

# Hampshire & Isle of Wight LPC

SUPPORTING LOCAL COMMUNITY PHARMACY

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## MINUTES OF LPC MEETING

18<sup>th</sup> May 2017

Best Western Chilworth Manor, Chilworth

**Present:**

LPC Members (listed in alphabetical order):

Andrew Selvaratnam	LPC Member (CCA, Superdrug)
Arun Sharma	LPC Member (Independent)
Ashley Littlewood-Miller	LPC Member (CCA, Boots)
David Parker	LPC Member (Independent)
Davinder Virdee	LPC Member (Independent)
Debby Crockford	LPC Member (CCA, Rowlands)
Gary Warner	LPC Member (Independent)
Jose Aguiar	LPC Member (CCA, Lloyds)
Mark Ireland	LPC Member (CCA, Boots)
Michael McWhirter	LPC Member (CCA, Day Lewis)
Peter Woodward	LPC Member (CCA Boots)
Paul Bennett	LPC Chief Officer
Richard Buxton	LPC Service Development Manager
Skye White	LPC Office Manager

17/05/01	<b>Chairs Welcome &amp; Requests for AOB</b>  D Crockford (Chair) welcomed everyone to the meeting. All committee members introduced themselves. A warm welcome to the three new Committee members, A Selvaratnam, J Aguiar, and M Ireland. P Bennett was congratulated by the Chair and committee members of his new appointment with the Royal Pharmaceutical Society.	DC
17/05/02	<b>Apologies for absence &amp; nominations of proxy votes</b>  Marilyn Stapleton LPC Member (CCA, Lloyds) – proxy vote J Aguiar. Roshni Simmonds LPC Member (CCA, Rowlands) – proxy vote D Crockford.	
17/05/03	<b>Declarations of Interest</b>  There were none. J Aguiar was asked to return his signed paper work.	JA
17/05/04	<b>Minutes of the previous meeting on 23<sup>th</sup> March, 2017</b>	

	These were accepted and signed by D Crockford.	DC
17/05/05	<p><b>Matters arising from the Minutes and Action Update</b></p> <p><u>STP Meeting</u> – G Warner reflected on the meeting held on the 17<sup>th</sup> May 2017, P Bennett is having a meeting with Neal Hardy who is the STP lead.</p> <p><u>Interpretation of Quality Payments</u> – M Ireland</p> <p><u>LPC Self Evaluation</u> – This is still a work in progress the output is to be written by P Bennett.</p> <p><u>Chief Officer Appointment</u> – the appointment panel convened after the last LPC Committee meeting. An advertisement was placed in The Chemist &amp; Druggist magazine of which two applications were received. The panel reviewed both applicants; the first applicant was not suitable due to lack of experience. The second applicant who was D Crockford has got a suitable background. She has been interviewed, has a wealth of experience. Her goals are to develop the provider company, set up the training academy and progress the LPC' strategic objectives. The appointment panel wanted someone locally based and who could build on the relationship within the community. D Crockford has the skill set and passion to do this.</p> <p>D Crockford's application for the Chief Officers position was put to vote within the committee members with a unanimous outcome.</p>	PB
17/05/06	<p><b>NHSE Community Pharmacy Integration Lead (South)</b></p> <p>Rob Proctor, Community Pharmacy Integration Lead for NHS England South Region updated the committee on his new appointment and his background.</p> <p>Rob has worked for Boots all his life and moved into his new role with the NHS on the 1<sup>st</sup> May. The role is linked to the Pharmacy Integration fund. He is facilitating at a regional level.</p> <p>LPC &amp; LPN are important stake holders but he also needs the help of the LPC's. The hope is for better technology for the interaction between hospitals, GP's and Community Pharmacy. The NUMSAS pilot is up and running. Looking at integrating pharmacists into care homes. The plan is to have 60+ pharmacists integrated into urgent care centres by Spring/Summer 2017 who will deal with minor ailments and dispensing. This will give patients access to pharmacists within the care homes.</p> <p>There is a community pharmacy referral service pilot in the north. The NUMSAS Trial – 1558 pharmacies have registered, referral from 111 rather than a walk in service, 6 locations across England have gone live. All of the original pilot stores have gone live. 219 sites have registered in the south, 31 in Wessex. The pharmacies that have showed intent to offer the service will get priority to get any problems fixed.</p> <p>A copy of Rob Proctor's presentation can be found on the LPC website.</p>	
17/05/07	<p><b>Officer Appointments</b></p> <p>Following the invitation from the Chief officer, nominations were invited for the Position of Chair and subsequently for the Officer position and sub-committee membership.</p> <p>The following appointments were made in accordance with the</p>	

