

North East London Local Pharmaceutical Committee
LPC Meeting 17/02/2022
Full day 9:00am – 3:35pm

Present: Shilpa Shah (SS), Arun Sikka (AS), Prakash Patel (PkP), Imran Jan (IJ), Faruque Gani (FG), Mel Meziane (MM), Dalveer Johal (DJ), Farhan Moulana (FM), Pradeep Mayor (PM), Jyoti Bakshi (JB), Shazli Hafeez (SH), Ross Fraser (RF), Mina Patel (MP)

Apologies: Amir Adam (AA), Parvesh Patel (PvP)

Declarations of Interest

None

LPC Minutes

SS opens for committee to raise any queries or suggest changes to draft January minutes. SS outlined the process for next steps from committee meetings. IJ clarifies his agreement with next steps process.

Minutes unanimously agreed.

SS goes through next steps from January meeting, action taken and those to be carried over. Discussion for sub committee and representation to be carried over to March meeting. SS to raise GPhC inspections at next PLOT meeting to be carried over as there has not been the opportunity to raise this yet at a PLOT meeting.

Next Steps: For sub-committee discussion and GPhC inspection issue to be carried over to February next steps.

RSG

SS informs committee she was in the initial steering group with David Wright. NEL Committee historically sent letter raising concerns with members of steering group. SS raises issue as a potential conflict of interest and asks committee their preferences with regards to SS involvement in RSG updates. Committee acknowledge historical letter does not reflect view of the current committee and agree for SS to continue with leading on RSG.

SS outlines levy fees and value for money, RSG proposals and process for voting for pharmacies. Clarifies LPC Committees will have a year to implement changes.

SS raises that it may not be appropriate for LPC to agree/disagree with recommendations. The LPC are to make sure contractors have access to all relevant information and chase up voting only.

JB suggests drop in clinic and Q&A to support contractors.

Next Steps: SS to feedback the suggestion of a drop in clinic to support contractors with RSG.

The committee discuss the suggestion of PSNC roadshows to support contractors. Suggestion for SS to raise the potential for Roadshows with PSNC.

Committee discuss the initial steering group and background behind RSG recommendations. Committee discuss the initial recommendations and voting process.

SS clarifies the actions LPC can take in support of contractors, ensuring they have all the information to make their own, informed decision. The LPC cannot offer their opinion of recommendations to contractors as there is a potential for bias.

Committee discuss contractor concerns with representation as London is different to everywhere else, and the capacity for LPC support should levy fees be slimmed down.

Next Steps – LPC office to plan a contractor meeting with RSG representatives in March 2022.

Committee revisit the RSG process and discuss next steps in the process should the vote not be carried through. Suggestion for SS to contact PSNC on behalf of the committee to request the possibility of voting date to be delayed.

Committee vote on whether SS should email PSNC asking for the date to be postponed and for PSNC roadshows.

10 committee members agreed.

Next Steps – SS to email PSNC to explore the possibility of voting date to be delayed.

Next Steps – SS to email PSNC regarding the possibility of Roadshows to support contractors.

Treasurer's Report

PM updates committee on the LPC current account and profit/loss from January 2022.

PM and SS update committee on the situation with tax on investments. SS outlines the liability of committee members and suggests that a committee member should be the liaison with the accountants to resolve the matter.

Members suggest seeking advice from PSNC.

MP suggests a second opinion with an accountant with HMRC experience.

Committee discuss liability and tax due.

Members second exploring the possibility of another accountant opinion for perspective, depending on the cost and benefit. It is agreed that we will speak to our accountant and PSNC before going out to any other accountants SS to contact PSNC for advice.

Committee suggest a joint meeting with our accountant PM, SS and RD. Committee agree for executive committee to support with this and then share outcomes with the full committee at the March meeting

Next Steps – SS to speak with PSNC for advice on tax for investments.

PM gives committee an update on the discussion and suggestions from the PSNC treasurers day, attended on 16th February.

Committee agree to hold on reducing amount held in the account to the recommended 50% until we have sought independent advice and resolved the tax issues on investments.

Next Steps - RD to get Investment figures to Dee and discuss next steps. To bring advice back to the exec committee and SS.

PM and SS continue with update from PSNC treasurers day.

Break at 10:33 – 10:50

CEO update

SS sent members an update on her workload over the past 7 weeks prior to the meeting. SS informs committee of introductory work undertaken within the first month.

SS gives the LPC an update on the transition of the website. Informs committee that NEL have been pushed back into the next wave as we are not already on PSNC template and pay for our own website as opposed to the free PSNC website.

SS informs committee Mailchimp has been set up to contractors NHS Shared emails. An email will be sent to inform contractors of the changes in communication and for support adding employees to the shared mailbox.

SS informs the committee of JPs request to buy laptop.
Committee agrees to sell for £250 and for Rebecca to ensure that all NEL LPC information/data is removed from the laptop

SS updates committee on the office inventory and how items will be disposed of. Assurance that RD will move all information to hard drives prior to recycling computers.

