

Hampshire & Isle of Wight LPC

SUPPORTING LOCAL COMMUNITY PHARMACY

Chairman:

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MINUTES OF LPC MEETING

17th July, 2014

Grand Harbour Hotel, Southampton

Present:

LPC Members (listed in alphabetical order):

Sarah Billington	LPC Chief Officer
Richard Buxton	LPC Member (CCA, Boots)
Anjella Coote	LPC Deputy Chair (CCA, Boots)
Debby Crockford	LPC Chair (CCA, Rowlands)
Rob Darracott	LPC Member (CCA)
Clare Hoy	LPC Member (CCA, Rowlands)
Felicity Mitchell	Communications Lead Hampshire & IOW LPC
David Parker	LPC Member (Independent)
Chris Townsend	LPC Member (CCA Lloyds)
Gary Warner	LPC Member (Independent)
Peter Woodward	LPC Finance Officer (CCA, Boots)
Jo Addison	LPC Office Manager
Helen Mussen	Executive Officer, Hertfordshire LPC

14/07/01	Chairs Welcome Debby Crockford welcomed everyone to the meeting. Bill Carcary (AIMp member from Day Lewis) has resigned from the LPC Committee. He will be replaced by Alan Greer from Day Lewis.	
14/07/02	Apologies for Absence:- Apologies were received from: Arun Sharma, Davinder Virdee, Zulfikar Kermali and Alan Greer (replacement AIMp member from Day Lewis)	
14/07/03	Declaration of Interest There were none.	

14/07/04	<p>Minutes of Previous Meeting.</p> <p>These were amended to reflect David Parker as a member of the Market Entry Sub-committee, approved and signed by Debby Crockford.</p>	
14/07/05	<p>Matters arising from Minutes and actions update.</p> <p>There were none.</p>	
14/07/06	<p>LPC Strategy 2014-17</p> <p>Sarah Billington had collated the LPC Strategy outputs and actions from the last LPC meeting. She circulated a folder of her suggested LPC strategy to each Committee Member and asked them to choose a suitable visual from a selection. The Committee chose the "Colourful Cross".</p> <p>Sarah proposed to use the Strategy Plan update as the Chief Officer's Report – which the LPC agreed to.</p> <p>The Strategy Plan key was as follows:</p> <p style="padding-left: 40px;">Green – work continuing Red – work not started yet Amber – items at risk – deadline looming or on-going</p> <p>Appraisal of LPC Members – this was discussed and it was agreed that the committee will need some guidance for this. It was agreed that LPC members would share and circulate details of their respective company's appraisal schemes (where they exist) to the committee for their information and discussion at the next meeting on 24th September.</p> <p>Gary and Sarah to discuss LPC Self Evaluation – benchmarking against other LPCs.</p> <p>It was agreed that all the current Stakeholders List should be grouped by CCG by Jo to enable Committee Members to more easily contact their local stakeholders.</p> <p>Sarah noted the comments and amendments suggested to the Strategy document and will circulate an updated document to the committee after the meeting. She will need the committee to let her have any comments back by 4th August. Clare Hoy to check final wording before it is published.</p>	<p>LPC</p> <p>GW/ SB</p> <p>JA</p> <p>LPC</p> <p>CH</p>
14/07/08	<p>PNA Workshop Feedback</p> <p>The PNA workshop was attended by Gary, Peter and Bill.</p> <p>PCC suggested that the PNAs should be split by locality. Southampton has commissioned a third party (PCC) to produce their PNA.</p>	

	<p>It was agreed that Richard Buxton would replace Bill Carcary on the PNA Task and Finish Committee. The LPC will need to check all the PNAs for regulation issues.</p>	
14/07/09	<p>Service Development Update</p> <p>Debby Crockford reported that the Service Development Sub Committee had had its first meeting.</p> <p>It was agreed that the core purpose of the committee was to:</p> <ol style="list-style-type: none"> 1. Rate proposed services (using the traffic light system) 2. Communicate findings to contractors and commissioners 3. Horizon scan to spot opportunities for new services <p>Going forward it was agreed that the SD committee should meet after each of the LPC Meetings - with the exception of the September meeting when they will meet beforehand.</p> <p>The Flu vaccination service has been announced – targeting 16-64 year olds in the clinical at risk groups and pregnant women.</p>	
14-07/10	<p>LPC Reports</p> <p>Finance – there were no questions for Peter.</p> <p>Governance sub-committee – Rob will gather the committee together to assess the current LPC documentation.</p> <p>Update on AGM – Sarah confirmed that Bruce Warner, Deputy Director of Patient Safety from NHS England, has agreed to be the keynote speaker at the AGM. The venue and catering have been organised and Sarah is currently seeking sponsorship.</p> <p>Recruitment of new Chief Officer – Rob Darracott confirmed that he, together with Davinder and Peter had engaged Mark Thomas as the recruitment consultant. The job has been advertised in the Pharmaceutical Journal and the Chemist and Druggist on line. There have been 10 applicants, 4 of which will be interviewed. Rob to instruct Jo when the interviews will take place so she can book a hotel room. Rob indicated that he may not be able to attend the interviews himself as he has a conflict of interest with a number of the candidates. He will organise which LPC members will be on the interview panel.</p> <p>LPC Constitution – The current constitution will need re-drafting in line with the guidance from PSNC to better reflect what the LPC does. Debby has volunteered to co-ordinate this and requested that any comments about the suggested changes come back to her by 15th August. Comments need to be back to PSNC by 1st September. It was agreed that the LPC would hold a Special General Meeting at the end of January 2015. The Special General Meeting is likely to be held at the end of the scheduled January LPC meeting to enable contractors to comment and vote on the proposed new constitution.</p>	<p>RD</p> <p>RD</p> <p>DC/ LPC</p>

