

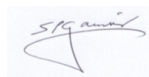


 Meeting Minutes - OPEN

 Tuesday 12th July 2016

 09.00 to 17.30

 Ibis Hotel, 3 Cardington Street, Euston, London NW1 2LW



20 SEPT 16

ATTENDANCE

Member Name	Initials	Attendance P= Present, A= Absent, Aa= Apologies sent.
Sanjay Ganvir (Chair)	SG	P
Bipin Patel Clockwork (Treasurer)	BPC	P
Elena Alexandrou	EA	A
Udit Patel	UP	P
Sanjay Patel Aqua	SPA	Aa
Hinal Shah	HS	P
Kim Khaki	KK	P
Jayesh Patel	JP	Aa
Beneeta Shah	BS	P
Hitesh Tailor	HT	P
Kalpen Patel	KP	Aa
Dharmesh Patel	DP	P
Chris Bell	CB	P
In Attendance		
Yogendra Parmar (CEO)	YP	P
Stuart Brown (Minutes)	SB	P
Belinda Narayanan, C-Card Co-ordinator for Islington	BN	P (09.30 -10.00)
Shirldon Barthelmy, C-Card Co-ordinator for Camden	SBa	P (09.30 – 10.00)

1. WELCOME BY CHAIR & APOLOGIES

SG welcomed everyone to the meeting, apologies were noted (as above). SG, on behalf of the meeting members expressed his condolences to KK, following his bereavement. SG added that this had been the reason for KK missing the last LPC meeting, which meant he had missed 3 LPC meetings in a row (the LPC constitution stipulates that members must be cautioned, should they miss three meetings in a row). KK thanked the meeting for this gesture.

YP asked for any new declarations of interest – there were none.

2. MINUTES OF THE LAST MEETING (MAY 2016)

SG signed off the minutes of the last meeting as accurate.

Outstanding actions

Sophie Baker to resolve the issue of no bags being available for the needle exchange service in Islington:

YP stated that this issue had been resolved.

YP to make a list of potential workshops/training events/projects which could be funded over 2016/17 with LPC reserve monies, which would benefit C&I contractors – to be presented at the July 2016 LPC meeting:

YP stated that this issue was on the meeting agenda.

YP to send out a secondary email detailing Boots' continued support for the LPC and for CP, and communicating the details of the mistake made at the contractor meeting, where the Boots vote had been made in the direction against joining PSP – by mistake:

YP stated that this had been done.

All to engage with Public Health to help contractors deliver more Public Health services – and to a higher standard (possibly by encouraging them to become HLPs) – to coincide with the work to be done by the UCL Masters student:

YP stated that this work was ongoing. YP added that he had not been able to contact the UCL Masters student and Liz Brutus would be leaving the Public Health team over the next few months.

Action no.	Description	Who to action
1	To engage with Public Health to help contractors deliver more Public Health services – and to a higher standard (possibly by encouraging them to become HLPs) – to coincide with the work to be done by the UCL Masters student.	All

YP to contact Jonathan O'Sullivan at PH to take forward work on setting up sexual health services in C&I Pharmacies:

YP stated that he had contacted Jonathan, Emma Stubbs and Julie Billet, to put forward proposals re. sexual health services for Pharmacy. YP stated that he is waiting for these people to get back to him.

YP to approach Age UK, under his own company name to bid for a role to manage the training and delivery of the "Camden Aging Better" service going forward:

YP stated that Age UK had engaged their own consultant "Silvia Schehrer", who is pro-pharmacy and has visited all the commissioned sites. YP stated that the challenges for the service currently revolve around Pharmacists being uncomfortable having conversations about whether patients are lonely or isolated. A self-assessment form and scratch card are being considered for this service to overcome this barrier. YP stated that Age UK are currently open to handing over some project management money to him in the future.

YP to ask Webstar what voucher information they would need from Camden contractors should their supply of MAS vouchers run out:

YP stated that he had had a teleconference with Webstar and DTR, and Amalin (ICCG). The outcome has been that the ICCG are going to draft a light exemption declaration form and the vouchers will

become discontinued (A pdf. Will be sent out to all Islington contractors, once it has been agreed by all parties).

YP stated that Amalin is currently pushing for a cap of 10 consultations per year. YP has stated that this would not work and for Patients or Primary Care.