	<p>requirements of the Constitution and observant of the Governance Procedures:</p> <p><b>Chair</b> – Ashley Littlewood-Miller  <b>Vice-Chair</b> – Arun Sharma  <b>Finance Officer</b> – Peter Woodward  <b>Deputy Finance Officer</b> – Michael McWhirter</p>	
17/05/08	<p><b>Sub-committee Membership</b></p> <p><b>Service Development Sub-committee:</b>  <b>Chair:</b> – (To be confirmed)  Andrew Selvaratnam  Gary Warner  Roshni Simmonds  Marilyn Stapleton  Jose Aguiar</p> <p><b>Governance Sub-committee:</b>  <b>Chair</b> – (To be confirmed)  Michael McWhirter  Mark Ireland  Davinder Virdee  David Parker</p> <p><b>Remuneration Sub-committee:</b>  <b>Chair</b> – (To be confirmed)  Ashley Littlewood-Miller  Arun Sharma  Davinder Virdee  Michael McWhirter</p> <p><b>Control of Entry Sub-committee:</b>  <b>Chair</b> – David Parker  Davinder Virdee  Arun Sharma  Andrew Selvaratnam</p> <p><b>Pharmaceutical Needs Assessment Sub-committee:</b>  <b>Chair</b> – (To be confirmed)  Gary Warner  Mark Ireland  Peter Woodward  Marilyn Stapleton</p>	
17/05/09	<p><b>PSNC Leadership Academy Update</b></p> <p>P Woodward updated the committee on the PSNC Leadership Academy. The PSNC leadership academy first meeting was in April 2017. Most attendees were working for or paid by their LPC. The academy is looking at the individual leadership style. The course started off being self-critical of one's self how you, as an individual, deal with negative feedback and how you look after yourself and preventing yourself from burning out. Trusting other to do the work for us. P Woodward questioned the LPC as to how effective are we as a committee. P Woodward handed out a questionnaire to all committee members to complete to find out where the strength and weakness of the</p>	PW

	committee lie. P Woodward will collate the committee's answers and share the findings at the next meeting.	
17/05/10	<p><b>Chief Officer Report</b></p> <p><u>Provider Company</u> – P Bennett updated the progress of the Provider company. The company has been established. Applications and fees are still being received. The deadline is the 19<sup>th</sup> May for applications and fees to be received in order for members to have the ability to vote for the committee formation. 116 contractors across the four LPC#s have completed an expression of interest. 28 contractors have joined; they are all independents, no multiples at this stage.</p> <p><u>General Election</u> – We are building a contacts list of all the candidates for each constituency. An email has been sent out to all the contacts requesting their support in Community Pharmacy and seeking request for Community Pharmacy visits. All community Pharmacies have received an email communication requesting anyone who is interested in hosting a candidate visit to their store to contact the LPC office.</p> <p><u>EPS / ERD Agenda</u> – Patrick Leopard is driving all the work, supporting surgery's to get the process working. Patrick is leaving his current employment. He is planning to consult in his patch. He is definitely worth keeping in touch as he has a wealth of knowledge.</p>	
17/05/11	<p><b>Services Update</b></p> <p>R Buxton updated the committee on his activities during the previous two months by both written and verbal reports.</p>	
17/05/12	<p><b>Finance Report</b></p> <p>P Woodward presented his report to the committee and reported there is nine months in reserve in the bank account. The LPC spend is just over where it should be. The LPC is looking financially sound. The LPC has completed its enrolment into the Nest Pension scheme.</p> <p>P Woodward reminded the committee that they need to submit their expense claims for the 2016/17 financial year by the 31<sup>st</sup> May to enable the accounts to be completed. Any expense claims received after this date will not be processed or paid.</p>	
17/05/13	<p><b>NHSE(W) Contract Matters / GP FW Update</b></p> <p>Julia Booth, Assistant Head of Primary Care for NHS South and Les Riggs, Contracts Manager for NHS South updated the committee. A copy of this presentation can be located on the LPC website.</p> <p>The LPC members have asked Julia for more feedback on the MUR data they are requesting. R Buxton suggested to Julia they involve the Community Pharmacists which will enable them to achieve their goals.</p> <p>Julia mentioned that contract monitoring will come out at the beginning of June. It will be the same 10 questions as the previous ones. The Local Area</p>	

