

# Hampshire & Isle of Wight LPC

SUPPORTING LOCAL COMMUNITY PHARMACY

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## MINUTES OF LPC MEETING

22<sup>nd</sup> September, 2016

Hilton Chilworth, Southampton

**Present:**

LPC Members (listed in alphabetical order):

Ashley Littlewood-Miller	LPC Member (CCA, Boots)
Anjella Coote	LPC Member & Vice Chair (CCA, Boots)
Arun Sharma	LPC Member (Independent)
David Parker	LPC Member (Independent)
Davinder Virdee	LPC Member (Independent)
Debby Crockford	LPC Member & Chair (CCA, Rowlands)
Gary Warner	LPC Member (Independent)
Michael McWhirter	LPC Member (AIMp, Day Lewis)
Paul Eyles	LPC Member (CCA, Boots)
Peter Woodward	LPC Member & Finance Officer (CCA, Boots)
Zulfikar Kermali	LPC Member (CCA, Lloyds)
Paul Bennett	LPC Chief Officer
Richard Buxton	LPC Service Development Manager
Jo Addison	LPC Office Manager
Alison Tridgell-Wyatt	Administrator, Dorset LPC (observer from 11am)

16/09/01	<b>Chairs Welcome &amp; Requests for AOB (for Item 17)</b>  Debby Crockford welcomed everyone to the meeting and introduced our two new LPC members, Ashley Littlewood-Miller, CCA Rep from Boots and Michael McWhirter, AIMp Rep from Day Lewis.  AOB items – PSNC LPC Conference, Update on AHSN Hospital discharge.	
16/09/02	<b>Apologies for Absence were received from:-</b>  Roshni Simmonds                      LPC Member (CCA, Rowlands) Marilyn Stapleton                      LPC Member (CCA, Lloyds)  Proxy votes were given as:  For Roshni Simmonds– Debby Crockford	
16/09/03	<b>Declaration of Interest</b>  These were invited from all members , particularly in relation to items on the Chief Officers Report. There were no declarations made.	

16/09/04	<p><b>Minutes of the previous meeting on 14<sup>th</sup> July, 2016</b></p> <p>These were approved and signed by Debby Crockford.</p>	
16/09/05	<p><b>Matters arising from the Minutes &amp; Actions update (items no on agenda)</b></p> <p><u>AGM Replacement</u> -The LPC AGM had been planned to allow for physical attendance AND postal voting. Gary Warner to check with the PSNC what the opportunities are for running the AGM as an online only event.</p> <p>Jo Addison to search for a suitable date and venue for the Contractor event being held in Spring 2017.</p> <p><u>Seven Day Prescribing Guidance</u> – this is currently with Julia Booth at the Wessex Area Team for comment.</p> <p><u>CPAE</u> – It was confirmed that the NPA have an intervention tool available to share.</p>	<p>GW</p> <p>JA</p>
16/09/06	<p><b>Chief Officer's Report</b></p> <p><u>DSP &amp; Portsmouth GP Practices</u> – Following recent concerns about the potential for prescription direction in Portsmouth being raised with the LPC by a contractor in Portsmouth, Paul reported that he had recently visited a new Distance Selling Pharmacy (DSP) in the locality to discuss operation al practices. The Committee discussed the situation in detail and recognised the role that the regulatory and commissioning organisations had to play in such situations.</p> <p>The Committee recognised the seriousness of the allegations being made and agreed that communications must always be professional and appropriate. Evidence to support allegations was essential and patients should be reminded of their right to choose which pharmacy they wish their prescription to be dispensed by. The Members noted that the NHSE/ PSNC/BMA poster had been included in correspondence from the Office and encouraged all contractors to have this on display.</p> <p>The committee agreed to the Chief Officer's proposal to prioritise support for contractors and to continue to work through the local NHSE Team and the CCG to influence matters.</p> <p><u>Contractor Support Event</u> – Paul reported that the event was very well received, recognising the effort that had gone into pulling it together and the Committee agreed to continue running joint events with Dorset LPC when appropriate. LPC members were encouraged to support any future events.</p> <p><u>PURM</u> – The committee were happy with the sign-up procedure and felt all the necessary paperwork and dialogue with NHS England had been satisfactory. Gary reminded them to contact the Pharmoutcomes Helpdesk if they felt any of their pharmacies were being missed out from being offered the service.</p> <p><u>COPD</u> – Wessex Network - Paul has joined the new COPD Network Steering Group and asked if any of the committee wished to participate in these groups and represent the LPC, they should contact the LPC office. The next meeting is on 9<sup>th</sup> November at Chilworth Manor Hotel.<u>Possible Legal</u></p>	<p>LPC</p>

