



**North East London Local Pharmaceutical Committee**  
**LPC Meeting 14/07/2022**  
**Full day 10:00am – 15:00pm**

**Present:** Shilpa Shah (SS), Dalveer Singh Johal (DJ), Rebecca Dew (RD), Abi Sarangan (AS), Imran Jan (IJ), Pradeep Mayor (PM), Shazli Hafeez (SH), Ravi Vaitha (RV), Mina Patel (MP), Jyoti Bakshi (JB), Faruque Gani (FG), Prakash Patel (PkP)

James Wood (JW) for Presentation only.

**Apologies:** Ross Fraser (RF), Kerry Webb (KW), Parvesh Patel (PP),

## **Welcome**

PkP opens meeting and welcomes attendees.

SS introduces AS and RV as new members. SS informs committee there is a new AIM member (KW) that will join the next LPC meeting.

Committee Members and NELLPC Team introduce themselves.

SS notes members apologies.

SS updates on changes to the committee and thanks Amir Adam and Arun Sikka for their time on the LPC Committee.

SS informs the committee that there is currently a vacancy for an independent committee member in Havering. The LPC office have reached out to Havering contractors, however, have not yet received any interest in the position. Committee discuss the vacancy and agree to email Havering independent contractors again and give 7 days for expressions of interest. If there are none, to email all independent contractors across NEL

**Next step** – Resend Committee member EOI email to Havering next week, giving 7 days for responses and if no response, send an email to all NEL independent contractors

SS informs the committee James Wood will be joining virtually to give his presentation.

## **Declarations of interest**

No new declarations of interest



## Minutes and Next Steps from previous meeting

Committee discuss minutes from April meeting.

The decision to not move forward with Hybrid committee meetings is to be noted in the April Minutes.

**Next Step:** Add meeting hybrid decision to April minutes

SS clarifies that the LPC have budgeted for 6 meetings but where there are concerns regarding COVID they, can become virtual. PkP raises the potential for evening meetings however, the committee did not want these as we have a lot to cover, and evening meetings often follow a long day. Committee discuss the next three LPC meetings and agree that September will be face to face and November will be virtual due to expected winter pressures and potential COVID numbers. January meeting TBD in November. Committee unanimously agrees.

SS informs committee the business grant was applied for and outlines application information. At the April meeting, committee agreed to repay from an ethical standpoint. 10k grant has been repaid to Brentwood Borough Council in full. Office to keep copy of application for records.

SS shares issue raised regarding branded generics in Redbridge for substance misuse and Salamol. Committee discuss and give their experience. SS requests members raise experiences and concerns with DJ to escalate to CCG/respiratory group. SS updates on situation with Redbridge smoking cessation referral service.

Committee Unanimously agree minutes for April 2022.

SS goes through next steps.

SS updates committee on investments

SS raises the need for a CCA/AIM representative on the CEO performance and development. RV will join the performance and development committee.

SS raises the need for a AIM/CCA representative for contract sub-committee to review responses to contract applications. AS to join contract applications sub-committee.

SS informs the committee of the vacant vice chair position. SS suggests sending out an email to the full committee due to absences. Committee agrees.

**Next Steps** - To send nominations for vice chair to full committee before next LPC meeting.

SS Clarifies NPA do not do insurance for members and outlines the liability of committee members for new members. Therefore, looking for liability insurance. PKP has spoken with Gordon Hockey at PSNC and there is not any insurance available at present, this may change with RSG. PSNC did say that as long as you are following correct governance and guidance then there should be no need for liability insurance

Committee discuss bank account signatories and the need for treasurer reports to be posted on LPC website. SS clarifies plan and process for accounts.

Committee discuss liability of members and historic experiences.

SH queries potential for discussing with a specialist broker and queries constitution and personal liability. JB seconds.

**Next Steps** - LPC to discuss liability insurance with a specialty broker and NPA.

SS updates committee on substance misuse conversations with CGL with respect to service specification and Physeptone.

RV gives experience in other areas.

Committee discuss branded generics, supply issues and experiences.

Committee discuss free work, Dossett boxes and local services in community pharmacy and sending an email to contractors regarding free work.

SS updates committee on remaining Next Steps

**Next Steps** - SS to email contractors about not doing things for free.

**Next Steps** - SS to have a meeting with PCN leads to move to this month's next steps

JB raises difficulties for multiples using EOI/ SLA, would need to be an NHS contract.

Members share their experiences with ordering repeat prescriptions and accessibility for patients.

