



## MINUTES OF THE LPC MEETING HELD ON 14 SEPTEMBER 2011 AT THE BRAMPTON PARK GOLF CLUB, HUNTINGDON

<b>Present:</b>	Tim Richards, Chair	TR
	Peter Schofield, Vice Chair	PS
	Rita Bali, Executive Development Officer	RB
	Andrew Jones, Treasurer	AJ
	Cherie Aronson	CA
	Jody Butler	JB
	Shabbir Damani	SD
	Balwinder Kandola	BK
	Kumar Ladva	KL
	Eve McKenzie	EM
	Jon Norman	JN
	Hina Patel	HP
	Anil Sharma	AS
	Sarah Emerson, Pre-Reg., Tesco Milton	SE
<b>Open Session:</b>	Kelvin Rowland-Jones, NHS Cambridgeshire	KRJ
	A Taylor, Boots	AT
	Councillor Martin Curtis, Cambridgeshire County Council	MC
	Tina Hornsby, NHS Peterborough	TH
<b>In attendance</b>	Linda McGeever . Secretary	LM

### CLOSED SESSION:

- 1 **WELCOME:** TR welcomed everyone to the meeting, and particularly KL after a period of absence. **ACTION**
- 2 **APOLOGIES:** Meb Dattoo (MD), and Ellis Waring (EW). The meeting was quorate.
- 3 **DECLARATION OF INTERESTS:** There were no additional Declarations of Interest. Confidentiality Agreements were completed by AT and SE.
- 4 **NOMINATION FOR CCA MEMBER TO REPORT TO CCA:** EM will compile the CCA report. **EM**
- 5 **ACCEPTANCE OF MINUTES FROM PREVIOUS MEETING (13 JULY 2011):**  
The minutes of the LPC Meeting held on 13 July 2011 were accepted by the Committee as a true record and will be signed by the Chairman.
- 6 **MATTERS ARISING:**  
**Wisbech GPs Directing Prescriptions:** HP confirmed that this matter has now been resolved. Following a point raised about 100 hour pharmacies opening for the required number of hours, it was agreed that this point will be raised with KRJ to ensure that 100 hour pharmacies are submitting their statements and that these are checked.  
**LPC Sub-Groups:** TR confirmed that the agreed new structure for the sub-groups is now available on the web site.

**Specials:** TR told the Committee that the drug tariff entry for November this year will be for the top 50q. When the October tariff comes out there it should give more details in the advance noticesq.

**Publicity:** PS has been in contact with the Cambridge News, but at the present time they do not have a Health Correspondent, and will let him know when such an appointment is made.

**7 TREASURER'S REPORT:** AJ gave the following report:

Current balance	£76712.47
Less un-cleared cheques	£1070.22
Less BACS payments	£1918.75
Working balance	£73723.50

The last couple of months have been very frustrating as I still find myself with no access to internet banking and am missing the bank statement for July. The missing statement has been requested and last week I finally got to sign the forms for me to be able to register for internet banking. Therefore due to the missing statement I have had to estimate the figure for un-cleared cheques and therefore the working balance is not yet finalised. This will be remedied by the next meeting.

The last couple of months have been quiet with no major expenditure this period.

Due to the recent increase in contractor levy we are continuing to see the balance at hand improving and return towards the level recommended by the PSNC. I will be contacting the PPA shortly to query the number of contractors as we were paid by one less last month and I will be asking for a list of all those currently paying the levy. I would then value your input to make sure that we are not missing any contractor.

AJ is to request a list of contractors paying the levy from the CPA, particularly 100 hour contractors, so he can understand exactly who is paying and who is not. TR confirmed that we can request an itemised list.

AJ commented that since the increase in levy, at half way through the financial year, the LPC financial position is looking healthier than in previous years.

AJ reported that he had recently attended a PSNC Finance Seminar in London which had been very helpful to him in his new role of Treasurer.

**Expenses Policy:** AJ asked for comments on the draft policy circulated. Following receipt of these, he will revisit the policy, and prepare a further draft to be presented to the Committee for ratification at the November meeting.