HS stated that in Camden the Formulary had not been updated in a long time.

YP stated that the formulary would be revised for the London wide MA service. YP stated that the spend for the MAS is currently 270 K for Islington and 210K for Camden.

YP to work on the CP led travel clinic solution (NHS Hep A, DTP and Typhoid) so that it could become an agenda item at the next Islington Primary Care strategy group:

YP stated that the idea of setting up travel clinics has become a low priority compared to developing Dom. MURs and the Wrap around OOH CP services funding associated with IHUBS.

3. PHARMACY CUTS UPDATE

LPC Consultation representations

YP stated that the representation response had been sent off. YP added that the buy in had been good from C& I contractors. YP stated that the National campaign had done a great job thus far.

YP stated that the campaign would be ongoing.

Proposed meeting with Jeremy Hunt

YP stated that SPA would be trying to set up a meeting with Tulip Siddiq and Jeremy Hunt in September 2016 – YP has asked PSNC for support to make this happen.

SG wondered whether the Brexit government may delay the cuts until 2017, thereby missing the October 2016 tariff deadline.

4. C-CARD SCHEME

BN and SBa presented on this and highlighted the following points:

- This is a condom distribution scheme.
- The following map shows participation in this scheme in London:



- This has been in service for several years – it is an opportunity to discuss sexual health with clients.
- This service is for people aged under 25.
- There are three main clinics in London with deal with sexual health–
 - Brook - Euston
 - Pulse -Holloway Road

- Brandon Centre – Kentish Town
- For a condom card, you can register by visiting any one of our outlets in Camden and Islington.
- Young people can access the service on certain days at outlets – patients do not need appointments – they can walk up.
- There is a website <http://www.comecorrect.org.uk>
- Posters are available for Pharmacy to signpost young people to this service.
- With the card, young people can visit any of the London boroughs (coloured in pink and yellow on the map above) to get free condoms and advice.
- Camden and Islington Pharmacies do not currently provide the Comecorrect service.
- 9000 young people are registered across C&I.
- Both boroughs are below the National average for teenage pregnancies.

YP stated that the LPC continue to approached the local commissioners to fund chlamydia screening, nothing has been heard from the commissioners.

- Two clinics will possibly close in Camden due to funding issues.

SG stated that Community pharmacy is an ideal place for these sexual health services to take place, but a joined up debate needs to be had with the commissioners.

BN and SBa agreed to join forces with the LPC to try and get services like the C-Card commissioned across C&I.

BN and SBa suggested that the C-Card scheme could be trialled in 4 pharmacies (2 in each borough), where repeat condoms would be given out – registration would not need to take place.

YP stated that he would talk to the commissioners to find out how this trial would be funded.

YP thanked BN and SBa for their presentation.

5. **ELECTION OF TREASURER**

YP stated that there had been one nomination for the position – BPC, as he was standing unopposed he was duly elected to C&I LPC treasurer with immediate effect in accordance with the LPC constitution.

6. **GP FORWARD VIEW AND STPS AND THEIR IMPLICATIONS FOR PHARMACY**

SG gave a presentation and spoke to a PowerPoint presentation. See presentation in meeting paper bundle for details.

- SG stated that there are gaps & opportunities for CPs to fill to access this available funding from the CCGs, LETB and going forward the STPs, and noted that PL and the LPCs needed to step up to ensure CPs can make the most of these opportunities and potential new income streams.

YP stated that ICCG is looking to develop Pharmacist IP service ideas for use locally.

SG stated that the LPC has a role to ensure C&I contractors are upskilled (eg to become IPs) and aware of opportunities as this will potentially open up a new revenue stream for them going forward. Likewise the LPC needs to engage with commissioners to ensure services are commissioned utilising this upskilled CP workforce, esp the CP IPs in Camden and Islington

7. **CEO REPORT**

YP talked through his CEO report and highlighted the following points:

Pharmacy cuts

- DoH consultation on the proposed pharmacy cuts closed on 24th May 2016 -
 - LPC response has been submitted and circulated to members.
- 2 million signatories to the paper petition.