	<p><u>Challenge for alleged Infringement of Copyright</u> – Paul discussed the recent letter received by the LPC office and the committee agreed that going forward we should make best efforts to not host any photographs on our website without being aware of their origins. It was suggested that the PSNC website has a library of images that could be used on future Newsletters.</p> <p><u>Flu Service</u> – Paul highlighted the recent letters and promotional materials from GP surgeries which have caused complaint from contractors. It was agreed to continue to raise the issue at any future flu meetings and with NHS England.</p>	
16/03/07	<p><b>Finance Officers Report</b></p> <p>Peter presented his latest Finance Report. Members recognised the current situation with Reserves and asked that these be used wisely to support Contractors at what is a difficult time with future cuts looming. The Chief Officer invited the Committee to consider a proposal later on the agenda that would require expenditure.</p>	
16/09/08	<p><b>Professional Services Update</b></p> <p>The Professional Services Development Manager walked the Committee through his most recent reports to the Chief Officer and highlighted key items.</p> <p>Richard was asked to collate any feedback he gets from his pharmacy visits. Richard was also asked to get commissioner feedback on the RAG system in place.</p> <p>Arun reported that he has experienced local payment issues for services from Southampton Council. He is in discussion with Jess Yorke to seek a resolution. Gary encouraged the committee to check that payments are being received for services correctly and to notify him of any process issues associated with PharmOutcomes as appropriate.</p>	<p>RB</p> <p>LPC</p>
16/09/09	<p><b>Provider Company Structure &amp; EGM</b></p> <p>Paul has met with both Thames Valley &amp; Dorset LPCs to look at the details of the hybrid model and how it might look for a Provider Organisation that works across our combined footprint. The LPC agreed with:</p> <ul style="list-style-type: none"> <li>a) the make-up of the Association and its Committee</li> <li>b) the proposed structure of the Company and the number and nature of directors.</li> <li>c) who the appointed Trustee might be. It was agreed someone who had experience as an Auditor would be most suitable.</li> <li>d) the proposed initial fee structure of a £350 Joining Fee for independents with a single pharmacy and the same for those with a number of premises. The Committee agreed with an annual fee of £75 per pharmacy.</li> <li>e) the LPC loaning monies of up to £50k over a 2 year period in order to enable the establishment and operation of the Provider Organisation.</li> </ul> <p>The Chief Officer was asked to amend the draft documents to reflect the Committees suggestions regarding simplification of the proposal and to aid clarity before sending to contractors.</p>	<p>PB</p>

	<p>There will be an LPC Extraordinary General Meeting held on the evening of 14<sup>th</sup> November at the Holiday Inn, Winchester for contractors, at which John Zucker from the law firm putting together the Provider company proposals, will speak. Paul encouraged all the LPC members to attend as they may be required to speak in support of the proposal and address any contractors questions.</p>	
16/09/10	<p><b>LPC Logo Proposals &amp; Website Development</b></p> <p>Paul presented the proposed new LPC logo &amp; website design options to the committee and they voted on their preferred logo designs as follows:</p> <ul style="list-style-type: none"> <li>a) LOGO <ul style="list-style-type: none"> <li><b>Option a – 6 votes</b></li> <li>Option b – 5 votes</li> <li>Option c – 0 votes</li> </ul> </li> <li>b) COLOUR <ul style="list-style-type: none"> <li><b>Red – 9 votes</b></li> <li>Orange – 0 votes</li> <li>Blue – 2 votes</li> </ul> </li> <li>c) Gradient Colour – 2 votes <ul style="list-style-type: none"> <li><b>Non-gradient colour – 8 votes</b></li> </ul> </li> </ul> <p>The Committee looked at the proposed website designs and in general the Committee favoured the use of photography on the home page but also liked the use of icons where there is consistency of theme. It was agreed that the icons would work well on the mobile version.</p> <p>Of the examples given they liked the home page photography example and of the drop down examples, the committee preferred the Drop Down 2 example best. They also liked the example of the inside page design. Paul will give this feedback to the Web Designers so that they can proceed with the website build.</p>	PB
16/09/11	<p><b>SCR Update</b></p> <p>Contractors are not using the SCR system regularly and it was noted that there have been some issues around access to the system. It was also noted that it is most helpful and useful during “out of hours” and for completing MURs. It was reported that the system is only updated monthly. Paul reported that he has proposed to RPS Wessex that there should be joint training on SCR use alongside CPPE and RPS Wessex. This was endorsed by the Committee.</p>	
16/09/12	<p><b>HLP in Hampshire Update &amp; Proposed Guide</b></p> <p>The new HLP national sign up process has now eliminated the original procedures put in place by the LPC. The Prospectus has therefore been updated to reflect these changes. Paul has a meeting scheduled with Simon Bryant at Hampshire County Council to discuss on-going HLP support. Paul has asked a third party supplier to prepare a proposal of support and leadership training for contractors to help them through the new sign up process. The LPC agreed to use the current HLP grant monies to fund any work undertaken by Mike Holden at Pharmacy Complete.</p>	

