

Hampshire & Isle of Wight LPC

SUPPORTING LOCAL COMMUNITY PHARMACY

Chairman:

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MINUTES OF LPC MEETING

13th July 2017

Holiday Inn, Winchester

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)
Debby Crockford	LPC Member (CCA, Rowlands)
Gary Warner	LPC Member (Independent)
Jose Aguiar	LPC Member (CCA, Lloyds)
Mark Ireland	LPC Member (CCA, Boots)
Peter Woodward	LPC Member (CCA Boots)
Richard Buxton	LPC Service Development Manager
Skye White	LPC Office Manager

17/07/01	Chairs Welcome & Requests for AOB A Littlewood-Miller (Chair) welcomed everyone to the meeting. Item for AOB – Pharmacy Integration Fund	ALM
17/07/02	Apologies for absence & nominations of proxy votes Davinder Virdee LPC Member (Independent) – No proxy vote Michael McWhirter LPC Member (AIMp, Day Lewis) – No proxy vote Roshni Simmonds LPC Member (CCA, Rowlands) – proxy vote D Crockford.	
17/07/03	Declarations of Interest There were none.	
17/07/04	Minutes of the previous meeting on 28th May, 2017 These were accepted and signed by A Littlewood-Miller (with a slight amendment to 17/05/06, - update of a grammar error and the removal of the statement regarding the integration fund's main drive).	
17/07/05	Matters arising from the Minutes and Action Update	

	<p><u>Sub-Committee Membership –</u> Service Development Sub-committee: Chair: – Jose Aguiar Andrew Selvaratnam Gary Warner Roshni Simmonds TBC</p> <p>Governance Sub-committee: Chair – Mark Ireland Michael McWhirter Davinder Virdee David Parker</p> <p>Remuneration Sub-committee: Chair – Michael McWhirter Ashley Littlewood-Miller Arun Sharma Davinder Virdee Michael McWhirter</p> <p>Control of Entry Sub-committee: Chair – David Parker Davinder Virdee Arun Sharma Andrew Selvaratnam</p> <p>Pharmaceutical Needs Assessment Sub-committee: Chair – Gary Warner Mark Ireland Peter Woodward TBC</p> <p><u>New Committee Member</u> – D Crockford emailed the dates for the next two LPC meetings in hope that the CCA will appoint the new member to replace M Stapleton</p> <p><u>LPC Member's Day</u> – the new LPC Committee members wanted to know what we are as a Committee working towards. There is a current strategy in place. Could all new members make themselves familiar with it?</p>	
17/07/06	<p>Chief Officer Report</p> <p><u>Provider Company</u> – D Crockford attended the first HIA Meeting. The committee was formed and offices elected. The LPC will give guidance going forward. The Hampshire Substance and misuse tender is out and the LPC will try to bring the HIA committee up to speed and encourage them to submit a response.</p> <p><u>Media Training</u> – D Crockford attended two lots of Media Training. The first one was standard media training, radio, television and newspaper journalism. The second course was on Social and Digital Media. It has given our new incoming Chief Officer lots of thoughts and ideas to put a mini strategy together.</p> <p><u>AHSN Meeting</u> – D Crockford had a one on one meeting with Clare</p>	AS, JA, MI MW

	<p>Howard (Medicine Optimisation Lead) regarding the future going forward. The AHSN is developing a patient facing video to educate patients on electronic repeat prescriptions. They are keen to have the LPC involved, with a small donation towards costs.</p> <p><u>ERD</u> - R Buxton mentioned Southampton is going to hire a technician to go surgery to surgery and train the GPs on ERD. The best approach is a staggered release of 50-100 patients at a time. Patrick Leppard has created some myths busters, top tips and frequently ask questions and answers.</p> <p>There is £25,000 in the budget that can be used towards EPS and ERD. Patrick Leppard is going to put a proposal together on how he can assist with EPS and ERD moving forward.</p> <p><u>MPs</u> – Received positive noise from Stephen Brine, Member for Winchester, to attend an LPC meeting in the future. Zoe from PSNC shared information with D Crockford.</p> <p>Bob Seely, MP for the IOW – R Buxton and D Crockford are meeting with him on the afternoon of the 30th August at his new offices on the IOW.</p> <p>George Hollingbery MP for Meon Valley requested a meeting in September after D Crockford officially starts.</p> <p>Alan Mak from Havant – he has previously officially opened an HLP D Crockford has plans to meet with him.</p> <p>D Crockford to set up a meeting with Deb Evans as an interested constituent in Winchester.</p> <p><u>Contractor Engagement</u> – It was suggested that a small on-line survey using Survey Monkey should be produced in the year together with a Newsletter with appropriate links. This has been progressed and R Buxton is in the process of pursuing further feedback to the various surveys recently issued.</p> <p><u>Commissioning Environment for Local Services</u> – A regular Services Newsletter and Regular website updates. A number of Newsletters have recently been issued and there is a plan to create similar on an alternate monthly basis going forward. The new website has a more accessible section on services that we believe contractors and their teams will find easier to navigate.</p> <p>Patients and Representatives – more contact with reps from the AHSN Medicines Optimisation Group and Healthwatch. P Bennett and D Crockford had a meeting with the Healthwatch representatives from across SHIP on the 8th June to discuss CP, the STP and other matters.</p> <p>G Warner thanked D Crockford for doing what she is doing before her official start date.</p>	<p>RB/ DC</p> <p>DC</p> <p>DC</p> <p>DC</p>
17/07/07	<p>Awards Event & Media Training</p> <p>The Awards event was a great success, with good feedback being received. It was sad that we did not have external representatives such as Public Health, NHS England and the CCGs. Before next year's event we</p>	

