

MINUTES OF THE COMMITTEE MEETING

NORTH OF TYNE LPC COMMITTEE

Date: Wednesday 5th September 2018

Time: 12.30 – 18.00

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

PRESENT:

Name	Organisation	Affiliation
Amanda Lertoria	Lloyds	CCA
Ann Gunning	NoT LPC	Head of Services & Support
Christine Wardlaw	NoT LPC	Treasurer
Debbie Baird-Palmer	Boots	CCA
Farhaan Qureshi (Bobby)	Lloyds	CCA
Geraint Morris	Boots	CCA
Hannah Lubbeke-Brown	Well	CCA
Hugh McKendrick	Boots	CCA
Keith Kendall	NoT LPC	Chair
Russell Buglass	Rowlands	CCA
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
Andy Watson	Whitworth Chemists	Independent
Chris Dodd	Gill & Schofield	Independent
Chris Holmes	Fairmans Pharmacy	Independent
Gary Dobinson	Mills Pharmacy	Independent

MEETING:

Item	Discussion	Decisions and Action Points
01	Introduction	
	Declarations of Conflicts of Interest KK advised that reporting lines within NHS England were changing and that this may affect his role there and potentially create a conflict of interest. KK to advise governance lead, SC of any impact once reporting lines were known. No other committee members declared changes in their conflict of interest.	09-01 FQ to complete updated COI forms
	Minutes from Previous Meeting Previous minutes were approved without changes.	Minutes approved
	Open Action Points. All ongoing action points reviewed and updated. 05-13 It was agreed that marketing materials would be made available to contractors via the LPC website. There was a discussion about the locum pack received from Gloucester LPC and it was agreed that a local version should be produced.	09-02 SB to add marketing materials to website 09-03 AG to develop locum pack for local services
02	LPC Priorities	
	Roundtable (What ONE thing) There was a lot of discussion about how the LPC could get contractors to recognise the need to change and engage with services. Identified priorities as: <ul style="list-style-type: none"> • Flu - Provide appropriate communications to support delivery • STP/TPF – regional planning to protect/expand services • ONPOS – protect/maximise existing services • Advanced services – hints and tips for patient recruitment • FMD – provide frequent update communications and signpost FMD website: https://fmdsource.co.uk/ 	
03	Committee Matters	
	Committee members exclusively discussed job roles and salary review. No conclusions/agreement reached. Further work to continue in sub-committees	
04	Officers' Reports	
	Chair's Report See report for full details.	
	Chief Officer's Report See report for full details. Committee approved move of office from Suite 5/6 to Suite 1 at Azure. Suite 1 is a smaller office at lower rent. Committee concluded that evening training events for Nov and Jan should be cancelled and dates set when there are significant issues to cover. GM was nominated to attend LPC national conference in	09-04 move office

	Birmingham on 26 th Sept 2018. DBP may attend if GM unavailable.	
	HS&S Report See report for full details. LPC agreed that it may be beneficial to have the ability to call on the services of an experienced smoking advisor to support pharmacies. FQ knew a smoking advisor who may be able to undertake some part-time work for LPC to support pharmacies	09-05 FQ to contact smoking advisor
	PSNC Regional Representatives Report Covered later by Simon Dukes, CEO, PSNC.	
05	Finance	
	Proposal for a one-off expenditure policy was outlined and agreed in principle. Document to be circulated. LPC agreed to organise a strategy day in January to develop a costed strategy and look at how to use LPC resources. Committee to propose ideas for costing and inclusion in strategy and work plan. (Post meeting note: Slack channel set up to discuss strategy). LPC agreed that DBP should have internet access for banking.	09-06 One-off expenditure policy to be circulated 09-07 Strategy day to be organised 09-08 All to consider ideas for strategy and work plan 09-09 DBP to be given banking access
06	Governance	
	Governance self-declaration to be reviewed at November meeting.	
07	Visitors	
	Simon Dukes, CEO, PSNC outlined his background as a negotiator and highlighted his aims for community pharmacy. He gave an overview of his first months in post and the impressions he had formed about the sector. He stressed that all pharmacy organisations must have a joined-up strategy and that a pharmacy service model must be developed. However, negotiations with DHSC had not yet begun. He then answered questions from the attendees. The committee were joined by representatives from Sunderland and Tees LPC for this session.	
11	Other Business	
	No other business.	
	Date and time of next LPC meeting: Wednesday 14 th November 2018, 09.30 – 17.00 Holiday Inn, Great North Road, Seaton Burn, NE13 6BP	

Notes:

ORWG – Organisational Review Working Group

FSC – Finance Sub-Committee

GSC – Governance Sub-Committee