**North Staffs and Stoke Pharmacy Committee**

Minutes of the meeting held on 29th January 2020 at meeting Thea Pharmaceuticals, IC5 Keele University Keele, Staffs

**Present:**

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

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

**Chief Officer:** Tania Cork

**Standing Items**

*0120-1* **Chair:** NA welcomed all members to the meeting

*0120-2* **Apologies:** as above

*0120-3-* **Governance/Declarations of Conflicts of Interest (DOI):** The DOI folder was circulated for members to update as appropriate.

*0120-4-* **Power to act:** Come to light during meeting agenda.

*0120-5-* **Minutes from previous meeting:** signed off by Chair

*0120-6-* **Matters Arising:** none

*0120-7-* **Finance:** All finances are present and correct. All accounts are healthy and within the working budget. Bond payroll finishes their contract at the end of the financial year and Barrington’s will take over 1st April 2020. This is half the monthly cost compared to Bond payroll company.

**Business Agenda**

|  |  |
| --- | --- |
| *0120-8* | The morning and most of the afternoon session was taken up with discussions around the LPC/PSNC review process. This was a change from the original agenda due to receiving the LPC/PSNC review survey questions the night before this LPC meeting.Committee members agreed that the LPC survey questions would be displayed on the large TV screen for all member to see. One member (EL) would type the responses directly onto the word document for all to see. TC went through each question in turn for the members to reflect, discuss and make their decision on how to response. Due to the number of questions needed to be answered time exercise took the majority of the day to complete.Once this was completed TC will send the document around to all members who will have 2 weeks to reflect and add to the comments. TC then to upload the members answers to the electronic survey site. Finally, there was a discussion on how we make the contractors aware that the survey was important and encourage them to respond to the contractor survey part of the review. This would be via newsletter. The review team will be letting Chief Officer know the how many had responded, but not who. TC would continually remind contractors until the deadline date.  |
| *0120-9* | **Comms strategy** EP informed the committee members that a meeting had taken place with RN, TC, EP to discuss and plan the comms strategy for the next financial year. The committee discussed how the contractors could engage more with social media. Ideas consisted of mouse mats to advertise the Facebook site, PCN pharmacists to join Facebook site and promote the LPC through their channels and to contact any pharmacies that do not open the LPC mail chimp newsletters.  |
| *0120-10* | **Radio topic**TC asked the committee to recommend topics to talk about at her monthly slot with Moorland Radio. The plan is;Hayfever – MayTravel – MaySun awareness – JuneBites and stings – JulyPain – AugFlu - September Child health – OctAMR/cough cold, ENT service – NovDigestion issues – DecDry Jan and weight – Jan 2021 |
|  | **Closed meeting** |
| *0120-11* | **Regulation**The committee discussed the following: 1. Change of hours for of Trentham Pharmacy FE560, 17 Werburgh Drive, Trenham, Stoke on Trent, ST4 8JT.

 1. Change to the opening hours of Queen Street Pharmacy, Queen Street, Stoke on Trent, Staffordshire, ST6 3EG.  Effective date 4 March 2019.

 1. Inspire pharmacy – change of location previously at Unit 10 Croft Industrial Estate, Newcastle under Lyme, Staffordshire, ST5 0TW will start to provide pharmaceutical services from Unit 18 Croft Industrial Estate, Newcastle under Lyme, ST5 0TW on 29th November 2019.
 |
| *0120-12* | **AOB** |
|  | **Next Meeting****March 24th 2020** |

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