before 1 May 2018. The proposed salary uplift for the chair was discussed and acknowledged that this could not be progressed by the current committee. It was agreed that the sub-groups would prepare some considerations for the new committee regarding a structured role and salary review for employees of the LPC. The chief officer will review all current job descriptions for employees by end April 2018. No uplifts are to be applied to any individuals salaries until this work is completed.</p> <p>18.3.2 Governance subgroup Janet Clark updated the meeting on the position of the HR appointment. The staff handbook is currently being reviewed in light of standardising to reflect employment law.</p>	<p>No subgroup meeting required prior to May meeting</p>

	<p>Karen Bednarski explained the delegated authority flow chart. To clarify a nil response to a decision email from LPC members is to be accepted as the go ahead.</p> <p>Any specific projects or first point of call on an ad hoc basis.</p> <p>The meeting suggested a handbook for committee members, however this is something PSNC already provide.</p> <p>18.4 Walk in my shoes Humber LPC had been awarded £22500 funding.. Anthony Bryce to lead. No money available for backfill. The meeting suggested holding in a PTL day. Any suggestions on how to run please liaise with Anthony Bryce.</p> <p>Toolkit available on PSNC to help progress project.</p> <p>18.5 Regional Medicines Optimisation Committee The meeting discussed checking the meeting agendas for information on what we may gain from funding this position before agreeing to fund.</p> <p>18.6 CCA reporting questions Agreed to be completed by the CCA representatives</p>	<p>Joanne Carter to add to agenda for May meeting.</p> <p>To be reviewed</p> <p>Send suggestions on walk in my shoes to Anthony Bryce.</p> <p>Decision to be made by Chief Officer</p>
19	AOB None	

The meeting closed at 16.45

Future meeting dates:		
Wednesday 2 May 2018	9.30-16.30	Cottingham Parks, Golf Club, Cottingham
Wednesday 4 July 2018	9.30-16.30	Cottingham Parks, Golf Club, Cottingham
Wednesday 5 September 2018	13.00 – 21.00	AGM – venue tba
Wednesday 7 November 2018	9.30-16.30	Cottingham Parks, Golf Club, Cottingham
Wednesday 9 January 2019	9.30-16.30	Cottingham Parks, Golf Club, Cottingham
Wednesday 6 March 2019	9.30-16.30	Cottingham Parks, Golf Club, Cottingham