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MINUTES OF LPC MEETING

20th September 2018

Holiday Inn, Eastleigh SO50 9PG

Present:

LPC Members (listed in alphabetical order):

Arun Sharma	LPC Member (Independent)
Ashley Littlewood-Miller	LPC Member (CCA, Boots)
Davinder Virdee	LPC Member (Independent) –
Gary Warner	LPC Member (Independent)
Kate Toms	LPC Member (CCA, Lloyds)
Michael McWhirter	LPC Member (AIMp, Day Lewis)
Peter Woodward	LPC Member (CCA Boots)
Robyn Kelly	LPC Member (CCA, Lloyds)
Roshni Simmonds	LPC Member (CCA, Rowlands)
Stephanie Mackinnon	LPC Member (CCA, Lloyds)
Sri Potta	LPC Member (CCA, Boots)
Tim Baker	LPC Member (Independent)
Richard Buxton	LPC Professional Services Development Manager
Skye White	LPC Office Manager

18/09/01	<p>Chairs Welcome & Requests for AOB</p> <p>A Littlewood-Miller (Chair) welcomed everyone to the meeting. A warm welcome to a new Committee member, S Mackinnon. All committee members introduced themselves.</p> <p>Item for AOB – Flu direction from surgeries.</p>	
18/09/02	<p>Declarations of Interest</p> <p>A Selvaratnam is working one day a week at a medical centre next door to the Rowlands he is employed by. A Selvaratnam to complete a new declaration of interest.</p> <p>S Mackinnon to complete all start up paperwork including a declaration of interest</p>	<p>AS</p> <p>SM</p>

	D Crockford is going to do some consultancy work for Indivior. The CPSC will be paid by Indivior for C Crockfords time and travel costs. C Crockford has completed a new DOI.	
18/09/03	<p>Apologies for absence & nominations of proxy votes</p> <p>Davinder Virdee LPC Member (Independent) –Morning only Andrew Selvaratnam LPC Member (CCA, Rowlands) – Proxy T Baker Mark Ireland LPC Member (CCA, Boots) Deborah Crockford LPC Chief Officer</p>	
18/09/04	<p>Minutes of the previous meeting on 19th July 2018</p> <p>These were accepted and signed by A Littlewood-Miller.</p>	
18/09/05	<p>Matters arising from the Minutes and Action Update</p> <p><u>CSDM Position:</u> R Kelly is no longer with CPSC. Her position with CPSC was terminated on Friday 27th September. Both the Chair and Governance Chair were informed. Legal advice was obtained during the process.</p> <p>D Crockford to bring the paperwork from the lawyers to the next LPC meeting, regarding the recommendation to employ rather than contract. Further discussion to be carried to the next meeting, (legal advice etc)</p> <p>Job description needs to stipulate where the person needs to reside.</p> <p>Position description needs to be reviewed and circulated to all committee members.</p> <p>All members voted in favour of proceeding with the recruitment of the CDSM role.</p> <p>S Mackinnon suggested that D Crockford use Indeed to head hunt candidates.</p> <p>D Crockford invited Robin and Mitesh from HIA, D Crockford to follow up.</p> <p>All other matters were covered in the agenda.</p>	<p>DC</p> <p>DC</p> <p>DC</p> <p>DC</p> <p>DC</p> <p>DC</p>
18/09/06	<p>Subcommittee Meetings</p> <p>S Mackinnon joined the Market Entry and Service Development Subcommittees. S White to update the listing and circulate to all committee members.</p> <p>All committee members found the meetings useful and requested that the meeting continue at further CPSC meetings.</p>	SW

	<p>The LPC reports will be discussed straight after the subcommittee meetings in future and include anything relevant discussed at the subcommittee meeting.</p>	
<p>18/09/07</p>	<p>LPC Self-Assessment Results</p> <p><u>Business and Strategic Planning</u> Strategic Plan – Green, to obtain purple – every six month the committee needs to review the strategic plan /objectives.</p> <p>Work Programme – Green, to obtain purple - D Crockford and committee need to review budget when reviewing the work programme.</p> <p><u>Governance</u> Written Governance Arrangements – Purple</p> <p>Declaration of Interest – Green, to obtain purple the DOI's need to be loaded onto the CPSC website</p> <p>Chief Officer – Green, to obtain purple formal KPI's need to be set.</p> <p>LPC Reporting – Purple</p> <p>LPC Agendas and Minutes – Purple</p> <p>Chief Officers and Treasurers Roles – Green, to obtain purple governance need to create a checklist</p> <p><u>LPC Management and Structure</u> Operational Capacity – Green, to obtain purple the budget and work plan need to be reviews side by side at each meeting.</p> <p>Capability and Expertise - Green to obtain purple the budget and work plan need to be reviews side by side at each meeting.</p> <p>Size and Structure – Green, to obtain purple D Crockford needs to share the minutes from the regional meetings.</p> <p>Working Together to Support Capacity – Green, to obtain purple D Crockford needs to share the minutes from the regional meetings.</p> <p>Member's Competence – Green</p> <p>PSNC Regional Representative – Purple</p> <p>Sharing innovation – Purple</p> <p><u>Financial Management</u> Budget – Green, to obtain purple the work plan and budget need to be put together.</p>	<p>DC/ ALL</p> <p>DC/ ALL</p> <p>RB</p> <p>ALL</p> <p>MI</p> <p>DC/ PW</p> <p>DC/ PW</p> <p>DC</p> <p>DC</p> <p>DC/ PW</p>

