

Chief Officer: Janet Clark B. Pharm. F.R.Pharm.S.
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This meeting will be conducted in line with the LPC Code of Conduct and Accountability

AGENDA – OPEN/CLOSED

Date & time of meeting: **Wednesday 9 January 2019 commencing 9.30am prompt**
Venue of meeting: **Mercure Hull Grange Park Hotel, Grange Park Lane, Willerby, HU10 6EA**

| | | Lead | Paper | Desired Outcome |
|----|--|-------------|---------------------------------|---|
| 1 | Apologies for absence | Chair | | |
| 2 | | | | 1) LPC code of Conduct/Governance documents 2) Declarations of interest/confidentiality agreement 3) Competition Law guidelines |
| 2a | Atrial fibrillation & treatment [10:00 – 11:00] | Ian Watts | Presentation | CPD – This meeting is sponsored by Bristol, Myers, Squibb |
| 2b | Health Education England [11:45 – 12:30] | Chris Cutts | Presentation | Update from Health Education England |
| 3 | Minutes – 7 th November 2018 | Chair | Yes | To agree accuracy of Open/Closed and Strategy meeting minutes |
| 4 | Matters Arising & review of action points from minutes | Chair | | To allow discussion or clarification of issues within the minutes not on the agenda |
| 5 | Finance report | Treasurer | Yes | 1) Update the committee of current financial status and proposed budget 2018-19 |
| 6 | 6.1 Chief Officer report 6.2 PSNC Representative | CO DB | Yes | To update committee To update the committee on PSNC activities |
| 7 | LPC work plan 2018/19 | Chair | Yes x 1 X 7 LPC members only | To update committee on 2018/19 work plan and review committee update reports (x 7) |
| 8 | Essential services | | | |
| | 8.1 Quality Points | CO | CO Report | To update on available information |
| | 8.2 Falsified Medicines Directive | CO | CO Report | To update on available information |
| | 8.3 IG toolkit | CO | CO Report | To update on available information |
| 9 | Advanced services | | | |
| | 9.1 NHS Flu Vaccination 9.2 NUMSAS | CO | CO Report | To receive an update |
| 10 | 10.1 Enhanced Services | | | |
| | 10.1.1 Palliative Care | | | To receive an update |

This meeting has been supported through sponsorship by Bristol Myers Squibb Pharmaceuticals Ltd.

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| | 10.1.2 PODIS | | | To receive an update |
| 11 | Service / Initiatives | | | |
| | 11.1 Care Navigation | CO | Work Plan Report | To receive an update |
| | 11.2 Walk in my Shoes | AB | Work Plan Report | To receive an update |
| | 11.3 STP Programme | Chair | Work Plan Report | To receive an update |
| | 11.4 H/T screening | CJH | Work Plan Report | To update the committee |
| 12 | Commissioning support | | | No information at time of sending agenda |
| 13 | Local Authorities | | | |
| | 13.1 Public Health Services | | | |
| | 13.1.1 Hull – NX | CO | CO Report | To receive an update |
| | 13.1.2 ERY - NX | TM | Presentation | To share analysis of service data |
| 14 | NHS England | | | |
| | 14.1 CD destruction | CO | Yes x 3 | To update the committee |
| 15 | Control of Entry/Exit & PCSE | | | |
| | 15.1 Change of ownerships | CO | CO Report | To update the committee |
| | 15.2 No significant change relocations | | | |
| 16 | CPPE | JL | Verbal | To update committee |
| 17 | LPC buddy system | All | Verbal | LPC members to feedback on contact with pharmacies |
| 18 | AOB | | | To be notified to the Chair |
| | Closed Session | | | |
| 19 | LPC members only issues [15:00] | | | |
| | 19.1 Finance | Treasurer | | To update on finances |
| | • Finance report | All | | To ratify overtime policy / payments |
| | • Ratification of overtime policy | All | Yes | To approve H+S training access |
| | • E-learning package EW | | | |
| | 19.2 Risk Log January 2019 | CO | | To update the committee |
| | 19.3 Executive Minutes | CO | Yes | For ratification |
| | 19.4 CCA reporting questions | | | To agree who is responsible for completing |
| | 19.5 Office review | Governance sub-group | | To receive update |
| | 19.6 Review of decisions | Chair | CO Report | To ensure capture of decisions |
| 20 | AOB – members items | | | To be notified to the Chair prior to the meeting |

LPC Strategy Session: This will follow the open session at 15:45 to 16:30
LPC Vision 2018 onwards

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| Future meeting dates: | | |
| Wednesday 6 March 2019 | 11.00-17.00 | Cottingham Parks Golf Club, Cottingham |

Information Only items are included at the end of the Chief Officer Report – Please contact the LPC office before the meeting commences if you would like any of these items discussed in more detail

Executive meeting dates 2018-2019

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|--------|-----------------|-------|------------|
| Monday | 4 February 2019 | 1-3pm | LPC Office |
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| Lunch [12:30 – 13:30] | | | |
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