Annual Meeting of LPC Chairs & Chief Officers 8 June 16

- YP stated that the take home message was fairly bleak...that the cuts are coming regardless.
 - The campaign against the cut **WILL** continue for 2 years
- If cuts are implemented, and if margins reductions continue, the second half of 2016/17 impact will be huge! – profit claw back from cat M + cuts.
- YP suggested that members look at his meeting report (included in the meeting paper bundle) for more details.

CPAF 16-17

- Locally, C&I contractors achieved 96% completion (4 non-completers listed, 1 of which is no longer a Pharmacy...have asked NHSE to update the Pharmacy List).
- YP has been sending regular email reminders, calling and supporting non-completers to complete the questionnaire.

LPC Website

- The existing content is being updated at the moment.
- The draft new website is also nearing completion – a link to this is now available.

HLP (No new developments)

- Public Health England is proposing to allow Pharmacies to self-declare accreditation for level 1 (Health promotion only) HLP.
 - In light of this, Public Health are proposing to shift their focus away from recruiting HLPs to supporting Health Champions to deliver health promotion campaigns.

Funding for Pharmacist Independent Prescribing

- **Islington –**
 - Clare Henderson, ICCG Director of Primary Care, has agreed to fund DMPs to support 3 Pharmacists to become IPs per year over the next 3 years. She has also agreed to fund course fees if required. This has already been presented at the ICCG Primary Care Strategy meeting.
- **London Wide funding**
 - HELaSE funded 68 pharmacist to become IPs in London in 15-16
 - Of the 68 successful applicants only about half were able to progress onto an IP course (eg they might not have got on a course in time or not been able to get an DMP)
 - HEE have committed to funding these pharmacists this year. SG suggested the LPC should contact all C&I pharmacists that would come within this grouping & support them to access the funding this year
 - SG stated LETB funding has decreased significantly (£30 million to £10 million) so LETB funding generally for 16-17 will be significantly less.
 - The LETB provided funding to the CEPNs for various E&T projects (including IP & other CPPD training) via the “locality fund”. Due to the funding cuts this would almost certainly not be available in 16-17.

Islington developments

- **CCG rebate schemes**
 - The LPC has complained vociferously about the CCG’s proposals to enter into these agreements at several CCG meetings, most notably at ICCG Primary Care Strategy Group. GP colleagues and LMC were also very dubious about these schemes.
 - Amalin Dutt is now close to dropping the proposal.
- **Islington I:Hubs**
 - Now funded by NHSE until April 2017 as part of the 5YFV -
 - This has muddied the water as the recommendations of the Primary Care Access (see paper included in doc bundle) now have to be revisited.

- The **ICCG Primary Care Access steering group** is to be reconvened to make recommendations in view of the above change.
- ICCG are proposing to fund Pharmacy wrap around hours for Pharmacies close to the I:Hubs. The funding of IPs may be linked to this. The LPC has persuaded ICCG to duplicate the Tower Hamlets model that uses IPs to run ooh clinics in Pharmacies - **This is taking for ever to sort out!**
- **Domicillary MURs -**
 - This has now gone to ICCG Primary Care Strategy Group. The LPC now needs to support Amalin Dutt's team to draft the supporting papers.
 - In Croydon this service currently pays £80 per visit, plus the fee for the MUR carried out.
 - SG highlighted the presence of RIO scoring tool.
- **Dressings Central Procurement Pilot**
 - There are currently no new developments.
- **Medicines Optimisation Group**
 - Prescribing budget projected to overspend by around £739k -
 - Overspend is attributed mainly to Cat M fluctuations
 - ICCG is currently looking to mitigate this overspend in the future from rebate schemes.
 - Amalin Dutt is now more inclined to drop these proposals - although these may still go through! The LPC needs to keep the pressure on.
 - ICCG currently states that these rebate schemes will be non-volume based rebates.
 - But what they don't state is which brands are offering the rebates, suspect all the branded generics
 - GPs are reluctant to conduct wholesale switching
 - YP has stated categorically that the LPC is vehemently against these rebate schemes as they subvert the nationally agreed drug tariff and the CCG generally benefits from Cat M savings.
 - NCL CCGs are forming a joint working group to look at rebate schemes, however, ICCG want to proceed unilaterally.
- **Islington Anticoagulation Services**
 - Islington GP federation is now the preferred bidder for this service -
 - GP federation are still concerned that Whittington Health will overcharge for their services (50% on cost + recruitment costs).
 - The bid includes a provision for the GP federation to subcontract delivery to a third party.