**Next Steps** - SS raise potential for leaflets to inform patients on how to order their repeats and using the NHS app with the ICB.

## **CEO Update**

SS updates committee on work, meetings, and progress since April meeting.

SS discusses the number of requests from organisations asking CP to put up posters and give out leaflets. CEO is asking all organisations for funding for leaflets/posters and conversations to go alongside the giving out of leaflets.

Committee discuss CP/GP forums in Newham.

**Next Steps:** To look into setting up GP/CP Forums in each borough

Committee discuss supplementary hours, 40/100 hr. contracts and workforce issues. JB raises the 'people' costs associated with reducing supplementary hours and issues with payments for bank holidays. Committee discuss.

SS continues CEO update.

SS declared that she was paid a fee for the Pfizer/LPC meeting and would like the members to decide if they would like the money to be paid to the LPC or if they are happy for CEO to keep the money under her consultancy work which she has declared on her DOI. LPC to consider association with the Pfizer drug if they choose to take the money. Members will have a private discussion and come back. The Chair advised the CEO after the break that the members were happy for the CEO to keep the money.

SS informs committee of funding for ELPR admin work. Will log accordingly and either return overspend or put in more work as required.

Suggestion to invite Raliat to September meeting. CEO gives overview of Raliat's role to committee.

**Next Steps** - SS to invite Raliat to September meeting.

SS gives an update on the referrals for GP CPCS in NEL. SS is sending spreadsheet updates to members regularly. DJ gives update on training progress and feedback from phone calls. Committee discuss experience with GP CPCS and PharmAlarms. IJ raises PharmAlarm issue.

**Next Steps** - IJ to send screenshot of PharmAlarm issue to RD to escalate.

Committee further discuss queries and experiences with GP CPCS.

**Next Steps** - To send an email to contractors outlining how to access bypass numbers and remind them they should only be used for urgent referrals. To also include in Friday letters.

SS to go back to ICB to discuss walk-in service and a MA service for those patients who cannot afford to buy medication. Drug cost should be in line with drug tariff plus an admin fee. Committee discuss fee to negotiate for MA, SS clarifies amount to go back with.

SS gives hypertension update. Outlines where we are with sign ups and provision in NEL.

Committee discuss NELLPC communications and potential improvements. Suggestion for short videos to support pharmacies with hypertension service and ongoing services. SS raises WhatsApp groups and potential to broadcast only. Videos can also be circulated through this channel.

**Next Steps** - Pilot a broadcast only WhatsApp group and videos between committee members

Documentation will be required for those who admin the whatsapp groups. Committee discuss the potential for contractor meetings and further short videos.

SS gives an update on DMS. DJ updates committee on DMS, clarifying the referral process and updates on IT system issues. MP raises the Barts smoking cessation referral service they used to have in Newham.

**Next Steps** - MP to send details of the smoking cessation person to DJ

SS raises issues with IT and confirms the executive committee have approved the change in IT provider companies. LPC are currently holding due to the proposal to change the name in the RSG. Suggestion to use cpnel.org.uk in the interim for email only until change is clarified. SS to clarify cost of change later in the meeting. This was done later in the meeting, there were no queries from the committee.

SS raises the governance issues with using NatWest. Discusses potential for using Lloyds bank. Finance subcommittee has agreed. SS clarifies further governance benefits and new process for making payments. Committee agree they are happy with the finance subcommittee's decision on the way forward. Switch to Lloyds bank and have a two-person signatory to release any funds. RD to put on the system and Treasurer to authorize, In the

absence of a treasurer JB to authorize. Main concern was around wages getting paid on time. Treasurer and Chair asked if this could be done as a standing order monthly.

Discussion re PCN leads and funding. JB raises potential issues with payments for CCA PCN leads. To keep in communication to raise any issues.

September meeting – SS raises to do 1-9 meeting in combination with AGM or have AGM on a separate day. Members Vote:

Same day - 4

Different day - 5

LPC agree AGM will be done on a different day to the September Committee meeting.

### **Break for Lunch at 13:30**

PkP has been excused due to personal emergency.

SH to interim Chair the LPC meeting in PkPs absence.

### **Treasurer report**

SS goes through budget and year to date spend. Informs committee there was a delay in receiving PSNC invoice and therefore, payment of 41k has been recently made. If paid on time, this would be included in the YTD spend.

SS highlights areas where there are savings and acknowledges offset of spending with funding for GP CPCS and ELPR. No contractor meetings so far, spending will increase as year goes on, particularly after September. Accountancy costs may be higher this year due to support with investment tax. LPC reduced the levy from 480k to 436k. SH acknowledges savings and opens to committee members for queries.