	<p>Expenditure – Green, to obtain purple the annual report needs a value for money evaluation.</p>	DC
	<p>Reserves – Purple</p>	
	<p>Expenses – Green, to obtain purple P Woodward needs to produce an expenses management report and present it to the LPC at least every six months.</p>	PW
	<p><u>Communication</u></p>	
	<p>Communication Plan – Amber, to obtain green a n official communication plan needs to be created.</p>	DC
	<p>Communication Mechanisms – Green, to obtain purple updates on the CPSC website need to be done in a timelier manner.</p>	RB
	<p>Informing Contractors about Commissioning Matters – Green, to obtain purple the work plan needs to be formalised.</p>	DC
	<p>Press Relations – Green</p>	
	<p>Contractor Passive Engagement – Green</p>	
	<p>Contractor Proactive Engagement – Green, to obtain purple the CDSM role needs to be in place.</p>	
	<p>Local MPs – Purple</p>	
	<p><u>Contractor Development</u></p>	
	<p>Essential Services – Green, to obtain purple the CDSM roles needs to be going into pharmacies.</p>	
	<p>Advance Service – Green, to obtain purple the CDSM role needs to be in place.</p>	
	<p>Commissioning Environment for Local Services – Green, to obtain purple a communication plan needs to be created.</p>	DC
	<p>Negotiation of Local Services – Purple, to obtain purple the CDSM role needs to be in place.</p>	
	<p>Supporting Delivery of Local Services - Green</p>	
	<p>PSNC Service Database – Green, to obtain purple, R Buxton needs to inform PSCNC of new services.</p>	RB
	<p><u>Stakeholder Relationships</u></p>	
	<p>Needs Assessment and Strategic Plan – Green</p>	
	<p>Patients and Representatives – Green, to obtain Purple, is D Crockford engaging with all 4.</p>	DC

	<p>General Practitioners – Green, to obtain purple the CDSM role needs to promote PSNC 'Walk in my Shoes' tool kit.</p> <p>Other Professionals – Purple</p> <p>NHS England Local Team – Purple</p> <p>Local Authorities - Purple</p> <p>Clinical Commissioning Groups – Purple</p> <p>Strategic Health Partnerships – Green, to obtain purple D Crockford to keep trying to secure involvement at Board Level or in workstreams.</p> <p>R Buxton to complete the LPC Self-Assessment results on PharmOutcomes.</p>	<p>DC</p> <p>RB</p>
<p>18/09/08</p>	<p>Chief Officer Report</p> <p>D Crockford updated the committee on her activities during the previous two months by the strategic report and email.</p> <p>Highlights</p> <ul style="list-style-type: none"> • Seeing the joint (LMC's + LPC's) flu communications successfully launched – thank you to R Buxton for the hard work negotiating with the newspapers. • Excitement of potential pilot service development for substance misuse clients • Increase in engagement with our Academy programme – excellent feedback for those who have attended. <p>Committee have requested a one-page flyer that can printed and displayed in the pharmacies advertising the CPSC Academy events.</p> <p>Lowlights</p> <ul style="list-style-type: none"> • CDSM position terminated • Patrick Leppard retiring. • Missing the LPC meeting. <p>Upcoming interest for November and January meetings – November will have a demonstration community pharmacy set up for contractors, and yourselves, to have a play with a proposed solution for managing FMD. The new communications lead for CCA will be joining us as an observer.</p> <p>January will see Simon Dukes, PSNC CEO, join us for the morning and lunch.</p> <p>LPC Christmas Dinner – S White to send out a doodle poll.</p>	<p>DC/ SW /RB</p> <p>SW</p>
<p>18/09/09</p>	<p>Key Objectives</p>	

	<p>D Crockford updated the Key Objectives, the committee review the document.</p> <p>Inform – Utilise data to improve contractor performance- Committee have requested more information.</p> <p>Promote – Involve patients and the Public as advocates of Community Pharmacy – Committee are questioning the question What is the thinking behind involving local pharmacies?</p>	<p>DC</p> <p>DC</p>
18/09/10	<p>Professional Services Update</p> <p>For this meeting, R Buxton updated the committee on his activities during the previous two months by written reports.</p> <p>R Buxton has requested everyone follow @freefluwessex on twitter.</p>	<p>ALL</p>
18/09/11	<p>Formal AGM</p> <p>The Community Pharmacy South Central AGM was held at 1:00pm. The Chair, Ashley Littlewood-Miller, declared that the LPC had not received any votes against acceptance of the accounts.</p> <p>Postal votes were received from Rowlands, Boots and Asda. There were four independent committee members in attendance who also voted.</p> <p>There were no contractors in attendance and AGM was closed at 1:15pm</p> <p>The final version of the LPC Annual Report 2017/18 can be views on the Community Pharmacy South Central Website.</p>	
18/09/12	<p>LPC Treasurers Day</p> <p>P Woodward presented on the Treasurers Day he attended in June. The days was meant for Treasurers but there were come Chairs and Chief Officers in attendance.</p> <p><u>Employment Law:</u> P Woodward presented a number of employment law packages Clyde and C are offering to LPCS</p> <p>P Woodward suggested the current employment contracts should be reviewed. P Woodward to obtain quotes from a few solicitors before the 22nd November and present them at the CPSC meeting.</p> <p><u>CO Salaries</u> £7000 - £100,000+ per annum 7hrs – 52hrs per week They did not disclose the size of the LPC's Chief Officer position should be an employed position.</p>	<p>PW</p>

