

Cambridgeshire and Peterborough Local Pharmaceutical Committee

Minutes of the LPC Meeting Held on 15th July 2009 at Brampton Park Golf Club

1. Welcome – TC

Tim Coaker (Chair) opened the meeting by welcoming members to the meeting including the new administrator Navaz Bulsara who is taking over from Susan Brydon.

2. Apologies & Attendees – SB

Attendees

Tim Coaker (TC) (Chair)	Cherie Aronson (CA)
Shabbir Damani (SD) (Vice Chair)	Balwinder Kandola (BW)
Tim Richards (TR) (Treasurer)	Kassim Kurji (KK)
Rita Bali (RB) (Executive Development Officer)	Kumar Ladva (KL)
Evelyn McKenzie (EM)	Susan Brydon (SB) (current Administrator)
Navaz Bulsara (NB) (New Administrator)	

Apologies

Peter Schofield (PS), Hina Patel (HC), Meb Dattoo (MD), Mat Broachwalla (MB), Alister Huong (AH), Anil Sharma (AS), Kelvin Rowland-Jones (KRJ), Ron Smith (RS)

The meeting was quorate

3. Declaration of Interest – TC

There were no declarations of interests made

4. CCA Report – TC

Action – TR to complete and send report to the CCA report for the meeting.

5. Minutes of the Previous Meeting – TC

There were some corrections:

Page 2 – Enhanced Services Payments – paragraph 1 change the word 'PPP' to 'PPD'.

Page 2 – IT Update – paragraph 1 change word 'recoding' to 'recording' and delete the word 'recording', at the end of the paragraph.

Page 6 – paragraph 4 change 'prescription provision' to 'emergency supply'.

AS to complete confidentiality agreement – as not attended this meeting will have to complete at next meeting.

Action – NB to ensure this is completed at next meeting.

Minutes accepted and signed by TC.

6. Matters Arising

NSC Event Update

Event date 27th September 2009

SB went to the NSC meeting.

Everyone agreed to underwrite £2000 per LPC if we have no sponsors and around a 100 people attending the event. Getting sponsors needs a big push and informing the contractors of the event also needs to be pushed.

RB – has asked AstraZeneca, Lloyds and Lundbec

For those who offer sponsorship they can have a stand at the event and a flyer in the delegate pack.

Action:

CA to contact NAPP

RB to contact Pfizer

RB to contact Tony Dean (UEA) about having a stand

RB to contact Sainsbury, Asda, Morrison's, Tesco and PDA

TR to contact CPPE

SB to contact Ron Dews about putting on a coach with three pick up points (P'boro, H'don and Cambridge).

RB, NB and SB are going to the next NSC event meeting on the 11th August 2009 and agreed that we (LPC members) would need to help out on the day.

Action - Once SB gets coach details NB to put on event details on to the website stating offering free coach seat on first come first serve basis as limited spaces.

Smoking Cessation

RB – PCT really struggling with meeting its target number of quitters. A lot of pharmacies are only putting 3 quitters.

Action - RB to phone these pharmacies to analyse reasons why.

Sheffield Needle Exchange Scheme

RB – Peterborough is trialling Hep C services and needle exchange and supervision not going well as the individual who deals with this is on holiday.

Malcolm Moss MP (MM) meeting with NHS Cambridgeshire

RB – There was no strategy meeting so there is no outcome at the moment.

NHS Email

KK tried to set up NHS email but is having difficulty.

Rota

KL put in claim for the whole day (Easter Sunday) but has heard nothing from NHS Cambs. NHS Peterborough are relying on the 100 hour pharmacies.

Action – RB to pick up KL’s claim to find out what the outcome is.

7. Treasurer’s Report – TR

TR presented the treasurer’s report:

Balance to 1/7/09	=	£84,418.85
Less uncleared cheques of	=	£ 3,368.46
Balance	=	£81,050.39

The values of uncleared cheques include some salary payments and the recent payment to HMRC for Corporation Tax.

This also includes one uncleared cheque of £231.25 for Lloyds from 15/1/09 i.e. 6 months old today. If this does not appear on the next bank statement, do I have permission from the committee to resubmit this claim?

Uncleared cheques - It was agreed by the committee that it was up to the individual contractor company to contact the LPC treasurer once date passed for uncleared cheques – e.g., cheque for Lloyds for £231.25 uncleared due to expire now (6 months).

Action – TR to bring a list of uncleared cheques to future meetings in the mean time send list to NB to distribute to members.

I have recently reviewed the expenses policy and recommend we remove the line ‘The LPC will pay to the pharmacist the gross fee, the responsibility rests with the pharmacist to declare this income on his/her personal tax return’. This is otherwise contradictory to our policy of paying employers only.

LPC meeting agreed to amend and date of amendment.

Action – NB to put new policy on web site

We should also consider what we pay for as ‘locum expenses’. PSNC state we can pay whatever is reasonable. Should we therefore be paying for ‘locum’s expense’, ‘locum’s travel’, ‘agency fees’ etc. on the basis that no one should be out of pocket?

And should we, for transparency, have invoices in the format of ‘x hours at £y per hour’? Or as a lump sum which could incorporate these ‘extra’ fees?