	<p>need to improve the engagement with the CCGs and encourage them to submit nominations.</p> <p>M Ireland suggested that a due diligence be carried out with officials, as to what they can and cannot attend.</p> <p>Next year all nominations need to be displayed on the screen. Tweets and the display of winner's photos the following day.</p> <p>There was no expenses to the LPC for Alison Hemsworth to attend the Awards night as the guest speaker, all expenses were covered by the NHS</p> <p>Formal thank you from G Warner to all that were involved, it was a tremendous night.</p> <p><u>Media Training</u> – this was covered off under item 6</p> <p>Tweets need to be sent, list of winner and their photos loaded onto the website. R Buxton to complete by Friday 14th July.</p>	RB
17/07/08	<p>Professional Services Update</p> <p>R Buxton updated the committee on his activities during the previous two months by both written and verbal reports.</p> <p>Flu Planning 2017 – R Buxton asked the committee if they wanted to use Radio Advertising again this year It cost £10,000 plus £200 for the licence to use the advert in 2016 over a two week period. Richard does not propose we change last year's ad. All committee members were in favour of Radio advertising again this year. R Buxton to cost it out for the IOW to have advertising and also to find out the cost to advertise on Wave Radio rather than Heart Radio.</p>	RB
17/07/09	<p>Committee Size & Meeting Locations</p> <p><u>Meeting Locations</u> - All committee members are happy with the current locations for the LPC meetings. S White contact hotels and get the best deal for the up and coming twelve month of LPC meetings.</p> <p>Committee Size – A new committee will be formed in April 2018 after voting occurs. There is an option to downsize from 13 to 9 members, this would create a £7000 per year saving. The breakdown of members, assuming the percentage stays the same would be 1x AIMP, 3x Independent, 5x CCA members.</p> <p>The committee votes to keep the committee size at 13 members at this stage in order to maintain capacity over what is seen to be a very demanding and challenging period for community pharmacy.</p>	
17/07/10	<p>PSNC Leadership Academy Update</p> <p>P Woodward attended the second day of training course. It focused on change, dealing with change and how do you progress. For any change to be successful you need to have enough champions. There are always 10% of people that will not change.</p> <p>There is another day in September which will be joining the previous</p>	

	<p>academy group with the current group which P Woodward is hoping to attend.</p> <p>P Woodward had collated the responses from the questionnaire which he had handed out at the May LPC meeting. The committees strengths are, high expectations, mutual openness, conflict dissolved though discussion.</p> <p>P Woodward suggested having a development day on leadership at a future meeting. This idea will be revisited at the September 2017 meeting. All committee members to email S White their needs/wants for self-development as a member of the LPC. S White to send an email out to prompt everyone.</p>	ALL SW
17/07/11	<p>Finance Report</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 reserve will increase over the next few months as reduced staff costs with P Bennett's departure and before D Crockford officially starts in September. There will also be an increase in IT costs as aging hardware need to be upgraded.</p> <p>The PSNC has always advocated that there should be 6 months in reserve. G Warner suggested that the HIOW LPC need to reduce its reserve.</p> <p>There were three options discussed</p> <ol style="list-style-type: none"> 1. Phased reduction of the levy to reduce the balance to £100,000. 2. Return the cash to contractors 3. A levy 'holiday' <p>The committee voted for option one, phased reduction of the levy to reduce the balance to £100,000. P Woodward to draft an email to all contractors.</p>	PW
17/07/12	<p>Public Health Portsmouth & Southampton</p> <p>Jason Horsley, Director of Public Health for Portsmouth and Southampton came to see how the DoPH and the LPC can work together, and better understand the role of a community pharmacist.</p> <p>The local initiatives do make a difference to individuals and it gives the DoPH the opportunity to evaluate and consider future services.</p> <p>The Public Health Budget is uncertain; it is not known where it is going to come from in two years time.</p> <p>The DoPH expressed interest in visiting some more pharmacies.</p>	
17/07/13	<p>EPS</p> <p>Patrick Leppard updated the committee on Electronic Prescription Service (EPS) and Electronic Repeat Dispensing (ERD).</p> <p>ERD – Everyone is a winner NHS benefits –</p> <ul style="list-style-type: none"> • Efficiency • Safety 	

