

Hampshire & Isle of Wight LPC

SUPPORTING LOCAL COMMUNITY PHARMACY

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MINUTES OF JOINT DORSET AND H&IOW LPC MEETING

14th November 2014

Dudsbury Hotel & Golf Club, Ferndown

Present:

LPC Members (listed in alphabetical order):

Paul Bennett	LPC Chief Officer
Anjella Coote	LPC Deputy Chair (CCA, Boots)
Debby Crockford	LPC Chair (CCA, Rowlands)
Rob Darracott	LPC Member (CCA)
Clare Hoy	LPC Member (CCA, Rowlands)
Zulfikar Kermali	LPC Member (CCA Sainsburys)
David Parker	LPC Member (Independent)
Arun Sharma	LPC Member (Independent)
Chris Townsend	LPC Member (CCA Lloyds)
Gary Warner	LPC Member (Independent)
Peter Woodward	LPC Finance Officer (CCA, Boots)

Jo Addison LPC Office Manager

14/11/01	Chairs Welcome Following the joint "Mentoring and Coaching" training session with Dorset LPC, Debby Crockford welcomed the committee to the meeting.	
14/11/02	Apologies for Absence:- Richard Buxton LPC Member (CCA, Boots) Alan Greer LPC Member (AIMp Day Lewis) Davinder Virdee LPC Member (Independent)	
14/11/04	Declaration of Interest There were none.	
14/11/04	Minutes of Previous Meeting. There was one small correction to Alan Greer's LPC title and these were then approved and signed by Debby Crockford.	

14/11/05	<p>Matters arising from Minutes and actions update.</p> <p>Jo will circulate the Stakeholders list sorted by area at the next LPC Meeting.</p>	JA
14/11/06	<p>Constitution Amendment</p> <p>The LPC Model Constitution, as endorsed by PSNC, has recently been updated.</p> <p>The Committee was asked to consider the Model Constitution and agree whether to adopt it either in its entirety or with amendment. The committee agreed by a vote of 9 out of 10 members present to adopt the Model Constitution but to keep the existing job titles and the additional role of Deputy Finance Officer. There was one abstention from amongst those present and two votes in favour of the adoption from absent LPC members were noted. As more than the requisite two thirds majority of members voted in favour of adoption of the new model constitution (with minor amendment) it was agreed to recommend the adoption to contractors.</p> <p>It was further agreed that a special meeting of contractors should take place after the January LPC meeting.</p> <p>Paul and Jo to organise notifying all contractors of the committee's recommendation in accordance with the requirements of the existing constitution and in accordance with the protocol for handling CCA companies block votes as agreed between CCA and PSNC.</p>	PB/ JA
14/11/07	<p>Structuring for Future Success</p> <p>Paul outlined his Structuring for Success proposals and invited the committee to agree a way forward. He highlighted that within the current LPC budget there is an element of underspend. He has also recently had discussions with various commissioners regarding funding to support contractors and is hoping that there will be some unlocking of funding. He is not advocating an increase in the levy.</p> <p>Peter reminded the committee that back in 2009 the LPC paid £36k during the year for the self-employed Service Development/Finance Officer role.</p> <p>There was discussion around the perceived slowing down of HLP – and Debby asked to better understand the Self Care pharmacy (SCP) initiative (long term conditions) being considered in North London. Rob and Gary shared their respective insights of the Self Care model and of NEL's initiative. It was agreed that this may be something for the Committee to consider further as the concept develops.</p> <p>It was agreed that HLP needs re-energising and the role of SCP needed clarification and further investigation.</p> <p>There was discussion as to whether the HLP/Service Development and Communication roles should be employed or as fixed term contracts.</p>	