LPC meeting agreed to keep the expenses policy as it is and any thing above £250.00 per day (as stated by the PSNC); that amount should be referred to the LPC. To ensure that committee put in the claim with more detail – e.g., how many hours and what rate paid.

PSNC have renegotiated the terms of LPC current accounts with Lloyds TSB (see email from Mike Dent for details). He asks that the secretaries contact him if we wish to change our account to the Lloyds Bank’s National Clubs and Charities Team, to take advantage of these revisions.

Internet banking is now up and running. Following a conversation with Tim, it was agreed that a second person should have access to the online account for the sake of governance and transparency. After contacting Lloyds TSB, I have discovered that any account signatory can register themselves online; I am awaiting a form to register Navaz as a signatory. We concluded it may be useful for the secretary to make monthly checks on the account to ensure everything is in order, and that this is documented. I suggest we wait until the November meeting (as I am on holiday for the September meeting) before deciding on the LPC debit card and investments.

With regards the renegotiation of rates with Lloyds TSB 2 LPCs have trialled these new accounts and found it of benefit.

Action - TR to find out if these rates are introductory offer only or continuous.

LPC meeting agreed that if not just an introductory offer then we should consider going forward with the new rates.

CA proposed and EM seconded

Action – TR to investigate if there can be 3 signatories on the internet account and if there is a limit per day.

I had a meeting with Maggie Brown and Kelvin (CPCT) and James (Purchase ledger manager, ASP) on July 9th. It was agreed that the current claim forms for enhanced services would be revised to include the new Medicines Management Team address at Lockton House, Cambridge, and a new unique coding system to allow tracking of payments. This code will be a combination of the contractor's PPD account number, the type of service and the month to which the claim relates i.e. FMR87MAS06 – Lloyds pharmacy Eaton Socon (FMR87), Minor Ailments Scheme (MAS), June (06).

I have asked Maggie to liaise with her Peterborough PCT counterpart to set up a similar system for Peterborough contractors.

It was mentioned that ASP NHS has agreed to do improved forms for pharmacy claims which will include:

*PPD Number
Code of Service
Month apply to.*

Continue to try and sort out the issue of when the actual amount claimed is not reimbursed.

Action – RB & TR to contact Maggie regarding the new forms. RB to liase with Maggie's equivalent in Peterborough PCT

I have received from our insurance brokers, Gill Noble, a renewal notice for our Personal Accident Insurance policy, due on 25/7/09. The cost of this is £322.50. This represents an increase of £10 (3.2%) on last year's premium. Do I have the agreement of the committee to proceed with the renewal?

Meeting agreed that TR to investigate further to see if TR can get cheaper insurance than what we are paying at the moment (£322.50). If no were cheaper than TR to go with exiting renewal.

SD happy to propose subject to maximum not being more than £322.50 and EM seconded.

8. Contract Application

There were no new applications. 90 to 100 re-classifications will come from Helen Lucas at a later date.

Action – TC to contact Helen Lucas for further details.

There was some discussion around Bottisham/Teversham and the issue of reclassification (Rural/Urban) and the role of the LPC sub committee.

TC - commented that there was a need to ensure there was a robust process in place that considered the impact on existing contractors.

SD – expressed concerns about the changes to the contract application sub group and feels that the group should not have been disbanded in his absences – SD was not able to attend the last meeting.

RB – asked if the grid could include the issue of impact.

Action - TC – wants to ensure that the process is looked at and is robust before re-grouping the sub group.

Action - TR will look at Grid and update then forward to NB for distribution to LPC to consider.

SB – went through applications and explained that PS represented LPC for the Bottisham application. Also confirmed that Petersfield pharmacy letter was sent and SD summarised the decision taken by LPC as SD, chairs the sub group.

There was an option for the LPC to comment on Repeat Prescription Order Line SD declared an interest and left the meeting.

Repeat Prescription Order Line has appealed against the LPC decision.

Declaration of interest declared by TC and EM.

Remaining LPC members agreed with comments on previous letter.

Action - NB to write a follow up letter (from LPC) to Ray Bushell regarding the appeal.

9. Committee Matters

Constitution

Final draft has been recommended by the PSNC

LPC considered to agree draft constitution and then send out to all contractors of which two thirds have to adopt constitution, for it to be carried.

Action - To arrange a date for the change in constitution meeting (TC and NB) and give contractors notice of meeting. Have to ensure the contractors are informed of the changes before the voting meeting.

Main changes:

TC – raised the point on non-pharmacist members representing contractors on LPC

There was some discussion around the constitution in particular the issue of accepting non- pharmacist members on to the LPC.

RB - fed back that most LPCs were against non- pharmacists members because they felt that the LPC is a professional body.

Voting took place and the results were:

3 members for 3 against and 1 abstained; casting vote TC (there was a quorate of 7).

It was agreed to go with the recommendation to allow non-pharmacist members.

Action – RB to check with Mike King if postal votes are accepted and to clarify LPS/AIM

Vote was taken on to adopt the PSNC recommended draft constitution:

3 members for 3 against and 1 abstained.