	<ul style="list-style-type: none"> • Savings • Improved Services • Data Processing • 2.7 million hours of GP hours saved each year <p>Patients benefits –</p> <ul style="list-style-type: none"> • No need to order 48 hours in advance • On stop service • Less likely to run out of medications • No need to hoard medicines just in case. <p>GP benefits –</p> <ul style="list-style-type: none"> • Significant reduction in admin • Work load reduced – more time for patients • Prescribing decisions aligned with review • Compliance monitored by pharmacy • Less work – reduced prescribing costs <p>Pharmacy benefits –</p> <ul style="list-style-type: none"> • Rxs available 7 days before they are due • Improved stock control • Reduced time collecting paper Rxs • Items automatically cancelled • Prescriptions available when needed • Less need for emergency supplies • More control • Better services for patients <p>A copy of Patrick Leppard's presentation can be found on the LPC website.</p>	
17/07/14	<p>EPS Support Role</p> <p>P Leppard only wants to work on an ad hoc basis; he does not want to be tied down to a certain/regular number of hours per week. D Crockford has asked P Leppard to send in a proposal for future support.</p>	
17/07/15	<p>LPC Reports</p> <p><u>PSNC Update</u> – G Warner updated the committee with all the latest PSNC news.</p> <ul style="list-style-type: none"> • Quality payments – As an LPC we need to continue supporting contractors. Two contractors put claims in after the midnight deadline and have been refused payment. <p>PSNC is taking a NICE approach to service development. The first toolkit was released on Tuesday for comment from everyone. There are four weeks to make comment.</p> <p>PSNC received a letter from the Department of Health on Wednesday as to how much needs to be paid back for 2014/15, 2015/16 and a preliminary outcome for 2016/17. The PSNC sent a counter offer.</p> <p>The judicial review was lost. An appeal has been lodged. Nothing will happen now until early 2018. It is exceptionally unlikely that the PSNC will request any more money.</p>	

	<p><u>Market Entry</u> – No applications since the last meeting. D Parker identified that A Selvaratnam could benefit from some training. There are no masterclass dates at this time so D Parker, will spend some time with A Selvaratnam.</p> <p><u>Service Development</u> – already covered in R Buxton's Services written and verbal reports.</p> <p><u>Governance</u> – No meeting held. The incoming Chief Officer contacted M Ireland to review the Governance documentation, freshen it up and make some minor changes.</p> <p><u>Remuneration</u> – Nothing to report.</p> <p><u>PNA</u> – G Warner to review IOW draft, P Woodward to review Portsmouth, M Ireland to review Hampshire , TBC to review Southampton and D Crockford to represent the LPC.</p>	<p>DP /AS</p> <p>MI</p>
17/07/16	<p>AOB</p> <p>Pharmacy Integration Fund – M Ireland updated everyone on the Pharmacy Integration Fund. Published anytime soon. £42M has not been allocated. Joint bids with CCG and local authorities. When it is released we need to have a good look at it.</p> <p>Payments – A Sharma mentioned he is having issues with being paid for some additional services. He is finding it difficult to work out what he is being paid for when. He has suggested there needs to be a system to make checking payments easier. A template was suggested. A Sharma and M Ireland to send what is wanted on a template to R Buxton and D Crockford.</p>	<p>AS / MI</p>
17/07/17	<p>Meeting Close</p> <p>The meeting closed at 4:55pm.</p>	
	<p>Dates of Next Meetings</p> <p>Future LPC Meeting dates and venues for 2017/2018:</p> <ul style="list-style-type: none"> • 21st September 2017 – Hilton Chilworth, SO16 3RB • 23rd November 2017 – Chilworth Manor, SO16 7PT • 25th January 2018 – Holiday Inn Winchester, SO21 1HZ • 22nd March 2018 – Hilton Chilworth, SO16 3RB • 24th May 2018 – Chilworth Manor, SO16 7PT • 19th July 2018 – Holiday Inn Winchester, SO21 1HZ • 20th September 2018 – Hilton Chilworth, SO16 3RB • 22nd November 2018 – Chilworth Manor, SO16 7PT • 	