



North East London Local Pharmaceutical Committee
LPC Meeting 16/09/2021
Full day 9:00am – 5:00pm

Present:

Richard Brown (RB), Imran Jan (IJ), Pradeep Mayor (PM), Prakash Patel (PkP), Farhan Moulana (FM), Faruque Gani (FG), Mina Patel (MP), Ross Fraser (RF), Jyoti Bakshi (JB) Rebecca Dew (RD), Parvesh Patel (PvP)

Jerry Long (JL) for Treasurers Update only.

Faisal Chowdhury (FC) and Janaka Perera (JP) for Operations Team update only

Apologies:

Tushar Purohit (TP), Arun Sikka (AS), Amir Adam (AA)

Welcome and Introduction

FG is introduced to the LPC committee as a change in representation for Hainault Pharmacy.

IJ updates committee on situation with private healthcare insurance.

IJ and RD update committee on business rates following the move to the new Ilford premises.

PkP to give PSNC update in AOB.

Declaration of interest

None.

Minutes and Actions

Minutes will be published on LPC website from the September 2021 meeting.

Committee discuss expense claims and remind members of the three-month time frame to submit, as outlined in the recently approved expense policy. Suggestion to add claim form to agenda prior to meeting.

Action Point: RB to add claim form to agenda template

Committee discuss LPC member representation. RB has approached AIM for a second representative; however, they cannot allocate a colleague at the moment. LPC to give reasonable timescale for AIM to provide representation, otherwise to consider reallocating the position.

PM confirms matter of rent with previous premises has been resolved and is now closed.

Committee agree minutes are to capture theme of discussion for Committee meetings moving forward, and to redact any potentially personal/confidential information prior to publication.

July 2021 minutes unanimously agreed.

Treasurers Update

JL joins LPC meeting and gives update on current year 2021/22 profit and loss, and progress with moving accounts to Xero.

Committee discuss Bankline charges and agree Bankline is to be cancelled from October 2021 as online banking has been set up.

RB gives clarification on 65k grant, received for Cancer Campaign in 2019.

IJ Clarifies process for paying staff invoices moving forward is by 5th month and with treasurer approval.

JL gives update on 2020/21 Accounts.

JL gives update on 2019/20 Accounts with breakdown of missing invoices.

JL gives suggestions for security and governance moving forward.

Jerry leaves 10:24

RB and PM raise JL time contribution to accounts. Unanimous approval for 10 days reimbursement for his work.

Action Point – RB to contact Jerry for a 10-day invoice.

Policies and procedures

RB sent draft policies and procedures prior to the meeting for committee members to review. Documents are a 'bolt on to constitution'.

RB informs committee that he has reviewed the NHS whistleblowing policy and it is not the right fit for an LPC, he has reached out to other CEOs for suggestions.

Confidentiality Agreement, Declaration of interest form, LPC Code of conduct and Scheme of Delegation are discussed, minor wording amendments made, and final versions unanimously agreed.

Committee discuss legal and representation sections of policies, it is clarified that once decisions are made, members are accountable as a collective.

Social Media Policy is reworded to reflect a more up to date view and unanimously agreed.

Existing members are to sign all agreed documents and return, new members will be sent in a pack moving forward.

Action Point: RD to PDF final versions and share with Committee members to sign and return.

Committee agree once all policies are in one place, members will further review and raise whether they feel anything is missing.

CEO role

Selection committee give update on progress with shortlisting candidates and interviewing for current CEO position. JB gives overview of the selection committee's process of shortlisting candidates based on experience and interviews.

Committee discuss shortlisted candidates and selection committee feedback from conducted interviews. Following discussion, the committee agree to offer Shilpa the full time CEO position, with contract terms and conditions to be agreed.

Action Point: JB to offer Shilpa CEO position and negotiate salary and benefits.

PkP and JB temporarily leave meeting.

Operations Team update

IJ introduces FC and JP from the LPC Operations Team.

JP gives update to the committee.

- Update on current position, focus and progress
- DMS
- Overview of data
- Digital First
- Strategic relationships
- Hypertension

FC gives update on GP CPCS

- Overview of live surgeries and referrals in NEL
- Plans to hold a GP CPCS meeting to reengage contractors

- Outline of barriers/Issues, understanding and resolving them.

Committee discuss issues and barriers with GP CPCS.

JP and FC Leave meeting.

Reflection on operations team update

RB gives update on work for Vikesh Patel.

- Building relationships with local commissioners
- ELPR update

RB gives clarity on GP CPCS data across NEL. Committee discuss GP CPCS on a local level and the challenges in implementation. RB clarifies NEL is on track to meet KPIs set out for the 11k grant.

Committee discuss ways in which the LPC can support contractors with GP CPCS implementation. The need for further communications to contractors is highlighted, it is suggested an email is sent and information put on the website.

Action Point – RB to discuss content for communications to pharmacies with FC.

Committee discuss devising a plan for GP CPCS over the next 30/60 days and agree for RB to set out a plan for GP CPCS for the committee to feed in comments. Plan is to be revisited over the next 2 month with focus on metrics in October and November meetings.

Committee agree Key points to include in plan.

- Surgeries trained
- Surgeries sending referrals (at least 1)
- Surgeries that have sent over 20

Action Point – RB to discuss plan with Faisal for GP CPCS, share with committee and feed comments back.

Committee further discuss updates from FC and JP and raise the matter of setting targets and KPIs moving forward.

Action Point: RB/IJ to both speak with ops team to set targets and KPIs. Notes are to be keep on file.

RB raises that FC has accepted a 1 day a week position outside of the LPC and therefore requires a change in hours. Committee discuss redefined working hours for FC in light of new position.

Committee agree to four days for FC moving forward.

Action Point: RB to discuss 4 day a week hours with Faisal

PSNC Governance – LPC Self-Assessment

RB outlines the PharmOutcomes Assessment Overview – A Governance checklist which allows to grade and compare to other LPCs. Committee to discuss and assign either Amber, Green or Purple for each checkpoint as a group initially, with the potential to form sub groups in the future for particular categories.

Grades:

Amber – Potential Concern

Green – Good

Purple – Exemplary

For each category, committee discuss current position and agree grade. For areas identified as amber or green, committee discuss and agree improvements.

Committee complete and conclude review of governance.

Committee discuss PSNC Services database for service specifications for commissioners. Working on similar locally for the LPC website.

Pharmacy London

Amit and Raj attended last meeting to present to committee RE joining pharmacy London.

Committee discuss pharmacy London's presentation and agree there are matters to deal with in NEL first, and then they will begin to start to look outside and further consider pharmacy London. Committee agree wait until new CEO is in position to revisit.

AOB

FC to organise meeting for contractors to give update on Hypertension case finding service. Committee discuss Hypertension case finding service details that are available as service specification is not yet available.

Committee discuss NMS increase in percentage and the gateway requirements for PQS.

PkP re-joins meeting and gives PSNC update to committee.

IJ Closes meeting.