Outstanding Payments

- **Public Health (PH) payments -**
 - E-Invoicing -
 - The LPC has agreed this process, whilst accepting it's not perfect.
 - Roll out of this was delayed, but should be complete by now.
 - Further to the PH paper tabled at our last meeting, PH are proposing the following procedure for Camden contractors to follow for e-invoicing:
 1. C&I PH Admin Officer raises a Purchase Order in 'e5 Purchasing' (The 'line description' is critical, as it is the sole description displayed in the e-invoicing system – see image below, in red).
 2. Pharmacist records activity and generates invoice via Webstar.

3. Pharmacist re-keys the Invoice information via the RBS e-invoicing Portal, quoting the Camden Purchase Order no. (without a PO number, they cannot submit an invoice).
 4. C&I PH Admin Officer that raised the PO, receives an email notification to say that an invoice has been received.
 5. C&I PH Admin Officer places a goods receipt in 'e5 Purchasing'. Payment is released according to the agreed terms (no. of days, calculated from the invoice date).
 - It appears that Webstar integration to automate this is apparently proving problematic.
 - Whilst this is far from ideal, at least it will ensure payments are received in a timely manner with appropriate remittance.
- **NHSE payments -**
 - No update and no reports of problems, although YP suspects that there are still problems.
 - The legacy payments have been forgotten about, and YP will remind NHS E of progress with these.

NHSE

- Quarterly meetings with LPCs have been reinstated following Pharmacy London's proposal to no longer give NHSE a regular slot at any of its meetings.
 - These had previously been scrapped by Donal Markey (Head of the DOP (Dental, Optom. & Pharmacy) Team).
 - YP will be attending this meeting on C&I's behalf, and he will be taking three agenda items to this meeting –
 - Legacy payments.
 - London wide MAS.
 - NHSE Comms
- **MAS**
 - Islington
 - Voucher pads are being hosted at Savemain Pharmacy with the CCG authorising each pad issue.
 - YP suspects that the MAS passports are running low in Camden.
 - PCSE Capita currently class these vouchers as 'out of scope' and so will not distribute them.
 - YP is currently working with NHSE/ICCG to resolve this urgently.
- **Market Entry**
 - There are no applications to consider at present.

Service Reviews

- **Islington Needle Exchange & SSA service review –**
 - YP thanked BS' comments on this.
 - Proposed draft specs have been circulated to members for comment. If acceptable, the committee may consider accepting them
 - YP stated that the implementation of a risk assessment having to be done for more than 20 patients (previously 30 clients) would not pose significant problems.
 - BS raised concerns over the number of accreditations needed to carry out this service.
 - YP stated that he has gone back to PH re. this stating that a number of these accreditations are currently outdated.
 - YP stated that "face to face" training has been called for.
 - YP will update the members on these training matters.

- **Smoking Cessation -**
 - [Healthier Futures](#) are currently undertaking a comprehensive review of existing stop smoking service provision in the boroughs of Camden and Islington.
 - The outputs from this review will inform the development of our future smoking cessation service offer, and ensure that they are effectively targeting those people who can benefit the most from support to stop smoking.
 - This comprehensive review work is now well underway and is scheduled to be completed by 30 September 2016.
 - Other areas have decommissioned their stop smoking service as a result of these reviews.
- **NHS Healthchecks -**
 - YP stated that there are still low numbers for this service and queries are being made wrt. The SOPs to “ToHealth”.
 - YP stated that “ToHealth” are currently getting a 2% sign up success rate from their mail shots.
 - **BS stated that she would sent YP a copy of the spec. for the Surrey Healthcheck service, which is commissioned directly from the LA and is currently proving to be a successful service.**
 - BS wondered about the promotion for this service e.g. posters.

Action no.	Description	Who to action
2	To ask PH about the promotion of the Healthchecks service – i.e. posters for pharmacies.	YP

Camden Ageing Better Bid

- Age UK’s consultant has now visited each of the sites to unpick the blocks that Pharmacies are experiencing. These are:
 - The Community Connectors need to produce a box that contains all the necessary materials, and is clearly identified as “Ageing Better in Camden” to ensure all materials are kept in one place.
 - Each pharmacy does not have a link Community Connector to visit regularly to ensure all materials are there and discuss any issues arising
 - A better payment system is needed.
 - Changing the referral form to a self-assessment form and asking all over 60s to complete this form.
 - Running events in pharmacies with Community Connectors and other Ageing Better partners to promote Ageing Better and create interest.
- Age UK is also looking at producing a scratch card –
 - YP will be facilitating a conversation with Aging Better, the NPA and the printers that the LA use to develop these scratch cards.

