

MINUTES OF THE COMMITTEE MEETING

NORTH OF TYNE LPC COMMITTEE

Date: Wednesday 6th March 2019

Time: 9.30 – 16.30

Location: Holiday Inn Newcastle –Gosforth Park
Great North Road, Seaton Burn, Newcastle, NE13 6BP

PRESENT:

Name	Organisation	Affiliation
Amanda Lertoria	Lloyds	CCA
Andy Watson	Whitworth Chemists	Independent
Ann Gunning	NoT LPC	Head of Services & Support
Chris Holmes	Fairmans Pharmacy	Independent
Christine Wardlaw	NoT LPC	Treasurer
Debbie Baird-Palmer	Boots	CCA
Gary Dobinson	Mills Pharmacy	Independent
Geraint Morris – afternoon only	Boots	CCA
Hannah Lubbeke-Brown	Well	CCA
Hugh McKendrick	Boots	CCA
Keith Kendall	NoT LPC	Chair
Sharon Williams	Wellway Pharmacy	Independent

IN ATTENDANCE:

Name	Organisation	Affiliation
Christabel Wong – morning only	Wellway Pharmacy	Pre-reg student

APOLOGIES:

Name	Organisation	Affiliation
Chris Dodd	Gill & Schofield	Independent
Farhaan Qureshi (Bobby)	Lloyds	CCA
Mark Burdon	PSNC	Area Rep
Russell Buglass	Rowlands	CCA
Simon Clark	Tesco	CCA

MEETING:

Item	Discussion	Decisions and Action Points
01	Introduction	
	Declarations of Conflicts of Interest No new declarations made. AG asked that all members provide contact details so the members details document can be fully completed.	09-01 FQ to complete updated COI forms 1-10 RB, DBP and PC to provide contact number
	Minutes from Previous Meeting Previous minutes were approved without changes.	Minutes approved
	Open Action Points. All ongoing action points reviewed and updated. 5.11 – some forms still outstanding 7.7 – AL to send governance audit action points to DBP. 11.3 – Slides not received from CCA yet. GM to chase. 1.07 – Service details to be prioritised 1.09 – Information to be circulated to pharmacies and health champions	5.11 SC to chase outstanding forms 7.7 AL to liaise with DBP 11.3 GM to request slides 1.07 CD and SC to prioritise website 1.09 AG to circulate
02	PSNC Update	
	MB had provided apologies. The PSNC meeting report circulated to LPCs was considered. Members commented that the tone is less combative and discusses working with the NHS and partners. Technology – PSNC is not a customer of the pharmacy system providers, therefore contractors should be encouraged to push their system provider to link their pharmacy system directly to the care record system. Members commented that it is positive to see the current media profile nationally. The committee should look for opportunities to engage with local media.	
03	Officers' Reports	
	Chair's Report See report for full details. Minutes of the PSWEG are available on request. NGCCG are keen to expand TPF quickly. There is a new director, Jackie Cairns. AG commented that Jackie is pro-pharmacy.	
	Chief Officer's Report No report due to SB's resignation.	
	HS&S Report See report for full details.	
04	Finance	
	See report for full details. Payment from PSNE Ltd is in hand. New signatories to the account is in hand with the bank but new signatories must attend the bank in person. Following the meeting, AG received a telephone call from Kevin Noble apologising for the presentation at the regional LPC. This was not the brief provided to David and Pinnacle want to work with the LPCs to determine what we need and then how the	

	licence can be funded into the future.	
05	Visitors	
	<p>Rebecca Campbell and Sarah Knowles from NTW attended to discuss the drug and alcohol recovery service in North Tyneside. The North Tyneside Recovery Partnership, comprising NTW, Changing Lives and Turning Point have been awarded the contract on a 2+1+1 year basis by North Tyneside Council. The partnership is now responsible for patients of all ages and is now responsible for the supervised consumption contract. There will be ongoing opportunities to innovate within the contract. Members suggested pharmacies could, for example, support alcohol problem identification.</p> <p>Rebecca and Sarah were asked to provide a copy of the proposed pharmacy contract as soon as possible for consideration by the LPC, as the contract comes into force on 1st April. PSNE Ltd was suggested as a possible contracting vehicle. AG will contact Oonagh Mallon at NT Council to confirm when PharmOutcomes will be switched off for the council commissioned service. AG will advise pharmacies appropriately</p>	<p>1-12 Members to review contract when received for comments to NTW</p> <p>1-13 AG to speak to Oonagh and inform pharmacies</p>
06	Governance	
	<p>AL advised that expenditure and strategic planning have been moved from green to purple. LPC meetings have been moved from amber to green.</p> <p>No risks were identified of any factors moving backwards. SC is currently reviewing member competence.</p>	1-04 GSC to review self-assessment audit for May meeting
07	Discussion Points	
	<p>ReciteMe</p> <p>KK had followed up initial contact with SB. ReciteMe is a translation toolkit for websites which covers approximately 40 languages. It costs £2,700+VAT per year and covers an entire website. Members agreed that there is no use for ReciteMe on the LPC website, as the website is aimed at pharmacy contractors and pharmacies and is not aimed at the general public.</p> <p>AG advised she was aware of an online translation website which had been confirmed as accurate by a member of the Chinese community and is free to use. It allows translation of dispensing labels, so can be used to produce translated labels to supplement the legal dispensing label. She has already circulated details to independent contractors.</p> <p>Drug and alcohol consultation NCC</p> <p>AG requested that comments be submitted by the LPC in her absence for annual leave. Ideas suggested by members were noted and sent to KK for submission to the consultation. Successful provider must engage with the LPC as soon as possible on behalf of pharmacies to avoid a similar position to North Tyneside.</p> <p>LPC strategy work plan</p> <p>GM joined the meeting.</p> <p>DBP outlined the current workplan which had been pulled together from the work completed by all groups. The resource requirement identified above the Chief Officer and HS&S salaries are £11.8K for IT, £30K for PCN lead, £15K project management,</p>	<p>1-14 Comments to be submitted to consultation</p> <p>1-15 Working groups to meet to add detail to the action plan</p>

	£2.7K for exec expenses. This is a total additional cost of £59.5K. The LPC should seek to secure funding for PCN engagement and support. Working groups established for each element of the workplan. Working groups to meet at Holiday Inn on evenings of 25 th and 27 th March.	
08	Committee Matters	
	Salary review letters will be issued before 1 st April. Members briefed about progress with the CO position	1-16 Salary review letters to be issued
09	Market Entry, Relocation, Change of Ownership	
	Relocation application received for Fairman's Pharmacy, Newbiggin Hall. AG and AW to provide a draft LPC response to KK.	1-17 Response letter to be provided
10	PSNE Ltd	
	Covered in officers' reports	
11	Other Business	
	EPS Some practices are advising patients to wait 24 hours after ordering their prescription to collecting medication which is not allowing pharmacies time to dispense prescriptions. Moves to ordering prescriptions via NHS Mail are problematic for care homes which do not have access to NHS Mail therefore orders have to be transposed to email by pharmacy staff which introduces a risk. Some practices are not utilising eRD for compliance aid patients which restricts dispensing time. No further information has been received regarding a dressings scheme being introduced by Newcastle Gateshead CCG.	
	Date and time of next LPC meeting: Wednesday 1 st May 2019, 09.30 – 16.30 Holiday Inn, Great North Road, Seaton Burn, NE13 6BP	

Notes:

ORWG – Organisational Review Working Group
FSC – Finance Sub-Committee
GSC – Governance Sub-Committee