



**Chairman:**

Ashley Littlewood-Miller

**Boots**

**190-196 High Street**

**Poole**

**BH15 1SW**

**Tel: 073 4203 1639**

**e-mail: [ashley.littlewood-miller@boots.com](mailto:ashley.littlewood-miller@boots.com)**

**Chief Officer:**

Deborah Crockford, MRPharmS

**Sentinel House, Harvest Crescent**

**Fleet**

**Hampshire GU51 2UZ**

**Tel: 01252 413778**

**Fax: 08716 613991**

**e-mail: [deborah.crockford@cpsc.org.uk](mailto:deborah.crockford@cpsc.org.uk)**

## MINUTES OF LPC MEETING

**22<sup>nd</sup> March 2018**

**Holiday Inn, Eastleigh SO50 9PG**

**Present:**

LPC Members (listed in alphabetical order):

Arun Sharma	LPC Member (Independent)
David Parker	LPC Member (Independent)
Gary Warner	LPC Member (Independent)
Jose Aguiar	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)
Sri Potta	LPC Member (CCA, Boots)
Deborah Crockford	LPC Chief Officer
Richard Buxton	LPC Professional Services Development Manager
Skye White	LPC Office Manager

18/03/01	<p><b>Chairs Welcome &amp; Requests for AOB</b></p> <p>A Sharma (Vice Chair) welcomed everyone to the meeting. A Sharma introduced Alison Freemantle who was attending the morning session of the meeting as an observer. Alison has historically worked for Lloyds. She has return to Hampshire after being away for the past 14 years.</p> <p>Item for AOB – Personal liability for LPC Committee Members Finance subcommittee Terms of Reference</p>	
18/03/02	<p><b>Declarations of Interest</b></p> <p>There were none.</p> <p>A Selvaratnam is now working for Rowlands Pharmacy, a new declaration of interests needs to be signed.</p>	AS/ SW
18/03/03	<p><b>Apologies for absence &amp; nominations of proxy votes</b></p>	

	<p>Andrew Selvaratnam LPC Member (CCA, Rowlands)- Proxy M McWhirter          Ashley Littlewood-Miller LPC Member (CCA, Boots) – Proxy P Woodward          Davinder Virdee LPC Member (Independent) – Proxy A Sharma          Gary Warner (afternoon session) LPC Member (Independent) – Proxy D Parker          Mark Ireland LPC Member (CCA, Boots) – proxy P Woodward</p>	
18/03/04	<p><b>Minutes of the previous meeting on 25th January 2018</b></p> <p>These were accepted and signed by A Sharma.</p>	
18/03/05	<p><b>Matters arising from the Minutes and Action Update</b></p> <p>D Crockford to provide NHS England with an updated copy of the LPC constitution and, as a matter of good practice, the governance principles. D Crockford to re-issue with the new LPC branding. D Crockford waiting on the mark ups from M Ireland.</p> <p>Task and finish group to develop a job description for the Development &amp; Support Manager contract position, working from the version used in Wales, which D Crockford will circulate. Finance subcommittee to act as Task and Finish group.</p> <p>Market Entry training at the CPSC committee meeting on the 24<sup>th</sup> May 2018. D Crockford to follow up.</p> <p>All other matters were covered in the agenda.</p>	<p>DC/ MI</p> <p>MM / AS / ALM / DV/ PW</p> <p>DC</p>
18/03/06	<p><b>Chief Officer Report</b></p> <p>D Crockford updated the committee on her activities during the previous two months by both written and verbal reports.</p> <p><b><u>BE EFFECTIVE</u></b>          D Crockford and A Selvaratnam have both been accepted onto the Mary Seacole Leadership course</p> <p>Deborah Evans from Pharmacy Complete will facilitate a session at the next CPSC committee meeting in May 2018 to support the subcommittees in developing work plans for the coming year – a pro-active approach</p> <p><b><u>SUPPORT TEAMS</u></b></p> <p><u>Provider Company</u> – All paperwork and funds held in the grant account have been transferred to the provider company.</p> <p><u>Dementia Friendly Framework</u> - Deadline is midnight on the 31<sup>st</sup> March 2018. There are 527 contractors across Wessex and only 20 in Hampshire/IOW and 16 in Dorset have completed the framework on PharmOutcomes to date.</p>	

