**North Staffs and Stoke Pharmacy Committee**

Minutes of the meeting held on 24th Sept 2019 at meeting Thea Pharmaceuticals, IC5 Keele University Keele, Staffs

**Present:**

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| Committee member | Present | Apologies |
| Nita Allen (NA) - Chair | ✓ |  |
| Clare Stott (CT) - Vice Chair | ✓ |  |
| Sue Adams (SA) | ✓ |  |
| Elliot Patrick (EP) |  | A |
| Raj Morjaria (RM) | R |  |
| Nikki Morjaria (NM) |  | A |
| Hema Morjaria (HM) | ✓ |  |
| Harpal Bhandal (HB) | ✓ |  |
| Becky Norton (BN) |  | A |
| Ellie Lawton (EL) | ✓ |  |
| Vicky Greenwood (VG) | ✓ |  |
| Peter Walker (PW) | ✓ |  |

**In Chair:** Nita Allen (NA)

**Chief Officer:** Tania Cork

**Standing Items**

*0919-1* **Chair:** NA welcomed all members to the meeting

*0919-2* **Apologies:** as above

*0919-3-* **Governance/Declarations of Conflicts of Interest (DOI):** The DOI folder was circulated for members to update as appropriate.

*0919-4-* **Power to act:** Come to light during meeting agenda.

*0919-5-* **Minutes from previous meeting:** TC reminded the members that EL will now sign the minutes as she is checking the content for competition law.

*0919-6-* **Matters Arising:** none

*0919-7-* **Finance:** All finances are present and correct. There was a long discussion regarding the future funds of the LPC given the vast amount of local work needed to support the contractors, and the figures from the audited accounts for 2018-19. The member considered and reviewed the spending plans and discussed many areas. Areas for consideration were;

* size of the LPC reserves - LPCs should ideally hold a maximum of six months’ funding in reserve.
* Appropriate financial scrutiny taken place with the involvement of finance sub- committee,
* new activities been approved by the full committee
* assessment have been made of where efficiencies could be made
* activities been properly costed for contractor benefit
* HR implications discussed and any personal reductions
* pooling neighbouring LPC resource to reduce spend
* comparisons to other LPCs of a similar size

It was finally decided and voted on to implement a levy increase from the contractors starting from the month of December.

**Business Agenda**

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| --- | --- |
| *0919-8* | **LPC structure**  The structure of the LPC was discussed, by members, in relation to federating or total merge with our boarding LPC – South Staffs. After long discussions it was decided that the LPC would not federate at this time. However, a total merger may be an option in the future, this would be considered within the next 2 – 5 years depending on the outcome of the new CPCF. |
| *0919-9* | **Action sheet update**  Practice pharmacist are invited but waiting for a date when they can be released from their role to attend.  STI prescription are now free however, there is still no understanding of what exemption is claimed by the patient. It was assumed it would be medical exemption. TC the find out. |
| *0919-10* | **CPCS and PSNC**  The rest of the meeting was in relation to the CPCS, PCNs and QPS. Members of the committee took part in a number of activities that finally acted as a plan for the LPC to support contractors. The concluding tasks are;  PCNs   * Sort the 13 PCNs into regions * Hold 4 PCN events in each region – TC to source venues * Make attendance mandatory * Produce certificates for PQS evidence * For the events, start with short presentation around PCNs and what they are, benefits and how pharmacy fit in * Ensure that the events hosts an introduction between the pharmacies(networking) * Hold elections for each PCN lead at the events * Brief PCN Leads on next stages * LPC member to act as ‘buddy’ for each PCN lead * Develop website with all information on regarding PCNs for contractors   CPCS   * Support contractors with roll out * Help locums with the finer details to allow them to deliver the service * Check for NHS dashboard rights for CEO * Chase any outstanding referrals – if known * Develop website with all information on regarding CPCS   PQS   * Continue to support all contractors to receive maximum points * Simon to support this * Ensure website is up to date with information for contractors * Develop a time scale for contractors to follow |
|  | **Closed meeting** |
| *0919-11* | **Regulation**  The committee discussed the following:  No significant change relocation to Unit 18, Croft Industrial Estate, Newcastle, Staffordshire, ST5 0TW by U.Mir Pharma Ltd – GRANTED    Shelton Pharmacy, 13 Howard Place, Shelton, Stoke on Trent, ST1 4NN will cease to provide pharmaceutical services on 5 January 2020 and will be removed from the pharmaceutical list for the area of Stoke Health and Wellbeing Board    Change of ownership application for Rowlands Pharmacy at 17 Werburgh Drive, Trentham, Stoke on Trent, ST4 8JT by Fairway Pharmacies Ltd |
| *0519-23* | **AOB** |
|  | **Next Meeting**  **Nov 26th 2019** |

These minutes are signed as being a true record of the meeting, subject to any necessary amendments being made, which will, if any, is recorded in the following meeting’s minutes.

Signed: ………………………………………………Position:......CHAIR............. Date:............................

Signed: .................................................................Position:......CEO.................Date:............................

During this meeting, along with these minutes, there was a constant check to ensure no discussions could constitute to breaking competition law.

Signed......................................................position.............................................Date