

MINUTES OF THE COMMITTEE MEETING

NORTH OF TYNE LPC COMMITTEE

Date: Wednesday 2nd May 2018

Time: 09.30 – 16.00

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 Dodd	Gill & Schofield	Independent
Chris Holmes	Fairmans Pharmacy	Independent
Christine Wardlaw	NoT LPC	Treasurer
Debbie Baird-Palmer	Boots	CCA
Gary Dobinson	Mills Pharmacy	Independent
Geraint Morris	Boots	CCA
Hannah Lubbeke-Brown	Well	CCA
Hugh McKendrick	Boots	CCA
Keith Kendall	NoT LPC	Chair
Sharon Williams	Wellway Pharmacy	Independent
Simon Clark	Tesco	CCA
Stephen Blackman	NoT LPC	Chief Officer

IN ATTENDANCE:

Name	Organisation	Affiliation
Mark Burdon	PSNC	Area Rep

APOLOGIES:

Name	Organisation	Affiliation
Russell Buglass	Rowlands	CCA
Farhaan Qureshi (Bobby)	Lloyds	CCA

MEETING:

Item	Discussion	Decisions and Action Points
01	Introduction	
	Declarations of Conflicts of Interest Members present completed updated Declarations of Conflict of Interest.	05-01 RB, FQ, KK to complete updated COI forms
	Appointment of Officers Committee members exclusively discussed the appointment of officers and appropriate governances for appointment elections. KK, AG, CW, SB, MB not present. MB briefly joined to answer queries. SB rejoined the meeting. Committee briefly explained how they wished to improve governance and make committee stronger in future. These included: <ul style="list-style-type: none"> • Sub-committee to review job roles • Governance Sub-committee to oversee appraisals • Committee members to attend executive meetings. Further details covered in later discussions.	
	Election of Officers <ul style="list-style-type: none"> • Chair No member of the Committee wished to stand as Chair. Before considering an outside appointment, the Committee chose to undertake a review of the job roles and responsibilities. • Vice-Chair AW and DBP volunteered to stand for this position. Following a secret ballot, DBP was duly appointed Vice-Chair. • Treasurer No member of the Committee volunteered to stand as Treasurer and Committee agreed to appoint from outside. CW rejoined meeting. CW was invited and agreed to stand as external candidate and was duly appointed. KK, AG, MB rejoined the meeting. SC explained that no member was willing to stand as Chair and that Committee wished to undertake a review of the job roles and responsibilities before next meeting. Committee asked KK to carry on in the role as Chair on an interim basis. KK agreed. DBP, SC, AL and SW agreed to join Organisational Review Working Group (ORWG). CW to advise on funding as required. ORWG to review Chairs job description within 1 month. Revised job description to be circulated and all Committee members to be satisfied. It was agreed that Chair's job description should be circulated in case there were other interested parties.	05-02 ORWG to review Chair's job roles and responsibilities DBP appointed Vice-Chair CW appointed Treasurer DBP, SC, AL and SW agreed to join Organisational Review Working Group (ORWG) 05-02 ORWG to review Chair's job roles and responsibilities 05-03 ORWG to review Chair's job roles and responsibilities
02	Visitors	
	Kristeen Turner, CPPE attended to discuss developments within	

