

TIME: 10.00 – 16.00

**VENUE: The Grange -
Beddington Park London Road London Road, Wallington
SM6 7BT England**

| <u>Attendee Name</u> | <u>Initials</u> | <u>Attendance</u> |
|--|------------------------|--|
| Mayank Patel (Chair) | MP | Present |
| Amit Patel (CEO) | AP | Present |
| CJ Patel (V. Chair) | CJP | present |
| Rachna Chatralia | RC | Present until 11.00, then back at 13.30 |
| Mansukh Sheth (CCA) | MS | Absent |
| Beran Patel (CPE rep) | BP | Present |
| Ravi Vaitha (AIMp) | RV | Present |
| Jyoti Bakshi (CCA rep) | JB | From 10.30 until 14.00, then back at 15.00 |
| Dina Thakker (CPCL SWL ICB) | DT | Present from 10.00 – 11.30 |
| Radhika Amin | RA | Present |
| Shahil Soni | SS | Present |
| Bola Sotubo | BS | Present |
| Amish Patel | APa | Present |
| Subha Subramanian | SS | Present |
| Umesh Amin | UA | Present |
| Jaymil Patel (V. Chair) | JMP | Present |
| Devan Jethwa | DJ | Present |
| Stuart Brown (Minute taker) | SB | Present |
| Hina Patel (Admin) | HP | Present |
| Kishan Patel | KP | Present |
| David Tamby Rajah | DTR | Present |
| Guests | | |
| Nora Murphy (TimeStrip) Sponsor | NM | Present 10.00 – 10.30 |

| | | |
|---|-----------|----------------------------|
| Matt Robinson (Directorate of Adult Social Care and Public Health – Wandsworth & Richmond Councils) | MR | Present from 14.00 – 14.30 |
| Raychel Peters (Harm reduction commissioner for Sutton, Wandsworth and Richmond) | RP | Present from 14.30 – 15.30 |
| Terry ??? | | Present from 14.30 – 15.30 |
| Abida Begum (commissioning officer) | AB | Present from 14.30 – 15.30 |
| Benjamin Humphrey (Senior Public Health Lead) | BH | Present from 14.30 – 15.30 |
| Martin Donald (Contracts Officer) | MD | Present from 14.30 – 15.30 |
| Lilian Li (Lead pharmacist at SW London ICB) | LL | Present from 15.30 – 15.40 |

1. WELCOME & APOLOGIES

AP welcomed all to the meeting and congratulated the members that had been voted in.

2. PRESENTATION BY SPONSOR – TIME STRIP

NM spoke to the meeting wrt. Time Strip products.

3. MINUTES OF MEETING HELD ON 131023

ACCURACY

BS stated that the sentence: *"AP reminded that this committee would be representing 295 contractors over six boroughs – and there would be six lots of ICBs to engage with."*

Should be changed to: *"AP reminded that this committee would be representing 295 contractors over six boroughs – and there would be six lots of places to engage with."*

PREVIOUS ACTIONS & MATTERS ARISING

| Action | Description | Who to action |
|-----------|--|---------------|
| 1 ongoing | To review the Treasurer’s role and their remuneration in six months. | All |

| Action | Description | Who to action |
|--------|--|---------------|
| 2 | To ask Ex- Croydon LPC treasurer about status of the December 2023 levy payment. | CJP |

| Action | Description | Who to action |
|------------|--|---------------|
| 3 previous | To ask K&R Treasurer for an audit trail– re. contractors who have already been remunerated from the K&R LPC account using cheque or bank transfer. | MP/MS /AP |

| Action | Description | Who to action |
|--------|---|---------------|
| 4 | To send ICB Chief Pharmacist JD to AP – to cascade out – for comment. | DT |

| Action | Description | Who to action |
|------------|---|---------------|
| 5 previous | To add to the interactive logic model – within 2 weeks. | All |

| Action | Description | Who to action |
|--------|--|---------------|
| 6 | To send out comms. (including the link) to all contractors to remind them of the ability to raise “making a difference” alerts where appropriate re. any quality issues. | HP |

<https://www.southwestlondon.icb.nhs.uk/contact/make-a-difference/>

AP stated that any quality issue could be raised, including meds. stock issues, issues to do with GP etc.

4. ICS UPDATE

DT updated the meeting on the following subjects:

- **DIGITAL EXCLUSION SERVICE**
- **IPPP**
- **PHARMACY FIRST**
- **GRADUATE FUNDING**
- **BRANDED GENERICS ISSUES**

5. FINANCE UPDATE

AP directed the members to the budget spreadsheets that MS had created, for comment.

6. MARKET ENTRY APPLICATIONS

AP stated that the details of the four cases had been included in the paper bundle.