The committee agreed that YP should offer Age UK project management/implementation support in his own right

Action no.	Description	Who to action
3	YP to offer Age UK project management/implementation support	YP

YP stated that the LPC were currently waiting on PSP Ltd. to come back to them with revised paperwork which would allow C&I contractors to join this company. YP added that once sent out to contractors, then there would be a period of six months when the membership fee would be reduced. YP stated that a sole contractor had contacted him with the suggestion for C&I LPC to set up their own provider company based on a model used by an Essex provider company. YP stated that the mandate from the majority of the C&I contractors (expressed at the last AGM) was for them to join PSP Ltd.

BPC stated that any contractor from the C&I area could join any provider company anywhere in the country if they so wished.

YP and BPC stated that this issue would be brought up at the 2016 AGM.

9. CAMDEN CANCER PROGRAM PROPOSED SPEC.

YP highlighted the following points:

- The consultation fee was being raised by £1.50 to £3.
- The number of data collection points is being proposed at three, YP has counter proposed two.
- The online training will take a maximum of 45 minutes.
- The backfill costs for the face to face training for this service will be met for pharmacists and their staff.
- Expressions of interest will go out to all contractors once the specs have been agreed.

The committee approved the proposed service specification.

10. TREASURERS REPORT

15-16 LPC Accounts

YP stated that all the paperwork for the 2015/16 accounts is currently with the accountants. YP stated that he hopes to have the draft accounts available to send to the members by the end of this week.

YP stated that two items need to be carried forward (PSNC levies + His fee for April) on the accounts because a £4000 discrepancy has been detected by the accountants.

SG stated that the draft accounts must be sent out to all the contractors with the Annual Report, 30 days before the AGM (20 September 2016).

SG stated that the members would receive the draft accounts electronically and they would then vote and comment on them via Survey Monkey.

SG stated that BPC would need to sign off accounts in the future as the new treasurer.

Action no.	Description	Who to action
4	To supply accountants with new LPC Treasurer's (BPC's) contact details.	YP/BPC

LPC Reserves

YP stated that the LPC bank balance as of 1st July 2016 was £195,000.

YP added that the LPC was currently accruing £10000 per year.

BPC stated that he has had companies asking him whether they could sponsor these LPC meetings, he asked whether the members would support this. BPC stated that these companies would want to present at LPC meetings for 30 mins in exchange for sponsoring 70-100% of the meeting cost (venue+food+backfill costs).

The members agreed that BPC could accept sponsorship from these companies.

BPC reminded the meeting members that there had been a suggestion to place LPC reserve money into a high interest bank account.

YP agreed that this had been a previous proposal, which had not yet been actioned.

Action no.	Description	Who to action
5	To set up a high interest bank account for LPC reserves to be placed in.	Finance Committee

YP stated that Jayesh would be approached to try and retrieve remaining LPC accounting paperwork from Bipin Turnbolls (former LPC treasurer) to comply with governance.

Action no.	Description	Who to action
6	To approach Jayesh to try and retrieve LPC accounting information from Bipin (former LPC treasurer) to comply with governance.	Finance Committee/YP

11 PROPOSED LPC CONTRACTOR MEETINGS/SUPPORT EVENTS

SG drew the meetings attention to the relevant paper which highlighted the following options for the use of LPC funds:

(These options are by no means exhaustive)

- Contractor events -
 - Educational events for Pharmacists and/or teams -
 - With/without collaboration with Pharma/CPPE
 - DT, endorsing & EPS
 - NP8?
 - EPS tracker
 - Check Rx
 - Business development workshops.
 - Contract Monitoring Workshops -
 - Information standards
 - IG
 - SCR
 - Smart card management
 - Flu vaccination training.
 - Pharma led Pharmacy assistant academy events.
- Fund -
 - A business development mentor to mentor groups of contractors.
 - A Website/Comms. Manager.
 - Business case development.
- Employ a contractor Levy Holiday.