The group discussed the LPC laptop which does not work with the projector. The laptop requires a new battery, and is now three years old. Following discussion it was agreed that TR would purchase a new lightweight laptop on behalf of the LPC up to a value of £700. It was also agreed that there should be a rolling programme to replace IT equipment, and LM will research the cost of software multi-user licences. AJ is presently up-dating the assets list.

AJ

TR/LM

**8 SERVICES UPDATE:**

TR thanked RB and LM for the amount of work they put into arranging the LPC Autumn

Events giving information on the New Medicines Service. SD/MD presented at Peterborough and TR/AJ at Huntingdon and so far events have been well attended and proved very successful.

RB reported that the Strategy Group have discussed a proposal from KRJ that funding for contract monitoring is devolved to the LPC to employ a 15 hour a week Pharmacist to undertake this role. Following discussion it was agreed that the draft job description reviewed would cause a conflict of interest regarding the LPC's role of supporting contractors. However, SD suggested that a compromise could be reached in that each contractor is supported to complete a self-assessment and full action plan. Once the action plan is submitted to NHS C, they would be in a position to fully review any problems and monitor the action plan. It was agreed this would be negotiated further with KRJ during the open session of the meeting.

RB told the meeting that she is now confident with the e-mail system we have in place to disseminate information/updates to contractors. The meeting discussed an annual mechanism to update contact data, RB suggested information is posted out to contractors for them to verify.

RB will compile a welcome to the LPC letter which can be sent out to contractors. Two new contractors have opened recently Bottisham and Over, AS will incorporate Bottisham in his cluster group and BK will take Over. RB

**New Medicines Service:** RB obtained sponsorship for the LPC Autumn Events from Sanofi-Aventis and they included a short presentation on Insulins on the agenda. AJ asked RB to obtain full costings for the events so they could be recorded and RB will obtain these from Sanofi-Aventis. The third event will be held on 22<sup>nd</sup> September at Cambridge, presented by EM and AS. RB will take photographs to go into the newsletter and on the web page; she will also send these to the Chemist & Druggist. RB thanked all concerned for their assistance at these events. RB

RB/TR attended the LMC last week, and the LMC newsletter which contains good information on the New Medicines Service will be sent out to contractors with an e-mail urging contractors to work locally with their GP Practices as soon .

RS, NHS P, will take this matter to the Prescribing Forum on behalf of RB today. CA will take this matter and Targeted MURs to the Interface Meeting particularly in relation to hospitals and out-patient clinics. RB told the group that the LPC had already written to Chief Pharmacists at hospitals in Peterborough, Hinchingsbrooke, and Addenbrookes. It was suggested that the same letter be sent to QE2 at Kings Lynn, Papworth, Fulbourn, and Newmarket. Before doing so, RB will check what local LPCs are doing to avoid duplicating work. RB

Following completion of the LPC Autumn Events, LM will put the presentation on the website and also e-mail those contractors who attended sending the presentation to refresh their memory. EM suggested that cluster group leads contact their pharmacies towards the end of November. LM

A laminated copy of basic points relating to Targeted MURs will also be sent to all contractors so it can be used as a notice for pharmacies. It was agreed that this would be a good opportunity to send out contact details for verification in the same envelope to save postage costs.

AJ authorised the purchase of the laminator and pouches for the LPC.

**Waste Campaign:** NHS C is planning an event at Wood Green Animal Shelter Only Order What You Want on 19 October and the LPC has been asked to do a presentation on how Pharmacists can assist in avoiding waste. RB asked for a volunteer to present, and suggested the presentation should be on how using MURs and the New Medicines

Service would avoid waste and help promote our services.

**EPS2:** NHS P sent out a letter to three pharmacies stating that payment would be stopped unless they updated their smartcards, and then stopped payment at two of SD's pharmacies. The three pharmacies had some sort of dialogue with NHS P and were able to satisfy their requirements. RB contacted all three and told them it was going to happen and what they could do to get their smartcards updated. SD made the comment that NHS P failed to understand that payments are made two months in arrears, and it has now been accepted that the payments should not have been stopped, however, the issue of back-payments is ongoing.