	<p><u>CPSC Website</u> – D Crockford and R Buxton to update the public section of the website after receiving feedback from Paul Woodgate, patient representative on the PAG.</p> <p><u>TCAM</u> – G Warner suggested that R Buxton read Bridging the Gap, <a href="http://bridging.pharmoutcomes.org">bridging.pharmoutcomes.org</a>. It would be helpful if the AHSN gave the LPC access to the service dashboard.</p>	<p>DC / RB</p> <p>RB</p>
18/03/07	<p><b>Professional Services Update</b></p> <p>For this meeting, R Buxton updated the committee on his activities during the previous two months by both written and verbal reports.</p> <p><u>Flu</u> – Flu vaccinations have continued post-Christmas and even into February. There is a wash up meeting in May. There will be two different vaccines used in 2018/2019, one for under 65 years and one for over 65 years.</p> <p><u>Alcohol issues on loW</u> – There is a growing concern around the use and misuse of alcohol on the loW. loW are looking at splitting their substance misuse budget with Alcohol/Drug as 50/50 split.</p> <p><u>Naloxone Take Home Kit service</u> – The trial period for this service in Portsmouth is 14 months or 400 kits issued, whichever comes first.</p> <p>R Buxton is going to attend a substance misuse meeting on the loW and is going to suggest they consider a Naloxone service.</p>	
18/03/08	<p><b>Finance Report / Budget Review</b></p> <p>P Woodward presented his report to the committee and the bank balance had increased to £292,019.56 on the last reported balance. The retained income has not decreased in line with the levy decrease because although the income is 9% below budget the expenditure is also 8% below budget.</p> <p>All committee members are reminded that their expenses for this financial year need to be submitted by 12pm on 31<sup>st</sup> May 2018. Any 2017/18 expenditure submitted after this date will not be paid.</p> <p>There is a PSNC Treasurers day in June P Woodward to attend.</p> <p>Budget 2018/2019 –The draft budget was discussed and P Woodward to make a few changes. The committee voted unanimously to adopt the amended 2018/2019 Budget.</p>	<p>ALL</p> <p>PW</p> <p>PW</p>
18/03/09	<p><b>Virtual Outcomes Ltd presentation</b></p> <p>Richard Brown and Jerry Long, Directors of VirtualOutcomes presented to the committee their online training package.</p>	

	<p>The online training is not designed to replace face to face training but to enhance it. The content is primarily aimed at members of the wider pharmacy team, helping them with their HLP activities and ethos.</p> <p>Monthly engagement reports will be sent to CPSC.</p> <p>Cost £2244.17 + VAT = £4025.0 including VAT per year.</p> <p>£11.34 per pharmacy</p> <p>The committee voted unanimously to go ahead with the provision of this training resource.</p>	
18/03/10	<p><b>Homeless Project – University of Portsmouth Project.</b></p> <p>R Simmonds presented to the committee the pilot Homeless Project in Portsmouth. R Simmonds was not involved in the beginning stages of the project only the delivery of it.</p> <p>The hard to reach members of the Portsmouth community received a general and oral health check.</p> <p>The pilot study is not sustainable. There is a follow up meeting on the 26<sup>th</sup> March 2018. The hope is for it to become a commissioned service.</p>	
18/03/11	<p><b>LPC Reports</b></p> <p><b><u>PSNC Update</u></b> G Warner attended the Chief Pharmaceutical Officer's Conference. Dr Lisa McCarthy presented on her deprescribing work. G Warner encouraged all committee members to visit <a href="http://www.deprescribing.org">www.deprescribing.org</a></p> <p>All independent contractors are seeing a negative bottom line.</p> <p><b><u>Market Entry</u></b> D Parker communicated that there were three new applications for Basingstoke. The closure of the Lloyds Pharmacy in Basingstoke was not a consolidation. D Crockford to forward a copy of the paperwork for the applications to D Parker.</p> <p>There has been an application for a new pharmacy in Liphook.</p> <p>D Parker has agreed to continue to head up Market Entry subcommittee until a new subcommittee is formed in May and he will send any expenses he incurs to S White.</p> <p><b><u>Service Development</u></b> Already covered in R Buxton's Services report.</p>	DC

	<p>J Aguiar has updated the Service Development Terms of Reference document. S White to send it out to all committee members.</p> <p><b><u>Governance</u></b> Nothing to report</p> <p><b><u>Finance / Remuneration</u></b> Terms of reference have been created. S White to format it and R Buxton to load it onto the website.</p> <p>D Crockford, R Buxton and S White left the meeting room so the committee could discuss their remuneration for 2018/2019 financial year.</p> <p><b><u>PNA</u></b> Completed across SHIP</p>	<p>SW</p> <p>SW/ RB</p>
18/03/12	<p><b>Contractor Telephone Calls</b></p> <p>S White handed out a list of pharmacy contractors to all committee members in attendance at the meeting. All committee members are asked to contact each contractor on their list and promote the up and coming eRD events.</p>	ALL
18/03/13	<p><b>AOB</b></p> <p><u>Personal liability for LPC Committee Members</u> – All committee members are personally liable. It is important that all members work within the constitution.</p> <p>D Crockford to contact other Chief Officers to see if their committees have liability insurance.</p> <p><u>Finance Subcommittee Terms of Reference.</u> – P Woodward to send the drafted document to S White, S White to send it out to all committee members.</p>	<p>DC</p> <p>PW / SW</p>
18/03/14	<p><b>Meeting Close</b></p> <p>The meeting closed at 4:15pm.</p>	
	<p><b>Dates of Next Meetings</b></p> <ul style="list-style-type: none"> <li>• <b>24<sup>th</sup> May 2018</b> – Chilworth Manor, SO16 7PT</li> </ul> <p><b>Future LPC Meeting dates and venues for 2018:</b></p> <ul style="list-style-type: none"> <li>• <b>11<sup>th</sup> July 2018</b> - CPSC Awards Chilworth Manor SO16 7PT</li> <li>• <b>19<sup>th</sup> July 2018</b> – Holiday Inn Winchester, SO21 1HZ</li> <li>• <b>20<sup>th</sup> September 2018</b> – Holiday Inn Eastleigh, SO50 9PG</li> <li>• <b>22<sup>nd</sup> November 2018</b> – Chilworth Manor, SO16 7PT</li> </ul>	