7. MATTERS ARISING

FORMAT OF MEETING MINUTES

AP stated that the meeting minutes were currently very detailed for good reason – to remind the members of the in-depth conversations from meeting to meeting. AP suggested that this format is too detailed for contractors, and he has looked at public meeting minutes from other LPCs – and they are very simple and digestible.

AP proposed that a discussion take place on the possibility of changing the format of the minutes, with the following options:

- A) Have the future meeting minutes be simplified for the members and the contractors.
- B) Keep the meeting minutes format as it is.
- C) Keep the meeting minutes format as it is – with an added simplified version (to be posted on the LPC website and circulated to contractors).

SB asked whether he should stay for this discussion, and the members decided that he could stay for it.

The members took a vote on the following two options:

- 1) Keep the meeting minutes in the same format as now whilst adding an abridged version for the LPC website.**
- 2) Change the format to ONLY a short concise set of minutes, with brief topic reporting and actions recorded.**

Option 1 received 12 votes.

Option 2 received 2 votes.

Therefore, the members approved to keep the meeting minutes in the same format as now whilst adding an abridged version for the LPC website.

| Action | Description | Who to action |
|--------|---|---------------|
| 7 | To add an abridged version of the meeting minutes to then main, detailed one going forward. | SB |

CPCL POSITION

AP led a discussion on the fate of this role.

| Action | Description | Who to action |
|--------|--|---------------|
| 8 | To draft a letter to the ICB detailing the risk to CP and patients should there be no contingency plan following the removal of the CPCL role from April 2024. | AP |

BS stated that historically, there has always been a CP rep. liaising with the main PCT/CCG/ICB to ensure a comms. pathway from the contractors right up to the NHS leads.

CPE COMMITTEE MAKEUP

MP stated that he had sent AP an email querying if the present CPE committee is truly representative of CP in London, given the last six months of pharmacy closures (i.e., Lloyds exiting the market).

MP asked for a discussion and then a vote wrt. whether the LPC should write a letter to CPE asking them to reassess their committee make up.

JB warned that whoever would write such a letter would have to be clear that this sentiment is not the view of the whole LPC.

AP stated that he would take over Chairmanship at this time to avoid any COIs. **AP proposed that the members vote to approve the drafting of a letter which would communicate MP’s suggestion for CPE to rebalance its committee.**

There were 13 yes votes with 1 abstention.

| Action | Description | Who to action |
|--------|---|---------------|
| 9 | To draft a letter which would communicate MP's suggestion for CPE to rebalance its committee – to be brought back to the members virtually (in 2 weeks) for sign off. | AP & BP |

CONTRACTOR DIFFICULTY

AP stated that a local contractor (affecting all their branches) is currently in difficulty – they have had issues with suppliers – a discussion was held wrt. the LPC's responsibilities in this case.

| Action | Description | Who to action |
|--------|--|-------------------|
| 10 | To draw up an action plan – and then approach the local contractor in difficulty to work out the next steps. | AP & Raj Matharau |

8. CEO UPDATES

PHARMACY LONDON (CPL)

AP lead a discussion on the future of CPL.

AP stated that this topic will have a lot of time devoted to it at the January 2024 LPC meeting.

NHS CONFEDERATION

AP stated that he is doing some work with this organisation, which is advantageous because there is currently no strong CP voice in this group.

AP stated that this organisation has two key aims:

1. To improve the contractual offering across Primary Care.
2. To affect political manifestos.

INNOVATION FUND BIDS

DTR stated that five bids have currently been submitted to the ICB.

AP stated that the outcomes of these bids will be known before Xmas.

WINTER (PHARMACY) FIT SERVCIE 2024

AP stated that the ambition for this service is to have it run for 18 months.

CP PRIMARY CARE SUMMIT

AP stated that the LPC is planning to stand up another of these events, this time, organising it during the day.

AP stated that the event will take place in February 2024, with the full support of the ICB, and the training hubs will help co-ordinate the event.

AP stated that Glenmark would be fully funding the event -

<https://glenmarkpharma.com>

TYMPA HEALTH PROGRAM

AP stated that he had been asked to present this service to ICB Chief Exec. leadership during the next week.

