

# MINUTES OF THE COMMITTEE MEETING

---

## NORTH OF TYNE LPC COMMITTEE

**Date:** Wednesday 14<sup>th</sup> November 2018

**Time:** 09.30 – 17.00

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

## PRESENT:

Name	Organisation	Affiliation
Chris Dodd	Gill & Schofield	Independent
Chris Holmes	Fairmans Pharmacy	Independent
Andy Watson	Whitworth Chemists	Independent
Christine Wardlaw	NoT LPC	Treasurer
Debbie Baird-Palmer	Boots	CCA
Geraint Morris	Boots	CCA
Hugh McKendrick	Boots	CCA
Keith Kendall	NoT LPC	Chair
Russell Buglass	Rowlands	CCA
Sharon Williams	Wellway Pharmacy	Independent
Stephen Blackman	NoT LPC	Chief Officer

## IN ATTENDANCE:

Name	Organisation	Affiliation

## APOLOGIES:

Name	Organisation	Affiliation
Ann Gunning	NoT LPC	Head of Services & Support
Mark Burdon	PSNC	Area Rep
Farhaan Qureshi (Bobby)	Lloyds	CCA
Amanda Lertoria	Lloyds	CCA
Hannah Lubbeke-Brown	Well	CCA
Simon Clark	Tesco	CCA
Gary Dobinson	Mills Pharmacy	Independent

## MEETING:

Item	Discussion	Decisions and Action Points
<b>01</b>	<b>Introduction</b>	
	<b>Declarations of Conflicts of Interest</b> KK advised that reporting lines within NHS England had changed but that potential conflicts of interest were manageable. No other committee members declared changes in their conflict of interest.	
	<b>Minutes from Previous Meeting</b> Previous minutes were approved without changes. HMK requested a list of acronyms.	<b>Minutes approved</b>  <b>11-01 SAB to produce list of acronyms</b>
	<b>Open Action Points.</b> All ongoing action points reviewed and updated.	
<b>02</b>	<b>LPC Priorities</b>	
	<b>Roundtable (What ONE thing)</b> Identified priorities as: Flu - Provide appropriate communications to support 2019 ordering. CCA saw no issue in enabling access to a buying group for flu. MURs – develop a guide to maximise MURs. GM to circulate CCA slides. Workforce Development – preparing for the future Promoting patient/customer demand Price concessions FMD – provide frequent update communications	<b>11-02 SAB to investigate access to buying group for flu</b>  <b>11-03 GM to share CCA MUR slides</b>
<b>03</b>	<b>Committee Matters</b>	
	Committee members exclusively discussed organisational issues. Further work to continue in sub-committees.	
<b>04</b>	<b>Officers' Reports</b>	
	<b>Chair's Report</b> See report for full details.	
	<b>Chief Officer's Report</b> See report for full details.	
	<b>HS&amp;S Report</b> See report for full details. AG not present. Further discussion required regarding employment of a smoking advisor. Defer to strategy and work plan discussions. It was agreed that the training event pencilled for 23 <sup>rd</sup> January be postponed.	
<b>05</b>	<b>Finance</b>	
	LPC has funds in excess of the PSNC guidance on reserves. Allocation of £40k funds to be considered at Strategy Day. It was agreed that Rachel Harrison be invited as facilitator for the Strategy Day. It was agreed that documents to be prepared in advance for	<b>11-04 SAB to organise Rachel Harrison as facilitator</b>

	strategy day. One-off expenditure policy could be used if required.	<b>11-05 SAB to develop draft strategy and papers for Strategy Day</b>
<b>06</b>	<b>Governance</b>	
	The governance self-declaration was reviewed, and changes recommended by the GSC were agreed.	
<b>07</b>	<b>Visitors</b>	
	<p>Andre Yeung spoke about the local flu vaccination service for front line Council staff. He also gave an overview of the BHF BP and AF pilot project scheduled to start in April 2019 across Newcastle and Gateshead. CD and DBP agreed to liaise with AY regarding the service specification. AY advised that there may be some funded training for DMIRS (CPRS).</p> <p>Emma Scopatia and Martina Khundakar discussed a 4<sup>th</sup> year research project on supporting mental health in community pharmacy. Emma asked a series of focused questions of the committee.</p> <p>Hamna Begum, BAME Health &amp; Wellbeing Training &amp; Development Officer discussed cultural competency for professionals. There was a discussion about communication issues including patients not understanding how to take their medication. The LPC highlighted the difficulty of pharmacies who do not have access to a translation service. There was a discussion about how to engage better to improve health inequalities. Posters and Community Champions were discussed. Free training is available to front line workers. Further information at <a href="https://www.cvsnewcastle.org.uk/our-services/training-and-events">https://www.cvsnewcastle.org.uk/our-services/training-and-events</a></p> <p>Herbert Dirahu, Training &amp; Development Project Manager from Regional Refugee Forum North East discussed the unique problems of refugee and asylum seekers that impact on their health. Many do not know about certificates required and the fact that prescription medicines cannot be purchased. Free training courses are available to help pharmacies.</p>	
<b>08</b>	<b>Other Business</b>	
	No other business.	
	<p><b>Date and time of next LPC meeting:</b>  Wednesday 23<sup>rd</sup> January 2019, 09.30 – 17.00  Holiday Inn, Great North Road, Seaton Burn, NE13 6BP</p>	

**Notes:**

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