	<p>Paul clarified that the three roles would be enablers for services and that the Committee still retained its strategic role.</p> <p>(Arun Sharma left the meeting early to attend a PSNC event)</p> <p>In conclusion, it was agreed that as there was already £25k left in this year's budget for service development/stakeholder engagement and the CPW Academy that the appointments would be made within this budget on a fixed term contract basis, not employed, and that consideration will be given for further optimisation of the roles within the 2015/16 budget.</p> <p>Paul to progress the engagement of suitable individuals to support the three roles discussed (within current budget) and to work with Peter to incorporate within a proposed budget for 2015/16 for consideration by the committee.</p> <p>Jo Addison left the room while discussions took place about increasing her working hours.</p> <p>The committee agreed that an employee who works additional hours (other than the Chief Officer) should be able to claim for legitimate overtime and be paid (or take time in lieu) as agreed with their line manager. It was agreed that Paul would clarify the situation to Jo and after a suitable period of time review how this develops in practice with a view to revisiting the issue of Officer Manager's contractual hours in due course.</p>	<p>PB</p> <p>PB</p>
14/11/08	<p>Flu Service Performance & Next Steps</p> <p>Paul told the committee that he had asked Julia Booth to supply the LPC with reports around the performance of the flu service. The LAT felt that it was too commercially sensitive to reveal data by pharmacy. They did, however, agree to provide 3 reports, a Year to Date summary by locality, last week's data together and a zero performers report.</p> <p>There has been a steady increase in delivery. There are 173 commissioned pharmacies across Wessex – with a target of 50 vaccinations per pharmacy. The average in the IOW is 31 and Hampshire 24 eligible patients vaccinated per pharmacy. The most recent reports were distributed to the committee prior to its meeting.</p> <p>Gary was asked to provide details (from PharmOutcomes) of how the private flu service compares to the NHS one if possible as it is believed that many patients who would be eligible for the NHS service are choosing to use private services.</p> <p>It was agreed that the LPC would publish daily a "Top Tips on Delivering the Flu Service" on the website for a week and send to Flu Providers.</p> <p>Paul reported that a number of MPs had responded positively to his invitation to visit their local pharmacy providing the NHS flu service and he hoped this would raise public awareness of the service.</p>	<p>GW</p> <p>PB</p>

14/11/9	<p>Expenses Policy Clarification</p> <p>This item will be moved to the next LPC meeting in order to give the governance subcommittee time to properly consider the matter</p>	
14/11/10	<p>LPC Reports</p> <p>Chief Officers Report</p> <p><u>PNA</u>s – the Portsmouth PNA is now out and has gone to the PNA Sub Committee for comment. Paul has now commented on the Wiltshire PNA and the Surrey and Sussex PNAs respectively. <u>HIV Test Pilot</u> – Richard Buxton sent an email confirming that Boots stores in Rushmoor and Basingstoke would be prepared to participate in a pilot <u>Pharmacy Federation (akin to the federated GP model)</u>– The committee agreed to revisit this in the New Year. <u>PSNC webinars</u> – The committee agreed to explore these as a tool and Paul would contact PSNC to understand what the uptake had been for the PSNC Funding Settlement Webinar <u>1Community</u> – It was agreed that this third sector charitable organisation would be invited along to meet the Committee at a future networking event.</p> <p>Finance Officers Report</p> <p>The report was noted. – Peter will ensure that his next report will also include the activity on the Grant Account.</p> <p>Market Entry Report</p> <p>Nothing new to report. David Parker agreed to start producing a written report for each LPC meeting.</p> <p>Services Development Committee</p> <p>Clare Hoy to send Jo a copy of the PSNC Service Specification Checklist for distribution to all the committee.</p> <p>Governance Committee & Remuneration Committee</p> <p>Nothing to report.</p>	<p>PB</p> <p>PW</p> <p>DP</p> <p>CH</p>
14/11/11	<p>PSNC Report</p> <p>A planning meeting was held in Birmingham last week. Nothing additional to report.</p>	
14/11/12	<p>AOB & Action Review</p> <p>Jo asked the committee for their advice with regard to the appointment of a replacement Local Academy Lead for the Mid Hampshire group. She has someone in mind who has expressed an interest in taking over the Lead role to replace Sandra Gidley, who wishes to stand down. It was</p>	<p>JA</p>

	<p>agreed that Jo should make contact and to ensure that a Mid Hants Academy meeting is scheduled for early in the New Year.</p> <p>The committee will discuss the issue of appraising the existing Academy Leads at the next meeting.</p> <p>It was agreed that the Coaching and Mentoring training session held in the morning was a success and that the Committee would put these new tools to use in supporting contractors</p>	All																					
14/11/13	<p>Meeting Close</p> <p>The meeting closed at 4.50pm.</p>																						
	Future LPC Meeting dates and venues																						
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