

MINUTES OF THE COMMITTEE MEETING

NORTH OF TYNE LPC COMMITTEE

Date: Wednesday 8th July 2020
Time: 1.30-5.30
Location: Zoom Meeting

PRESENT:

Name	Organisation	Affiliation
Amanda Batty	Lloyds	CCA
Ann Gunning	NoT LPC	Head of Services & Support
Chris Dodd	Gill & Schofield	Independent
Christine Wardlaw	NoT LPC	Treasurer
Gary Dobinson	Mills Pharmacy	Independent
Geraint Morris	NoT LPC	Chief Officer
Keith Kendall	NoT LPC	Chair
Ryan Lucas	Boots	CCA
Russell Buglass	Rowlands	CCA
Sharon Williams	Wellway Pharmacy	Independent
Simon Clark	Tesco	CCA

IN ATTENDANCE:

Name	Organisation	Affiliation
Mark Burdon	PNSC	PSNC Area Rep

APOLOGIES:

Name	Organisation	Affiliation
Hannah Lubbeke-Brown	Well	CCA
Andy Watson	Whitworth Pharmacy	Independent
Farhaan Qureshi (Bobby)	Lloyds	CCA
Debbie Baird-Palmer	Boots	CCA (Vice Chair)
Hugh McKendrick	Boots	CCA
Chris Holmes	Fairmans Pharmacy	Independent

MEETING:

Discussion	Decision	Action Point
Apologies – See above. Declarations of conflicts of interest - No new COI were notes		
Minutes of previous meeting – June 2020 - CD was in attendance.	Minutes approved	To upload to website
Open action points - Open action log updated		
Items for 'Any Other Business' - Flu current thinking - Pandemic delivery service changes. - PCN activity insights - Resignation of AW from committee	All	
Officers' Reports		
Chair's report - No questions from members		
Chief Officer's report - Changes to PDS does LPC still want to hold a PDM event? - GM introduced committee to "red drug" discharge project - FLU update and decision.		GM to contact NPA for event on 29 th July GM to update LPC of progress. GM to inform LPC of ICS plans.
HS&S report - HLP support employment	Need professional HR advice	SC & CW to contact LPC HR support
PSNC Update – Mark Burdon - PSNC expecting news on COVID funding soon. - £370m advance still to be reconciled. DH and treasury aware of £ they also need to offset, delivery services income, bank holiday funding, COVID grants/loans. - Highlighted Margin and Price increase challenges continue now with a lens on Brexit. - Funding clarity will be some way off. - Zoe has restarted All Party Parliamentary group. - Coms group working to inform public and government of pharmacy covid contribution and reality.	MB	

<ul style="list-style-type: none"> - PDS will be suspended end of July, can be easily restarted if needed. - PQS "COVID" - NHS Flu service, may see increased scope. - Pharmacy consultation audit, strong response from contractors, encourage all to complete. 		
Finance		
<ul style="list-style-type: none"> - Well are chasing backfill payments from last year. Significantly outside the agreed 3mths expense claim window. CW informed committee of contact she has had with Well previously. Committee voted and agreed not to pay the outstanding claims. All 8 members present agreed (SC had DBP proxy) - Following the publication of the Wright Review. CW informed the committee that income from PSNE to the LPC would be separated in the accounts. 	CW	<p>CW to inform well of LPC decision and to send email outlining policy to all committee members.</p> <p>Members agreed to show PSNE income separate to LEVY.</p>
Committee Matters		
<ul style="list-style-type: none"> - AG updated the committee of closures/consolidations. SC commented "how heart-breaking it was to hear of these contract closures." 	HS&S	
Any other business		
<ul style="list-style-type: none"> - Frequency of LPC Meetings and Exec meetings were discussed. - 9th Sept including AGM and 4th November. 	All	<p>Keep daytime meeting schedule and use ZOOM with catchups when necessary, 7-8pm GM to send invites for 9th Sept</p>
COVID-19 Roundup.		
<ul style="list-style-type: none"> - KK and GM discussed latest position on Risk assessment. Members agreed that the LPC has prompted contractors to complete Risk Assessments and would include in next newsletter. - PDS. Members agreed to raise awareness of NPA PDM through a zoom event on 29th July. - PSNC consultation survey. AG reported that over 50% our contractors had completed. AG offered contact contractors on Friday 10th. 	<p>KK GM</p> <p>AG</p>	<p>AG to attend NHSE webinar on 8th July and add any insights to newsletter.</p> <p>GM to arrange event with NPA</p> <p>AG to use PSNC MI to Contact contractors</p>
PCN Leads update		

