

MINUTES OF THE SHEFFIELD LPC

held on

Monday 10 July 2006**Centre in the Park, Norfolk Park****ATTENDANCE**

MEMBER	PCT	12/9/05	14/11/05	11/1/06	13/3/06	10/4/06	8/5/06	10/7/06
<i>Nominated Contractors</i>								
Tina Cooke (Chair / SE PEC)	SE	+	+	+	+	+	+	+
Spencer Noble (CPA) (Dep. Chair)	N/A	+	+	+	+	+	+	+
Steve Freedman (Secretary)	SE/W	+	A	A	+	+	+	+
Brigid Murphy (Treasurer)	SE	+	A	+	+	+	+	+
Ravi Mohan	W	A	+	+	+	A	+	+
Andrew Duckenfield	N/A	+	+	+	+	A	A	A
Tristan Needs	SE	+	+	+	+	+	+	+
- Vacancy -								
<i>Company Chemist Reps</i>								
Andrew Hartley (Boots)	SW	N/A	N/A	N/A	N/A	N/A	N/A	A
Terry Relf (Lloyds)	SE		+	+	+	A	+	A
Mary-Jane Sagar (Lloyds)	W	+	+	+	+	A	+	+
Chris Chulu (Lloyds)	N		+	A	+	A	+	+
David Russell (Rowlands)	N	N/A	N/A	N/A	N/A	+	+	+
<i>Peak Representative</i>								
Awaiting replacement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Garry Myers (PSNC Rep)	N/A	+	A	+	A	A	A	A
<i>Observers</i>								
Gary Barnfield (N PEC)	N	+	A	+	+	N/A	N/A	A
Andrew Hartley (SW PEC)	SW		A	+	+	+	N/A	A
<i>PCT – Chief Execs</i>								
Susie Coates (SE PCT)	SE	+	+	+	+	+	+	A
Peter Magirr (SE PCT)	SE	+	+	+	+	N/A	N/A	+
Liz Miller (SW PCT)	SW	N/A		A	+	N/A	N/A	A
Michelle Black (N PCT)	N	A	A	+	+	N/A	N/A	A
Ian Hutchison/Richard Crosby (W PCT)	W	A(IH)	+(IH)	A(IH)	+(IH)	N/A	N/A	A

+ = PRESENT A = APOLOGIES FOR ABSENCE R = RESIGNED N/A = NOT APPLICABLE

		Action
1.	<p>Apologies</p> <p>Apologies for absence are as noted on the attendance sheet.</p>	
2.	<p>Minutes</p> <p>The Minutes of the special meeting held on 8 May were agreed and ratified by all present.</p>	
3.	<p>Matters Arising</p> <p>i) LPC and Executive Membership</p> <p>Steve had spoken to Peter Cattee about a replacement member for David Kurley. Peter Cattee had agreed to nominate someone at the earliest opportunity and would in the meantime, attend meetings as an observer when he could.</p> <p>ii) Vacancy for an Independent Pharmacist</p> <p>Steve would write to all Independent Contractors.</p> <p>iii) Corporate Governance – Declaration of Interest</p> <p>Andrew Hartley was required to sign as he had replaced Isobel Bancroft as the CCA member for Boots The Chemists Ltd.</p> <p>iv) LPC Contact List</p> <p>This was now up to date.</p> <p>v) The New Contract – New Service to Care Homes</p> <p>Tina enquired whether a training package was required for this service, and to what extent pharmacists were responsible for providing training, she added that she had considerable experience of providing such training. It was agreed that whilst Care Homes had responsibility for their staff (as their employer) pharmacists could identify training needs within the areas of ordering prescriptions, receiving and checking procedures, administration and disposal of waste. There was discussion on whether guidance should be provided via the LPC or from the Development Unit. Peter referred to the documentation already supplied and agreed that pharmacists may find further guidance in training useful and that if any contractor had such a resource that they were willing to share he was sure their colleagues would be grateful. Tina asked that pharmacists, and particularly new pharmacists be kept advised of the process.</p> <p>vi) MURs</p> <p>Peter advised that data from the PPA had shown a drop in MURs in Sheffield during April. It was thought that this could be due to the Easter holiday.</p> <p>vii) Contract Monitoring</p> <p>Steve would maintain an article in the newsletter to invite people to provide any comments on their monitoring visit.</p> <p>viii) Local Medical Committee</p> <p>Steve asked for any further agenda items for the meeting on Friday.</p>	<p>SF</p> <p>SF/AH</p> <p>SF</p> <p>SF</p> <p>All</p>