	<p>Chair and Treasurers positions should be honorarium position. These positions need to be taxed if they are paid.</p> <p><u>Risk</u> Risk Register needs to be created.</p> <p><u>Value for Money.</u> The following questions were asked at the Treasurers Day. Is the LPC and processes value for money? Is the LPC delivering back to the contractors?</p>	PW
18/07/12	<p>HEE Quality Champion for pre-reg Tutors</p> <p>Rosemary Dempsey – Lead Pharmacist Education and Training at Southampton Hospital presented to the committee regarding the HEE quality champion role for pre-reg tutors.</p>	
18/09/13	<p>LPC Reports</p> <p><u>PSNC Update</u></p> <p>PSNC's Appeal in the Judicial Review case related to funding and other changes imposed on community pharmacy in 2016 was heard in the Court of Appeal on 22/23 May 2018. Unfortunately, the appeal was lost.</p> <p><u>Market Entry</u></p> <p>An appeal letter for Basingstoke has been received. The committee's opinion is that it is not needed and the new evidence is not appropriate.</p> <p><u>Service Development</u></p> <p>Virtual Outcomes – need to look at the cost per view. Year to date there has been 235 views from 47 pharmacies, 15% usage. Last month there were 50 views from 14 pharmacies, mainly independents.</p> <p>Local advertising opportunity - £400 for a full-page advertisement on the IOW. All committee members voted unanimously for R Buxton to proceed.</p> <p>Alignment of sexual health services between Portsmouth and Southampton.</p> <p>POD (Pharmacy Operations Desk) system implemented on the IOW. K Toms will attend a meeting as a representative for the CPSC.</p> <p>TCAM – slight issue, some referrals stuck as pending. The data shows TCAM discharge as decreasing and resubmissions as increasing. There is a quarterly review due to review the figures.</p> <p><u>Governance</u></p> <p>Discussed recruitment during the subcommittee meeting.</p>	<p>RB</p> <p>RB</p> <p>KT</p>

	<p><u>Finance / Remuneration</u></p> <p>P Woodward presented his report to the committee. The current bank balance is £265,197.67 which is equivalent to around 8 months expenditure. This is therefore slightly above the amount suggested by the PSNC. Currently expenditure is lower than budget by 31% at the end of August so the finances are below budget. The reason has been the delay in engaging the CDSM role.</p> <p>P Woodward to look into reducing the levy in relation to the CDSM role. All members voted positively.</p> <p>R Simmonds has requested a 30-minute time slot at the next Committee meeting in November to discuss Roles and Remuneration.</p> <p>R Simmonds to send an email to D Crockford requesting information.</p>	<p>PW</p> <p>RS</p>
18/09/14	<p><u>AOB</u></p> <p><u>Flu direction with surgeries:</u> All issues are to be reported to D Crockford. She needs factual information and she will take it up with the LMC.</p> <p><u>Hypo Pack Diabetes:</u> – CPSC are hosting two events for pharmacies with Pharmacy Complete in October, the event is being by Merck Sharp & Dohme Limited. The contract was signed by the A Littlewood-Miller.</p> <p><u>Research:</u> R Simmonds is running some research for free with forth year students. The plan is to make the research LPC based. What is the LPC? Value for money What is important to the community pharmacies? What does the LPC do well?</p> <p><u>Meetings with the Chief Officer</u> P Woodward to attend the bimonthly meetings with A Littlewood- Miller. T Baker to attend the alternate bimonthly meeting with D Crockford. D Crockford to send out calendar invites.</p>	<p>PW</p> <p>DC</p>
18/07/16	<p><u>Meeting Close</u></p> <p>The meeting closed at 3.00pm.</p>	
	<p><u>Future LPC Meeting dates and venues for 2018 and 2019:</u></p> <ul style="list-style-type: none"> • 22nd November 2018 – Chilworth Manor, SO16 7PT • 24th January 2019 - Holiday Inn Winchester, SO21 1HZ • 21st March 2019 - Chilworth Manor, SO16 7PT • 23rd May 2019 - Holiday Inn Eastleigh, SO50 9PG • 10th July 2019 CPSC Awards Chilworth Manor SO16 7PT • 18th July 2019 The Langston – Hayling Island • 26th September 2019 Holiday Inn Winchester, SO21 1HZ • 21st November 2019 - Chilworth Manor, SO16 7PT 	