ADVANCED SERVICES UPDATE

DTR highlighted the following points wrt. the LPC’s Workplan (for next 3-4 months)

9. CPE UPDATE

BP gave an update by speaking to a slide deck.

| Action | Description | Who to action |
|--------|---|---------------|
| 11 | To add link to LPC website to LPC executive email signatures. | LPC Exec |

--- OPEN SECTION ---

10. Introduction and update on Council’s MECC programme to pharmacy staff

MR gave an update by speaking to a slide deck.

| Action | Description | Who to action |
|--------|--|---------------|
| 12 | To find out whether all of the MECC training modules could be offered to all the contractors in SW London. | MR |

| Action | Description | Who to action |
|--------|---|---------------|
| 13 | To provide the weblink to the different MECC training programme modules to the LPC – for upload on the LPC website. | MR |

| Action | Description | Who to action |
|--------|---|---------------|
| 14 | To look into whether the local councils could fund the training of Health Champions in SW London. | MR |

11. Alcohol identification and brief advice (IBA) training to pharmacy and seeking support

RP gave an update by speaking to a slide deck.

| Action | Description | Who to action |
|--------|--|---------------|
| 15 | To set up training sessions for pharmacy services re. the enhanced services. | RP |

| Action | Description | Who to action |
|--------|--|---------------|
| 16 | To provide West Sussex Naloxone service SLA to RP. | CJP |

12. Public Health Update

MD gave an update by speaking to a slide deck.

13. SWL ICB Update

LL gave a verbal update to the members.

| Action | Description | Who to action |
|--------|---|---------------|
| 17 | To demand that Croydon LA PH reps. attend a future LPC meeting. | AP |

PH Merton

MP led a discussion wrt. the LPC’s current engagement with PH Merton.

| Action | Description | Who to action |
|--------|---|---------------|
| 18 | To set up a poll of Merton contractors to find out who is carrying out the locally commissioned Stop Smoking Service. | MP/AP/HP |

14. Setting of Joint Expectations

AP stated that due to the meeting overrunning, he was not able to give this agenda item the time that it would deserve, however there was time for some quick questions.

| Action | Description | Who to action |
|--------|--|---------------|
| 19 | To send AP/HP headshots, and introductory notes to be uploaded to the LPC website. | All |

| Action | Description | Who to action |
|--------|--|---------------|
| 20 | To send out email to members to ask them what LPC subcommittees they would like to be part of. | HP |
| 21 | To reply back to email highlighting which subcommittee they would like to part of. | All |

| Action | Description | Who to action |
|--------|--|---------------|
| 22 | To send out email to members to ask them whether they would like to be borough facing leads. | HP |
| 23 | To reply back to email stating whether they would want to become borough leads. | All |

15. AOB

PharmOutcomes – Tympa health

AP stated that the grace period is currently thought to be three months – but it isn't, it is actually two months and a day.

Food Inspectors

DTR stated that Inspectors are currently visiting CPs who sell food products.

SONAR

JMP stated that service activity data has been wrongly reported by SONAR, and this has been the case for 2-3 months, therefore this should be raised as an issue.

| Action | Description | Who to action |
|--------|--|---------------|
| 24 | To write to Pritpal Thind (SONAR) wrt. discrepancies in service activity data. | AP |

Glossary of Acronyms

| | |
|--------|---|
| ABPM - | Ambulatory Blood Pressure Monitor |
| AIMp - | Association of Independent Multiple pharmacists |
| ARRS - | Additional Roles Reimbursement Scheme |
| CCA - | Company Chemists Association |
| CCG - | Clinical Commissioning Group |
| CP - | Community Pharmacy |
| CPCL | Community Pharmacy Clinical Lead |
| CPCS - | Community Pharmacy Consultation service |
| CPCF | Community Pharmacy Contractual Framework |
| CPL - | Community Pharmacy London (previously PL) |
| CRM - | Customer Relationship Management |
| DMS - | Discharge Medicines Service |
| ELPR - | East London Patient Record |
| EOLC - | End of Life Care Service |
| ERD - | Electronic Repeat Dispensing |
| F2F - | Face to face |
| FAC - | Financial Audit Committee |
| ICB | Integrated care board |
| ICS - | Integrated care system |
| IPMO - | Integrated NHS pharmacy and Medicines optimisation work program. |
| IPPP - | Independent Prescriber Pathfinder Program |
| LA - | Local Authority |
| LDC | Local Dental Committee |
| LPC - | Local Pharmaceutical Committee |
| LMC - | Local Medical Committee |
| LCS - | Locally Commissioned Service |
| LOC - | Local Ophthalmic Committee |
| MECC | Making every contact count |
| P2U | https://www.pharmacy2u.co.uk |
| PCN - | Primary Care Network |
| PL - | Pharmacy London |
| PLOT - | PSNC AND LPC OPERATIONS TEAMS |
| PMs - | Practice Managers |
| PNA - | Pharmaceutical needs assessment |
| PQS - | Pharmacy Quality Scheme |
| PSNC - | Pharmaceutical Services Negotiation Committee |
| REN - | Research and Education Network |
| RSG - | Review Steering Group |
| STP - | Sustainability transformation plan |
| SWOT - | Strengths, Weaknesses, Opportunities and Threats |
| TAPR - | Transforming Pharmacy Representation. |