**LOC:** RB has met with Wendy Newsome the result of which was that TR agreed to give a presentation at their meeting, and this went well. RB will follow up opportunities for closer working relationships particularly in relation to NMS and type 2 diabetes, as 20% of diabetics never go for retinal checks. HP told the meeting of a pilot project at a Children's Club in Wisbech where speaking labels on prescriptions has proved to be very successful. RB also suggested some sort of event later in the year around an MUR workshop to look at eyes/devices to deliver eye drops etc. The LOC may also ask the LPC to present at their Regional Conference.

RB went on to report that last year the DoH issued Quit Tips for smoking cessation but unfortunately did not communicate this and the PCTs knew nothing about it. They will repeat the exercise this year and hopefully it will be more co-ordinated.

## 9 COMMITTEE MATTERS:

**LPC Mergers:** AJ told the meeting of the first LPC merger, Northumberland and Newcastle. The PSNC has just issued an 18 point plan for merging LPCs to ensure they do not lose their assets. EM told the meeting of a CPA discussion on the future of LPCs, but TR reiterated his wait and see position, as until the NHS reforms are finalised there seems little point to pursuing the matter.

**LPC Conference:** Following the sterling work undertaken by EM/JB preparing a resolution, the meeting discussed attendance and possible resolutions for this year's conference. JB volunteered to attend. Resolutions need to be submitted in the second week of October and following discussion, it was agreed to frame a draft resolution suggested by AS on the subject of new blood/younger people serving on the PSNC. RB will ask Mike King to assist with the wording.

RB/JB

**Training:** AJ has attended a PSNC Finance Course and LM a web administration course during September. LM will circulate details of Prescription Pricing Authority courses.

LM

**LOC:** TR reported that the presentation went well and he met with Professor Rupert Vaughan, Ophthalmology Consultant at Hinchingbrooke and discussed collaborative working on diabetes and smoking cessation.

**Web Site:** Photographs of the Committee will be put on the web site shortly with a link to each member's cluster group list. Following discussion about how cluster group members should contact their lead it was agreed that in the first instance it should be through the LPC Secretary and following that it was each individual cluster group lead's decision about what contact details they gave their group members.

Following his attendance at the recent LMC meeting, TR gave members a brief summary of proposed area maps for clinical commissioning. However, this information is changing rapidly as plans evolve.

**Controlled Localities:** This subject was also discussed at the LMC meeting, and following discussion it was agreed that the best position at the moment for the LPC to adopt would be status quo in order to best protect our contractors. PS pointed out that NHS C would have to follow a set formal process, but it was agreed that RB/TR should

follow this up with KRJ to ascertain exactly what NHS C proposes to do.

**DoH Settlement Package 2011/12:** TR gave details of the settlement. There will be a tariff cut of £78m this year in addition to the already agreed reduction and an additional £40m next year via category M. There will also be £20m to contractors for payment inaccuracies and up to £30m for 2011/12 via practice payments due to the possible shortfall in script numbers. (There will be a 2.8p payment per item increase in the short term equating to £15m of the £30m). There will also be changes in April 2012 for liquid methadone prescriptions, broken bulk and patient packs.

**10 UPDATE FROM LPF AND INTERFACE GROUP:** CA gave the following update:

The LPF launch on 16 October is now slightly different to include NMS feedback, and parallel workshops will include presentations on supporting Pre-Reg Pharmacists which will give an opportunity for experiences to be shared around the region. CA asked that Committee members pass information on to their cluster group members and mention that RPS members can attend free of charge.

The RPS weekend conference went really well and CA will be attending two meetings next week, one of which will be the Prescribing Meeting and she will update the Committee at the November meeting. The next Interface Meeting will be held on 30<sup>th</sup> September.

Anonymised prescriptions to illustrate incomplete prescriptions issued by hospitals have been coming in and CA will feed back through her hospital contacts.