SG stated that JP had commented on this paper in an email and had stated that he wanted to raise the prospect of a levy holiday and also training events (provided that drug companies could sponsor the training events). Jayesh raised the fact that in South London staff training for staff around flu services had been funded by the LETB

SG stated that in south London this had been due to funding secured by Ash Soni in previous years, in circumstances not replicated in other LETBs. Going forward as all the LETBs had received significant funding cuts the possibility of this being repeated would be very remote.

SG reminded the meeting that the contractors who had attended the 2015 AGM & the 2014 AGM had stated that they did not want a levy holiday – they would rather have the LPC spend the reserves on training events to help deliver services. Contractors have voted to support this initiative, with significant majorities, at least twice. The LPC need to follow the wishes of the contractors. SG added that we need to be acting on the wishes of the contractors & setting up training events funded by the reserves .

BS suggested that training events and a levy holiday could be paid for by the LPC.

SG reminded the meeting that the contractors who had attended the 2015 AGM had voted to not have a levy holiday – they would rather have the LPC spend the reserves on training events to help deliver services. SG added that training events should now be set up by the LPC.

The LPC discussed possible training events :

SG suggested that training could be provided to improve NMS uptake (which is very low in C&I).

YP stated that contract monitoring, EPS (tracker) and SCR support training could be organised.

BS suggested that the LPC fund Flu training.

YP stated that Rekha Shah (CEO of KCW LPC) has already started to organise flu training events for KCW contractors.

SG suggested that some of the Flu training should be centred around the successful recruiting of patients for the service, another part of the training could centre around how to claim the payment correctly for the Flu service. SG suggested that some of the LPC reserves could be used to fund training for those delivering the Flu service.

BS suggested a possible means of funding could be that the LPC would only meet the training costs to a contractor should a set number of vaccines be delivered by that contractor. BS further suggested that PPV vaccines should be incentivised. BS suggested that the LPC could pay a fee to any contractor who delivers over a certain number of Flu/PPV vaccines. BS also suggested that LPC reserves could be used to better market the Flu service (as NEL LPC did in 2014/15).

BPC agreed to incentivise the PPV vaccines.

SG suggested that a Flu training event should be organised for early September 2016 (ie before the flu season kicks in). It was agreed to hold a Flu event in very early Sept

BS suggested that a training video could be produced and uploaded to the LPC website. BS stated that she would contact Rekha to see when the London Flu service specs would be available.

SG suggested that SONAR could be approached to produce this Flu training video.

BS suggested that this idea could be pitched to PL, and they would then roll it out across the whole of London. BS stated that she would put this idea to Rekha in the break out session.

Action no.	Description	Who to action
7	To hold a Flu training event for Pharmacy team members very early in September.	YP
8	To pitch the Flu training video and training event to PL, and if they do not develop it in time then C&I LPC will produce it and will sell it to other London LPCs.	SG/BS

UP stated that patients usually don't know whether they have had a PPV vaccine before, and this can lead to double jabbing problems.

BPC stated that access to the SCR should help with this problem.

YP suggested that a sub-group should discuss this Flu training/incentive scheme details in the break out session.

Other events & ways to utilise the reserves in line with contractors wishes were discussed:

SG suggested webinars to help contractors with issues around smartcards, SCR and EPS.

YP warned that lots of C&I contractors do not open their emails.

BPC stated that these training webinars could be uploaded to the LPC website.

YP stated that he would contact the PSNC to see whether they already have access to such webinars.

Action no.	Description	Who to action
9	To contact the PSNC to see whether they already have access to training webinars on subjects such as EPS and SCR issues.	YP

SG stated that the “business development mentor to mentor groups of contractors” is an attractive idea. SG stated that YP could take on this mentor role. SG stated that he (& 2 other LPC members) had provided a mentor role for the smoking cessation service in the past (to Islington PCT) and figures had improved following this mentoring.

YP stated that he thought that there was merit in this idea, however he would not be the best person to be the mentor, as he does not currently work as a Pharmacist.

SG suggested that 5-6 ideas for training events (funded by LPC reserves) should be put to contractors at the next AGM for them to decide.

12 CAMDEN & ISLINGTON LPC AGM

YP suggested that “Making the most of the drug tariff” and “joining PSP” should be the main topics of the AGM.