	<p>ix) LIFT</p> <p>Steve had emailed Peter Wadsworth and would follow this up with a letter.</p> <p>x) Invitation to other LPCs</p> <p>Steve had not received any responses.</p> <p>xi) Dates and venues for next meetings</p> <p>It was agreed that the meetings would be held on the second Monday of alternate months. A further venue to be considered was the Salvation Army building on Psalter Lane and Steve would look into arranging the next meeting at that venue.</p>	<p>SF</p> <p>SF</p>
<p>4.</p>	<p>LPC Away Day</p> <p>i) PBC Strategy</p> <p>Tina asked Steve to write to the Consortia leads expressing the LPC's willingness to work with them and also to request a copy of their plans and assessments. Andrew Archibald had agreed to keep the LPC updated and Steve would include this information in the newsletter.</p> <p>ii) LPC Strategy</p> <p>iii) Business and Strategic Planning: Steve referred to this as the key issue as the LPC has to ensure the correct use of its funds.</p> <p>iv) Competencies of Members and Officers: Tina said it was necessary to look at the job descriptions of the three officers to decide what was needed or not needed and they would be reviewed at the next meeting.</p> <p>v) LPC Structure and Management: Tina asked members to consider how the LPC could work with the new PCT organisation and Practice Based Commissioning Consortia. Tina was aware that some LPCs in the country had employed a business person to do this work and asked members to take note of what other LPCs were doing.</p>	<p>SF</p> <p>SF</p> <p>All</p>
<p>5.</p>	<p>Meeting with the LMC</p> <p>As Tina was not able to attend, Spencer and Steve would be going. It was agreed that the main agenda item was PBC and to ask the LMC how they thought community pharmacists could engage with the consortia groups and also to raise awareness with them of what community pharmacists could deliver. Tina asked Spencer and Steve to emphasise the convenience to patients and the extended opening hours that could be provided by community pharmacists. It was also agreed that repeat prescriptions should be raised, particularly in light of the waste campaign. The LPC agreed the need to form a relationship with the LMC as they did not want to be viewed as competitors.</p>	<p>SN/SF</p>
<p>6.</p>	<p>LPC Constitution</p> <p>Steve tabled a paper based on the PSNC constitution and had left in the track changes so that the amendments could be identified. The LPC accepted the draft constitution which Steve tabled.</p>	<p>SF</p>
<p>7.</p>	<p>Control of Entry Review – Response to Consultation</p> <p>Tina referred to the Department of Health's consultation document and asked for comments on section 60. It was agreed that Brigid, David and Ravi would look at the</p>	

	document and provide comments to Steve by 17 July so that he could provide feedback at the seminar in Nottingham.	BM/DR/ RM
8.	<p>Business Continuity Plan</p> <p>Steve tabled a national guide (PSNC template) and also a local guide developed by Chris Brown, Project Manager in the Public Health Department at the Sheffield South West PCT. The national template was considered to be more comprehensive and appropriate for pharmacy use. The LPC therefore agreed to Steve writing to all contractors suggesting that they adopt the PSNC model which was available on the website or a copy could be requested from the LPC. Steve would liaise with Chris Brown who had said she would be willing to support pharmacies in the process and to ask her to contact the other PCTs.</p>	SF
9.	<p>South Yorkshire Waste Campaign</p> <p>Peter had provided a copy of a letter he had sent to community pharmacies in South Yorkshire giving advance notice of the campaign that would be starting next week. It had been estimated that the cost of waste medicines in South Yorkshire was more than £10,000,000 per year. Trish Edney, Chairman of the LMC had sent out a similar letter to GPs.</p> <p>The campaign is by the same company who did the Moxy Malone campaign. Posters will be displayed in bus shelters and on buses. Pharmacists, GP practices and libraries will be allocated posters and leaflets.</p> <p>Tina Cooke had agreed for the launch of the campaign to be at her pharmacy on 21 July, which would be attended by the media and representatives from the Health Authority. People would be available to talk to patients on the day. Sarah Alton was the co-ordinator.</p>	
10.	<p>Consultation Areas for MURs</p> <p>Peter referred to his letter to Steve Freedman in which he suggested that the LPC nominate a member to accompany a PCT representative on a visit, if it is considered that an MUR private consultation area could be contentious. Peter explained that his suggestion was in order to have a more balanced view. The LPC agreed to this proposal and Peter agreed to contact the LPC when necessary.</p>	
11.	<p>Web Site</p> <p>Steve Freedman asked members their opinion on the LPC website and whether they wanted to keep it as it was or to consider the option of using the PSNC portal. Further options to consider were commissioning a company to maintain the website at a cost of around £600 or commission a company to create a website at a cost of around £300 to £400. The LPC agreed that the web site needed modernising. Steve would email website addresses to members so that they could look at the various options.</p> <p>At the Away Day on 19 June, Andrew Archibald had offered to look at whether information on the intranet could be loaded onto the LPC website and Tina asked Gill to liaise with him. <i>Post Meeting Note:</i> Gill spoke to Andrew who confirmed that he would contact IT colleagues for advice and would email Peter, asking him to forward his email to Steve.</p> <p>Tina would work with Steve to look at the different web sites and a decision would be made at the next meeting.</p>	SF TC/SF
12.	<p>Next meeting</p> <p>The next meeting will be held at 7.00 pm on 11 September 2006. The venue will be confirmed. <i>Post Meeting Note: Meeting to be held at the Salvation Army, Psalter Lane.</i></p>	SF
13.	Any other business	

i) Pharmacy Development Unit

Peter reported that the programme of monitoring visits was underway and that contractors were making good progress in demonstrating compliance with the new contractual framework. He noted that the assessors had identified some areas that were proving challenging for contractors, including clinical audit, recording of advice given/interventions made, and repeat dispensing. Tina asked Peter what action was being taken and Peter explained that the assessors gave advice on the visit and included this on the written report, supplied to contractors, following the visit. He added that with regard to providing repeat dispensing it was important for pharmacists to be accredited. Steve agreed to put an article in the Newsletter reminding pharmacists about the CPPE route for repeat dispensing and the RPSGB Audit toolkit, available from their website, or as a hard copy.

SF

ii) MUR Training Event

Tina referred to the training event on 18 July at St Mary's Church and Conference Centre. At the JPG it had been reported that if pharmacists do more than 250 MURs they will be automatically paid by the PPA and the PCT would need to arrange to recover any overpayment.

11 September 2006	8 January 2007
8 November 2006 (AGM)	12 March 2007
13 November 2006	

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