<ul style="list-style-type: none"> - CD and RL fed back on the LPC commissioned PCN lead training they had attended. - Very useful sessions, content and discussions relevant and the trainers were fabulous. Zoom worked, gave them good insight and ideas as to how to shape things. Money well spent. - CD observed different levels of engagement with clinical directors though the feedback on the event. Questioned LPC to provide backfill to encourage quality conversations with CD and PCN lead. - Members observed that world of GP had changed beyond all recognition in COVID, patients are getting appointments virtually/quicker. - Variability between PCNs, some GPs referring CP for BP checks, increasing GP2P referrals. How can we help our PCN leads capitalise on current opportunities? 	<p>Hold PCN evening Zoom catchup following the training events.</p> <p>Objective to create a PCN lead team and capture insights obtained from contacts with Clinical Directors.</p> <p>Ask PCN leads what they need from LPC.</p> <p>Introduce to PCN leads that we may offer one off backfill funding where appropriate</p>	<p>Exec to agree date for Zoom catchup</p> <p>CJ to create a process to capture backfill requests and obtain committee approval.</p>
<p>Workshop Sessions</p>		
<p>The committee split into two working groups.</p> <p>Group One. Considered LPC website through the Wright Review Lens.</p> <ul style="list-style-type: none"> - Meeting minutes go on the website - Last financial and annual reports to be added - Self-assessment information needed - Update strategy page - Equality and Diversity Statement to be created - Create an ABOUT the committee tab to hold these documents behind. - Update contact us pages following IT transition. - Remove pictures of members us names and company only. - Only phone numbers for employees to be shown. - Latest services documentation to be sourced and published on services pages. <p>Group Two, Considered how LPC could improve contractor engagement.</p> <ul style="list-style-type: none"> - Virtual Drink with events via ZOOM Depending on group size, use small breakout rooms to aid discussions. Will need members to facilitate breakout rooms. Use a registration system and ask for questions as part of registration. LPC listening event.... Looking for projects to help you. - LPC awards. 	<p>GM,AG,GD,RL,RB,SC,MB</p> <p>KK, CW,AB,SW,CD</p> <p>45mins, Tuesday evening. Invite via NHS mail and Pharmoutcomes.</p>	<p>SC to write the Equality and diversity statement</p> <p>AG/CJ to obtain latest services documentation.</p> <p>GM to upload documents by End August.</p> <p>AG to advertise event when date agreed</p>

<p>Create a celebration event, pictures and videos of what teams have done on the ground during covid. Best picture award showing the role community pharmacy played in the covid pandemic.</p>		<p>CW to launch celebration activity on Facebook supported by a newsletter article</p>
Any Other Business		
<p>AW has informed the exec of his resignation from committee. Formal confirmation to be provided. AG advised committee that constitution requires a new independent contractor be sought.</p> <p>AGM report needed end of August to give 30days notice</p> <p>Meeting Dates 2020: 9th Sept - plus AGM, 4th November</p>	<p>GM</p> <p>Chair</p> <p>Chair</p>	<p>Seek independent nominations for vacancy upon receipt of formal resignation</p> <p>Exec to produce annual report.</p> <p>GM send out formal AGM documentation 30days before AGM</p>
<p>Close of Meeting</p>		