SS suggests until we know about RSG, cannot give levy holiday as we are holding reserves until the investment tax is resolved.

Committee have agreed SS should keep the payment from Pfizer for the evening meeting.

### **PSM Update**

DJ update was sent in papers prior to the LPC meeting. DJ acknowledges much of his PSM update has been covered in earlier conversations and presentations. DJ opens to the committee for queries on his update.

SS suggests from next meeting onwards, members to read through the bullet points from CEO/PSM updates and team then gives detail at the meeting where necessary. Committee members to then raise queries at the meeting.

SH queries with DJ which projects have the best progress. DJ outlines the progress with GP CPCS and acknowledges the effort, resource and focus. Once we move effort and focus to other services, they will progress further. SH queries the autonomy and whether requirement for authorisation causes any barriers. DJ clarifies he does not have to sign off on money, etc. therefore, queries are usually dealt with immediately or on the call. At worst, 24-hour turn around for most issues.

SH acknowledges the effort and outcomes.

FG queries concern in WF sexual health services. DJ gives examples of concerns, barriers and reasoning for spot checks. Mixed results from Spot checks and highlighted the importance of continuity in services. Promoting confidence with commissioners to raise issues with LPC to resolve as opposed to impacting reputation.

SS discusses the TH vaccine hesitancy service, clarifies history of service and update on the current situation and progress with service. DJ to follow up pharmacies and improve numbers though it has started really well.

MP raises Newham sexual health issues for DJ to chase.

**Next Steps** - DJ to chase response to Newham Sexual Health Issues.

Members give positive feedback to perspective of LPC. SS gives overview of her positive communications with contractors and developing relationships with contractors.

### **RSG update**

James Wood joins the LPC meeting virtually. JW informs the committee of his intention to join f2f, however has had to join virtually on this occasion. NELLPC Committee and Team give their introductions. JW Introduces himself and outlines his role at PSNC.

JW outlines what is next for the LPC after the recent RSG vote. Updates committee on Year 4 & 5 Negotiations, PSNC work and priorities. Clarifies a PSNC priority to go through RSG proposals and implement with momentum. PSNC has met to review outcomes and how to support LPCs to see out the will of the contractors.

JW Clarifies the RSG vote outcome and outlines the workstreams at PSNC to implement RSG proposals in LPCs. High priority by September Recalculation of levy and business plans published; LPC toolkit to support how LPC will respond to RSG proposals. LPCs should think about what the proposals mean for their LPC and await the PSNC toolkit for support in implementation. Ideally everything should be done by next April in time for new term of office for LPC committee members.

JW opens to committee for questions.

SS raises support with liabilities for members. JW clarifies LPCs are unincorporated associations which make difficult. PSNC planning to offer further technical support and change of process. Will then consider liability to see if there is any insurance that can be found. Reiterates the protection in good governance.

SS asks about process to change name; JW clarifies that changing the name for the emails only should not cause issues moving forward.

JW and Committee further discuss workforce challenges, Implementing RSG proposals and funding.

Members query how the extra funding for PSNC will be utilised to improve climate in CP. JW informs committee additional 750k in 2023-24 and again in 2024-25 will be utilised to support strategy and vision work in Two mail areas: Strengthening negotiations and Local support to LPCs at a local level.

SS thanks JW and will invite PSNC CEO and JW to the AGM

Next Steps: SS to send invitation to JW and PSNC CEO for the AGM.

### **Vote to switch banks**

Members to vote on the Lloyds bank switch. Discuss bank fees and the potential security issues with Bankline (current NatWest account). Unanimous agreement to switch

### **RSG next steps**

SS outlines JW presentation to the LPC committee. Committee discuss RSG proposals.

**Next Steps** - Wait for the toolkit and work through this

SS clarifies the process to follow in March for a new committee.



SS goes through RSG proposals with committee members and clarifies which proposals have been moved forward.

**Next Steps** – To send committee Stakeholder Map for ICB, Boroughs, etc.

SS clarifies the costs and services from the IT company.

Members discuss pharmacy London and agree to further consider once RSG changes have been clarified and potentially implemented.

### **AOB**

IJ queries how discussions are moving forward with First Care Connection (FCC) SS clarifies no response has been received. Committee discuss.

**Next Steps** - FCC to be contacted, request response within 10-14 days otherwise email contractors to clarify LPC position.