	Team will then make appointments to follow up on a number of contractors.	
17/05/14	<p><b>GPhC Revalidation</b></p> <p>Damian Day, Head of Education from the General Pharmaceutical Council updated the committee on the GPhC Revalidation. The new standards have been agreed and will come into effect on the 12<sup>th</sup> May 2017. The new CPD system has had a lot of time and money spent on it and to make it easier, clunky and less time consuming. Records are to be submitted every year and can be submitted throughout the year. The review of the records will be at renewal.</p> <p>There will be four CPD activities (2 of which must be planned. One peer discussion (a peer is someone who knows your work, no close friends or members of your family). The peer will be called to make sure the meeting took place if your records are called up. The peer review must be in real time and can be a group discussion. There is also one reflective account of records. There is to be no hand written submissions anymore.</p> <p>There are two types of audits, random and targeted. The targeted audit is for the Community Pharmacies who had an issue with a previous submission or has an issue within the practice. The audits will be reviewed by a trained pharmacist and a lay person.</p> <p>The system will come into force in 2018, it will be a phased in approach, the four CPD's will come in in 2018 and the peer review and reflective in 2019.</p> <p>Damian Day encouraged the committee member to take part in the consultation feedback at <a href="http://www.pharmacyregulation.org/revalidationconsultation">www.pharmacyregulation.org/revalidationconsultation</a>. The consultation closes the 17<sup>th</sup> July 2017.</p> <p>A copy of Damian Day's presentation can be found on the LPC website.</p>	
17/05/15	<p><b>LPC Reports</b></p> <p><u>PSNC Update</u> – G Warner updated the committee with all the latest PSNC news and details of the Judicial Review.</p> <p><u>Market Entry</u> – D Parker issued a control of entry report. The question was raised as to what we should be doing as the LPC with the consolidated entries. The committee decided it was best to comment in writing that we support them.</p> <p><u>Service Development</u> – already covered in R Buxton's Services written and verbal reports.</p> <p><u>Governance</u> – Nothing to report.</p> <p><u>Remuneration</u> – Nothing to report.</p>	
17/05/16	<p><b>AOB</b></p> <p><u>LPC Awards Event</u> – D Crockford updated the committee on the up and coming LPC Awards Event. It is on the 5<sup>th</sup> July at the Doubletree by Hilton, Southampton. The awards are being made with the new LPC log and</p>	

	<p>name. All the nominations communication has been sent out. A request for Richard Samuel to be the key note speaker on the night has been sent, P Bennett to chase him up.</p> <p>LPC Committee member to chase up nominations. The 6<sup>th</sup> award is a special recognition award and this year it will be given to a named individual agreed by the Committee.</p> <p><u>Farwell to Paul Bennett</u> – This was P Bennett's last LPC Committee meeting. The committee wished Paul all the very best in his new appointment.</p>	<p>PB</p> <p>ALL</p>
17/05/17	<p><b>Meeting Close</b></p> <p>The meeting closed at 4:50pm.</p>	
	<p><b>Dates of Next Meetings</b></p> <p><b>Future LPC Meeting dates and venues for 2017:</b></p> <ul style="list-style-type: none"> <li>• <b>13th July 2017</b> – Holiday Winchester, SO21 1HZ</li> <li>• <b>21st September 2017</b> – Hilton Chilworth, SO16 3RB</li> <li>• <b>23rd November 2017</b> – Chilworth Manor, SO16 7PT</li> </ul>	