Informs committee of termination of office contract and the need for protocols and guidelines for home working. Care of address will be kept on dropbox for handover should employees leave the organisation. To use RDs address as a care of for the time being.

SS updates committee on LPC work in support of BHR PNA. Outlines impact of PNA on pharmacy contractors. SS informs committee that there was a section included in the draft on the RSG which has now been removed as was of no relevance to the PNA.
BHR PNA due to be released in Oct 2022 as per mandatory regulations.
TNW have not yet begun the process for the PNA. SS assures committee she will be on the steering group for TNW PNA.

SS highlights the importance of pharmacy returning surveys. LPC are still chasing some BHR contractors to return PNA survey.

Next Steps – for Shilpa to ask Healthy dialogues for an update on contractors that have completed PNA.

Next Steps – PCSE to be updated with SS details to ensure applications to be sent directly.

Next Steps – PCSE to be informed that SS will be the contact making representation on behalf of LPC.

Committee discuss impacts of Market Entry applications, consolidations and pharmacy having the correct core/supplementary.

Suggested Market entry process moving forward will be for SS to receive email and give response, which will be reviewed by a sub committee before sending to PCSE. For cases which go to appeal, SS will attend. Sub committee to be set up in April along with other sub committees.

Committee discuss the sharing of market entry applications and supporting existing contractors. Discussion regarding potential conflicts of interest if applications are for existing contractors.

Agreement for process with SS sharing applications and responses with the full committee.

Next steps – for SS to go to PSNC to get advice on what the LPC can do to support contractors for Market Entry within their remit.

SS updates committee on GP CPCS, the current situation and the agreement to streamline the process with the CCG. SS outlines the EMIS/Pharmoutcomes process expected to start from the 1st March.

SS clarifies training from hubs to train GPs and Staff, LPC has also been given a grant to employ staff to support training of surgery teams.

RB secured 55k face to face training from LPC representative in surgeries, SS requested additional money for administrative support, as a considerable amount of admin is needed in addition to training. SS has secured 100k for the GP CPCS rollout, this will cover the LPC training surgeries and ensuring pharmacies action referrals until it becomes business as usual. This funding also covers C&H LPC as we are in the same ICS.

SS clarifies arrangements for paying for Pharmalarms for the next 3 years and highlights the importance of Pharmacy checking the pharmlarm regularly as part of business as usual. The CCG is paying for PharmAlarms for all pharmacies in NEL for 3 years.

Referrals will come in through PharmOutcomes and the pharmacy will respond via Pharmoutcomes at no charge as the CCG is paying for this platform for one year. Committee discuss the impact of the change on the surgeries that are already live. SS confirms that the LPC will need to revisit the surgeries once agreement have been made. Committee members share their experience with GP CPCS referrals in the pharmacy.

SS informs the committee of her intention to hold meetings to support contractors with GP CPCS, DMS, etc. Committee discuss the contractor requirement to choose IT system for GP CPCS. This is a commercial decision so the LPC cannot recommend one IT provider over another.

SS raises discussion on PCN leads, the leads NEL have in place and how they are remunerated through PQS. There is significant inconsistency between leads capacity in NEL PCN areas. The CCG have agreed to £300K for 2 years for CP PCN lead work which CEO will produce a project plan for. To start with we need a lead in all PCN's.

Discussion regarding Hypertension and referrals to pharmacy for BP checks. 166k has been secured to support this and other Primary Care projects. This does include City and Hackney, as money is for the ICS overall.

Overall, 566k income to support pharmacy projects. There may be VAT implications and therefore, SS is meeting with a lawyer for advice and will bring back to the committee as they are liable.

Committee discuss the potential for putting funding in a separate bank account, away from LPC contractor money, for clarity. In this case, both accounts will need to be declared and contractors informed.

Committee discuss the potential for having two accounts, potential signatories and additional accountant requirements.

Committee discuss KPIs and timelines for funded projects.

SS confirms we have two years to spend and spending needs to be done in a clear and audited way. SS will get plan in place and share with the committee.

LPC will need to reach out to PCN leads, clarify the role and ensure they wish to continue in the position in April once PQS is out of the way.

Next Steps – RD to check MOU for each PCN lead.

SS suggests a risk register as losing workforce is a consideration. This is particularly important in the CP PCN role as leads may leave CP to work in a PCN. If this occurs, LPC should consider the potential to return the money should the work start depleting the workforce.

Next Steps – For SS to reach out to the training hubs to see if they are able to fund leadership training for all PCN leads so that we can support them in getting to the same standard.

PkP raises issue of pharmacies opening over the Christmas for the COVID vaccinations have not yet been paid.

Next Steps – LPC to write to CCG RE payments for COVID vaccinations over the Christmas/New Years.

SS discusses process for reaching out to the locality lead, CCA and AIM where there is a local service being agreed, as opposed to full or exec committee.

Suggestion to inform the full committee.

Suggestion for monthly updates instead of the email trails.