	<p>CPPE.</p> <p>The Mary Seacole Leadership programme has a new cohort closing in September. Current cohort full and participants giving good feedback.</p> <p>Two workshops being held for pre-reg tutors.</p> <p>Feedback was requested if LPC had any ideas for CPPE courses and also suggestions for timing of events.</p> <p>Members asked if CPPE could consider training for HLP Champions to allow for training when staff change.</p>	<p>Feedback to Kristeen Turner if applicable.</p>
03	Minutes, Actions & Officers' Reports	
	<p>Minutes from Previous Meeting</p> <p>Previous minutes were approved</p>	<p>Minutes approved</p>
	<p>Open Action Points.</p> <p>All ongoing action points updated.</p> <p>11-03 closed. HealthWatch to be invited to an LPC meeting.</p> <p>03-02 closed. Governance position to be reviewed at July meeting.</p>	<p>05-04 Invite HealthWatch to an LPC meeting</p> <p>05-05 Governance position to be reviewed at July meeting</p>
	<p>Chair's Report</p> <p>See report for full details.</p>	
	<p>Chief Officer's Report</p> <p>See report for full details. Brief presentation on PSNC meeting of LPCs.</p> <p>AGM menu and venue agreed as Holiday Inn, Seaton Burn</p> <p>GPhC agreed as speakers for 27th June event</p> <p>SB to ask GPhC about cost-sharing.</p>	<p>AGM menu and venue agreed</p> <p>GPhC agreed as speakers for 27th June event.</p> <p>05-06 SB to ask GPhC about cost-sharing</p>
	<p>HS&S Report</p> <p>See report for full details.</p>	
	<p>Treasurer's Report</p> <p>See report for full details. It was noted that point 4 should refer to query from a contractor not PSNC.</p> <p>Brief discussion about potential impact of HMRC guidance on payments to members.</p> <p>All members reminded about expenses policy and that outstanding claims prior to January will not be paid.</p> <p>Committee agreed to form a Finance Sub-Committee (FSC). Members will be DBP, HLB and GD. FSC to consider financial governance including payment limits and dual signatories.</p> <p>FSC and ORWG to consider pay review recommendation prior to July meeting.</p>	<p>DBP, HLB and GD to join Finance Sub-Committee (FSC)</p> <p>05-07 FSC to consider financial governance</p> <p>05-08 FSC and ORWG to consider pay review recommendation</p>
	<p>PSNC Regional Representatives Report</p> <p>MB gave further background on HMRC guidance on payments.</p> <p>MB gave an overview of PSNC's vision for forthcoming contractual negotiations. Still no mandate for negotiations from the Minister so nothing has begun.</p> <p>MB noted that at one-point 10% of prescription volume going through price concessions so National Audit Office consulting on increased spend on generics.</p> <p>MB asked all members to continue reporting shortages to PSNC.</p> <p>Judicial review appeal will go ahead on 22nd May. It relates to a specific point of law and should not be holding up contract</p>	<p>Continue reporting shortages to PSNC as applicable</p>

	negotiations.	
04	Governance	
	AL, SC, AW and SW appointed to Governance Sub-Committee (GSC). July meeting to review current governance position. SB requested to create group emails and Slack channels for all sub-committees and working groups.	AL, SC, AW and SW appointed to Governance Sub-Committee (GSC) 05-09 SB to create group emails and Slack channels for all sub-committees / working groups
05	Committee Matters	
	Chief Officer's job description. Referred to ORWG.	05-10 ORWG to review Chief Officer's job description
06	LPC Priorities	
	Roundtable (What ONE thing) Identified priorities as: <ul style="list-style-type: none"> • Forthcoming QPS • Data inspection of completed QPS • GDPR • MUR & NMS • LPC strategy and workplan • LPC structure LPC Skills, Training and Performance Audit Forms Forms circulated for completion.	05-11 All to complete Skills, Training and Performance Audit Forms
07	Discussion Points	
	Contractor Support Agreed that support visits to CCA pharmacies should not take place unless requested by area manager. SB advised that Simon Dukes, newly appointed PSNC CEO has confirmed attendance at AGM and awards evening. Suggested that further support on FMD be considered later in year.	
	GDPR Agreed that SB should complete GDPR workbook. Agreed that consent would not be sought for newsletter circulation. Legal basis to be public interest.	05-12 SB to complete GDPR workbook
	Training Committee approved AG and CD to attend training on bid writing.	Committee approved AG and CD to attend training on bid writing
	STP Strategy LPC agreed portfolio approach: <ul style="list-style-type: none"> • Minor ailments • Transfer of care • Medicines optimisation • Health prevention GM, HM, AG, CD and DBP to support services work.	
	Promoting Community Pharmacy Agreed that focus should be on more positive messages perhaps with Think Pharmacy First as key message. Agreed that posters should use the LPC logo.	05-13 SB to work on campaign ideas
	Support for DSPs	

	Brief discussion. No actions.	
08	Market Entry, Relocation, Change of Ownership	
	<ul style="list-style-type: none"> • Shieldfield, Unforeseen Benefits – Appeal Rejected • Shieldfield, Relocation – Approved on Appeal • Stakeford, Relocation – Comments Submitted • Great Park, Current Need – Comments Submitted • UK Pharmacia, DSP – Now Trading 	
09	Other Business	
	<p>Any other business: ONPOS. Medicines Optimisation Pharmacist for Newcastle Gateshead CCG to be invited to next meeting.</p> <p>Concern about medicines quotas causing vulnerability in supply chain. CD to provide info on Zomorph for possible letter to PSNC. CH advised that data input to national audit template not working on PharmOutcomes.</p>	<p>05-14 Medicines Optimisation Pharmacist for Newcastle Gateshead CCG to be invited to next meeting</p> <p>05-15 CD to provide info on Zomorph</p>
	<p>Date and time of next LPC meeting: Wednesday 4th July 2018, 09.30 – 16.00 Holiday Inn, Seaton Burn</p>	

Notes:

ORWG – Organisational Review Working Group

FSC – Finance Sub-Committee

GSC – Governance Sub-Committee