16/09/13	<p><b>Formal AGM</b></p> <p>The Hampshire &amp; IOW LPC AGM was held at 1.00pm . The Chair, Debby Crockford, declared that the LPC had not received any votes against acceptance of the accounts.</p> <p>There were no contractors in attendance and the SGM was closed at 1.15pm.</p> <p>The final version of the LPC Annual Report for 2015/16 can be viewed on our website at</p>	
16/09/14	<p><b>National Developments &amp; Local Responses</b></p> <p><u>PwC Report</u> – Gary talked through the recent report and highlighted that Community Pharmacy's social value was put at £3.1bn net.</p> <p><u>Community Pharmacy 5 Year View</u> – the LPC were asked to feedback any comments they have on the report.</p>	LPC
16/09/15	<p><b>Sustainable Transformation Planning and Digital Roadmap</b></p> <p>The Digital Roadmap document was circulated to the committee, which is an enabler to delivering STP. Paul and Gary Warner met with the lead author of the Digital Roadmap to discuss the contribution from Community Pharmacy. It was noted that pharmacy didn't feature very highly in the report but that it was intinsictly sound in its structure and proposition.</p> <p>Richard Buxton, Gary and Paul are to respond to the Roadmap on behalf of the LPC.</p>	RB/ PB/ GW
16/09/16	<p><b>LPC Sub Committee Reports</b></p> <p><u>PSNC</u> – The Price Waterhouse Cooper report and the Community Pharmacy 5 Year Forward View reports have both been published. The proposed cuts to community pharmacy are now to go ahead in December after a short delay. PSNC is still fighting these cuts and contractors also need to continue their efforts.</p> <p><u>Market Entry</u> –Nothing to report.  <u>Service Development</u> – Nothing to report  <u>Governance Committee</u> – Nothing to report  <u>Remuneration Committee</u> – Nothing to report</p>	
16/09/17	<p><b>AOB</b></p> <p><u>LPC Conference</u> - Paul asked the committee for volunteers to attend the LPC Conference on 2<sup>nd</sup> November 2016. The following committee members asked to attend:  Debby Crockford, Anjella Coote, Ashley Littlewood-Miller &amp; Davinder Virdee. Jo to register everyone via the PSNC website.</p> <p><u>Hospital Discharges</u> – Gary updated the committee on the AHSN's Transfer of Care and Medicines. The BMJ have published a paper which quantifies the economic benefit of this service and reports that it is reducing costs by ¼ and so far has has saved £750k. It was noted that guidance on "what does a hospital discharge MUR looks like?" was missing and needs looking at.</p>	JA  PB

	<p><u>November LPC Meeting</u> – it was agreed that stakeholders would be invited to the next LPC Meeting and that it will be a good opportunity to get the CCGs to talk about commissioning. The committee were asked to suggest ideas for sessions and to let Jo know if they wished to invite anyone to the meeting.</p>	LPC/ JA
16/09/18	<p><b>Meeting Close</b></p> <p>The meeting closed at 4.15pm.</p>	
	<p><b>Dates of Next Meetings</b></p> <p><b>Future LPC Meeting dates and venues for 2016:</b></p> <ul style="list-style-type: none"> <li>• <b>24<sup>th</sup> November 2016</b> – Chilworth Manor Hotel, Chilworth</li> </ul> <p><b>2017 LPC dates will be available shortly.</b></p>	