Potential to email local leads directly and CC other members for information. SS will then be giving a monthly update to committee too.

12:30 break for lunch until 1:30.

Reconviene and 1:30

PSM update

DJ, introduces himself to the committee members as the new LPC Pharmacy Services Manager from January 2022.

DJ updates committee on workload over the past 7 weeks and his introduction to the role, including DMS, PQS, Hypertension and HLP.

DJ gives an overview of induction, necessary introductions to stakeholders and attendance to LPC members day.

DJ updates committee on outcomes of meetings with regards to pharmacy services locally. Members raise issues they are experiencing locally with services, payments and the availability of training.

Moving forward, committee Members to feed such issues to DJ by email for him to raise.

DJ assures the LPC that conversations with local commissioners reflect LPC position on contractors not agreeing to free work.

SS raises the current issue that the office does not have the full picture locally and are working to gather necessary information.

Committee discuss the tendering processes for local services and their experience with the process in community pharmacy.

Committee discuss access to training and services locally.

DJ updates the committee on the Hep C service in Newham, conversations with commissioners and action taken. Draft service specification has been sent matching NHS remuneration and LPC are awaiting a response.

SS updates committee on LPC support for expression of interest for services, and that building relationships informs commissioners that the LPC should be their port of call.

DJ updates with regards to attendance at vaccination groups and the future of vaccine management. DJ highlights the issues raised with pharmacies regularly checking NHS Shared email.

Committee discuss barriers to claiming and experiences with DMS in community pharmacy.

DJ updates on CPAF and pharmacy returns. We had 9 pharmacies that had not completed the full CPAF audit when it was sent out, MYS was opened up for another two weeks in Jan to allow these pharmacies a final opportunity to complete the audit. SS has had confirmation that all NEL contractors have now responded to CPAF. The LPC is hoping that this will mean they avoid a Breach Notification and a full CPAF visit.

Committee discuss spirometry services and the current offer. SS clarifies this service is intended to be piloted in one PCN in Newham, outlines equipment and training requirements. SS puts to committee for thoughts and feedback.

Committee give their opinions on the proposed service outlines and agree to put on hold for now. SS to go back to communicate that the LPC will not be able to support this service as it would not be viable for contractors due to the amount of training involved.

Next Steps – SS to feed back committee position on Spirometry service proposal to contractor.

First care connection update

IJ and SS have been unable to secure a time to discuss FCC with Ketan (FCC Chairman) IJ to discuss with Ketan imminently and return to committee with an update after PkP's PSNC update.

PSNC update from Prakash

PkP presents a PSNC update to the committee.
Committee raise queries on claiming and discuss experiences in Community Pharmacy.
Committee to feed necessary issues to PkP to then raise with PSNC moving forward.

First care connection update (cont'd)

IJ updates committee on discussion with Ketan.
Ketan has requested meeting with IJ, SS and Purav Patel, from the FCC board.

IJ informs committee that Ketan has outlined two options:
Option 1) return money to members and email to inform them FCC will be disbanding.
Option 2) someone else takes over the FCC and continues to operate

From LPC perspective, an email must go to contractors to clarify the LPCs position on FCC.

Next steps: to arrange meeting with IJ, SS, Ketan and Purav.

Next Steps: LPC to email contractors with contact details for FCC and clarify relationship following the meeting.

Chair and Treasurer elections for 2022-2023 and next steps re Vice Chair elections

No EOIs for Chair or treasurer.

Potential to go outside for positions, however with 13 members, should discuss inhouse first. Put to committee members to discuss.

IJ clarifies that he will step down as Chair. Committee discuss IJs time as Chairman and who should fill the position. The committee thank IJ for all that he has done as a Chair during a difficult time.

PM steps down as treasurer from April 2022. PM clarifies he is prepared to sit on finance subcommittee and will support new treasurer.

SS highlights the ability for the office to streamline processes, reducing workload expected in the next financial year, in support of the Chair and Treasurer.

SH expresses his interest in the treasurer role with support in handover. PM clarifies a handover would be arranged. PM seconds SH nomination and put to committee vote. Committee unanimously agree for SH to take over treasurer role from April 2022.

Suggestion to give another month for members to consider interest in Chair role. Committee agree to discuss and vote for Chair and Vice Chairs at the same time, at the March meeting.

Next Steps: SS to email committee for EOIs for Chair and Vice Chairs.

AoB

FG asks for clarification on budget for second PSM in the next financial year.

SS confirms that there is budget for another PSM in the next financial year and will be reconsidered in as we work through the year as there is not a need currently and we have CCG funding to use for various workstreams



JB queries dates for 2022/23 LPC meetings. Committee discuss potential for clashes.

Next Steps – RD to resend dates for 2022/23 committee meetings.

SH informs committee he cannot make the next meeting.

FM raises the honorarium and potential to discuss at the next meeting. SS has budgeted for the honorarium and will discuss with the exec committee in due course, and then raise with the LPC committee for approval.

Close at 15:35.