It was agreed due to the sensitive nature of the changes the absent members should be contacted and asked for their feedback.

Action – TC to prepare a letter to be sent out to non-attendees and for them to reply by 22/07/09.

Action – NB to distribute letter and constitution paperwork

Action – TC & NB arrange a date for Special meeting for contractors to vote in September

LPC secretary's conference Feedback

RB gave feedback of meeting and these were current issues reported by Sue Sharpe.

Mike O'Brien is now the minister responsible for the totality of pharmacy and most of primary care

Funding negotiations for current year net funding is plus 3.5% to 4%

In 2010 the pharmacy budget will be devolved to PCTs although the money will not be ring fenced the PCTs have no discretion of not to pay. It is a complex change that the PSNC is working on.

The PSNC welcomes the new cost of service inquiry.

With the flu pandemic the PSNC is working with DH to protect contractor funding during the pandemic if contractors need to close due to staff shortages.

EPS slow progress unsure what will happen if the government changes.

CIP and pricing accuracy is still presenting problems overall error rates are the same as usual but individuals may suffer the PSNC have stopped PPD from destroying prescriptions more than 12 months old so issues can be investigated.

With specials the PSNC is working with dept. Health to set prices for commons specials in the drug *tarif*.

Stock shortages there are about 70 branded products which are on quota this is increasing the work load for community pharmacists.

The quota system is set by manufacturers who are trying to stop interstate exporting. Government will not interfere with free movement and competition and the PSNC have pointed out *life* critical drugs DH.

The PNA will substitute control of entry process. The PSNC is looking at an appeal process for poor PNAs. A PNA toolkit is being developed by the PSNC.

PSNC are working on a kit to explain the financial model of community pharmacy to LPCs to use to demonstrate to the PCT how community pharmacy is funded.

PO Box

TC – explained that old PO Box will be maintained for 6 months and a new one opened for NB.

10. Services Update

Cambs PCT has moved to Lockton House on 20/07/09 and contractors have had the address.

Action – NB to put address on the LPC website

MARS service will start in Wisbech before it is rolled to whole of Cambs area. Payments have been agreed and the pharmacies in Wisbech to monitor their costs.

NHS Cambs were not successful in gaining the Social Care bid.

NHS Cambs has put in a bid for Health Trainer that includes community pharmacy.

Flu

There was some discussion around the management of the flu crisis.

RB - Kelvin said at last LPC meeting that NHS Cambs intended to keep the supply of Tamiflu out of primary care. That position changed and Kelvin emailed the multiples to ask if they were interested in Tamiflu distribution. Kelvin says only Boots and Tesco responded and were interested.

General consensus that this was not a transparent process and the LPC has concerns.

The LPC reported that a number of patients were issued with NHS and private prescriptions for Tamiflu with no instructions on how to obtain supply. There had been no communication from the PCT to the pharmacists and therefore pharmacists were unable to signpost appropriately.

Action – RB to put a draft letter a letter of concern to NHS Cambs and circulate to LPC members, before issuing it.

TC - To ensure in stores there is a business continuity plan when staff are off sick with the flu (there is a link regarding this on our website).

Action – TC to send out the formal process of what to do in case a pharmacy has to close – clear notice and what to do about customer's prescription. (?)

Peterborough PCT

RB - summarised discussions with Ron Smith and there are 3 pharmacies that are involved in Tamiflu distribution.

Action - Note for Strategy group: to have a discussion on how to deal with urgent matters from any stake holder and have the authority of the LPC to make a quick decision.

Cambs PCT

Andrew Jones is leading on implementing NHS repeat prescription service in Cambridgeshire.

RB - There has been a poor uptake of the Sexual Health service by pharmacists. Possibly due to the difficulty of passing the CPP course.

Action – RB to feedback on: Excessive training, time limits and how LPC can help our contractors

Boxing Day guidance is being completed by Cambs PCT (Helen Lucas).

Action – RB to send an email to Kathy so she can do the same for Peterborough PCT.

RB – PNA pharmacy questionnaire has been sent to independent contractors and area managers of multiples.

A.O.B.

TR – NPSA all system to use NHS number. How is the PCT going to achieve this.

Action – RB to discuss with KRJ

TR – asked if it is possible to have some sort of documentation that if any contractor takes on service offered from PCT that they refer first to LPC – otherwise it has a negative impact on the LPC as we want to reinforce LPC rule.

Action – RB & TC to have a meeting regarding this outside of meeting.

RB – made committee aware that there is Free dental treatments being advertised and is available and asked if pharmacists would be interested in promoting this. It was decided to leave to individual contractor to decide.

SB – discussed the New PCL 029/09 – which will be included in the next news letter.

Committee approved for new administrator to buy new shredder – TR proposed and SD seconded.

TC – confirmed that this was Susan’s last meeting and thanked Susan for her professionalism in leaving paperwork in such good state.

LPC meeting wished Susan every success in her new venture.

Next LPC meeting:

23rd September 2009; Brampton Park Golf Club – coffee/tea 9.00am.

Note: NB and TC to review if LPC September (23rd) meeting is still going ahead (due to the NSC event being in that month).

The meeting closed at 4.30pm