The green bags audit will be discussed at the Interface Meeting and CA asked if there were any other matters she could take along to the meeting, as well as NMS and MURs. TR asked CA to remind the Interface Meeting about the waste campaign.

CA told the Committee of a new Leadership Competency Framework, details of which are on the RPS website.

**11 CONTRACT APPLICATIONS:**

The Committee reviewed Appendix 2 and it was confirmed that Bottisham and Over are now open.

Details of a new application for Ryecroft Avenue, Deeping St James, sent to the LPC by NHS Lincolnshire due to the fact that the location is within 2km of the NHS Peterborough boundary were discussed. The LPC replied that it did not wish to comment at the present time, but would reserve the right to comment at a later stage if it was necessary.

**OPEN SESSION**

**12 Transition of Responsibility for Public Health:** Councillor Martin Curtis, Cabinet Member for Health and Wellbeing, Cambridgeshire County Council.

Following the briefing by Councillor Curtis, it was agreed that RB would arrange for Councillor Curtis to spend a day in a community pharmacy in order to increase his understanding of their role in healthcare. The possibility of the LPC giving a presentation to the Health and Wellbeing Board was also discussed.

**RB**

**13 Peterborough Joint Strategic Needs Assessment:** Tina Hornsby, Head of Performance and Informatics, NHS Peterborough

Following the presentation it was agreed that Committee members would provide feedback to TH on an electronic version of the feedback form which would be sent to them as soon as possible.

**13 NHS Cambridgeshire:** KRJ gave the following update:

1. KRJ updated the meeting on the situation at the PCT moving towards the clinical commissioning model in 2013 and the significant reduction in staff levels within the organisation. Priorities have to be set and some areas that have been suggested as low priority areas are being reviewed as to cost and value e.g. developing and maintaining PNA, contract monitoring, developing some enhanced services, development and management of community budgets, engaging local prescribing initiatives, audits, engaging with local representative organisations, and IT development. Areas of the highest priority will be maintained such as delivery of the prescribing budget, statutory requirements, analysis and interpretation of ePACT, and QIPP. KRJ went on to explain that the review will be carried out by the Medical Director and engagement with contractors will start soon to gather their views.
2. The Committee discussed the proposal KRJ put to the LPC regarding transfer of funding for the employment of a part-time Contract Monitor. (*point 8 refers*) The LPC will consult the PSNC, and SD's suggestion of self-assessment will also be considered.
3. **Specials Audit:** KRJ asked for support from the LPC in asking contractors to return the 31 forms still outstanding despite the deadline being 31 August.
4. **New Medicines Service:** The Committee discussed the attendance at the various events, and RB made the point that communication has been good but systems must be adopted locally with the GP Practices. KRJ made the comment that dialogue must be encouraged. RB confirmed that the LMC communication to GPs has now gone out and this will also be sent to contractors.
5. NHS C is holding an event on 19 October ~~at~~ You Only Order What You Want as part of their **waste campaign**.
6. As part of the NHS C review of the **Not Dispensed Scheme** contractors have been asked to send their comments through to the LPC to collate.
7. KRJ reminded the Committee that contractors should submit their forms for supplementary hours over the **Christmas and New Year** period by 24 September.
8. **Targeted MURs:** CA will forward details on the correct use of inhalers. Although there was an early pilot scheme on this KRJ commented that unfortunately there was not the organisational capacity to put this scheme in place at the time.

**14 NHS Peterborough:** The update from NHS P was not received in time for discussion at the meeting, but will be sent to Committee members by e-mail.

**15 ANY OTHER BUSINESS:**

- The Committee discussed EPS smart cards and a possible solution to unlock cards at various satellite pharmacies. RB will take this up and provide further information.

**RB**

There being no further business the meeting closed at 16.30 hours.

**16** The next meeting will be held on Wednesday 9 November 2011 at the Brampton Park Golf Club, Huntingdon.

**Agreed meeting dates for 2012:**

Wednesday 11 January

Wednesday 14 March

Wednesday 9 May

Wednesday 11 July

Wednesday 12 September

Wednesday 14 November