SG repeated his suggestion that 5-6 ideas for training events (funded by LPC reserves) should be put to contractors at the next AGM for them to decide.

BS suggested that EPS claims, tracker and other EPS issues should be a topic for the AGM.

YP stated that he would speak to Harpreet from HSCIC to facilitate this.

BS asked whether repeat dispensing on EPS could also be included.

HS stated that receptionists at GP surgeries do not know how eRDs works.

Action no.	Description	Who to action
10	To look into setting up the following two topic talks for the AGM: 1.EPS claims, tracker and other EPS issues 2.Joining PSP Ltd	YP

13. LUNCH

14. NEW DRAFT LPC WEBSITE/BRANDING

YP drew the member’s attention to the draft LPC website.

The members approved of the look and layout of the site.

YP stated that the site would be password protected, and relevant content will be added in the coming weeks.

15. SERVICE UPDATES

Vaccination Services

BS stated that The London service specs are almost ready, the delay is due to the confirmation of the I.T. provider.

YP stated that the National service specs have not been published either.

16. HLP

YP stated that Biotech Pharmacy is about to be awarded HLP status.

17. SUB GROUP BREAKOUTS

Of the members present –

- Group 1: SG, HS and BPC stayed to write cheques and call the bank to set up a savings account for the LPC reserves.
- Group 2: The Governance subcommittee were tasked with creating an interim RAG rating for YP’s CEO targets.
- Group 3: Comms and stakeholder and contractor support subgroups were tasked with discussing and coming up with 4-5 contractor events to spend LPC reserves on.

- BS stated that she would contact Rekha Shah to find out the details of the KCW Flu training workshop, and to gain an update on the Flu service specs.

Group 3 reported that they would propose that the LPC reserves pay for an incentive scheme to encourage contractors to deliver more PPV vaccines - £500 if the contractor delivers more than 20 vaccines.

YP stated that if every contractor hits these targets then the LPC would have to pay out £50,000.

YP added that 80 contractors currently do the vaccination service.

BS stated that she would sense check this with last year's PPV figures.

BPC questioned the governance around incentivizing vaccine delivery.

BS stated that the right wording would have to be used when communicating this incentive scheme.

SG wondered whether this incentive should include bundled services (Flu/MURs etc).

YP stated that as of January 2015 Camden had delivered 190 PPV vaccines, and Islington had delivered 187 PPV Vaccines.

YP added that the highest PPV figure achieved by a single contractor in Camden was 58.

YP asked BS to provide him with recent PPV figures (for the vaccination period 2015/16).

Action no.	Description	Who to action
11	To contact Rekha Shah to find out whether C&I contractors could attend the KCW LPC organised Flu training sessions in September 2016 and how C&I LPC could help fund this.	YP

YP stated that he would use the Flu training sessions in September 2016 to gauge whether the LPC should fund either a PPV incentive scheme or a mentor to visit pharmacies to encourage increased PPV delivery.

The members agreed with this outcome.

BS stated that she had spoken to Rekha and she would be happy for YP to liaise with her wrt. Joining the KCW LPC Flu training sessions. BS added that a carers organization in Camden had also contacted Rekha to try and encourage the vaccination of more carers. BS added that RS would ask PL and Kenny Gibson about funding a Flu training video.

Group 1 did not have time to contact the bank to set up a savings account.

Action no.	Description	Who to action
12	To contact bank to set up a savings account for LPC reserves.	BPC

Group 2 reported that as part of YP CEO KPIs, he must make the LPC website live by the end of August 2016.

18. **A.O.B.**

There were no A.O.B.s.

SG brought the meeting to a close.

19. **MEETING DATES FOR 2016/17 (TO BE FINALISED):**

20 th September 2016 AGM	11.00-17.30 & 18.30-21.30	Ibis Hotel Euston/Ambassadors
8 th November 2016	09.00-17.30	Ibis Hotel Euston

17 January 2017	09.00-17.30	Ibis Hotel Euston
14 March 2017	09.00-17.30	Ibis Hotel Euston
16 May 2017	09.00-17.30	Ibis Hotel Euston
11 July 2017	09.00-17.30	Ibis Hotel Euston
19 September 2017	09.00-17.30	Ibis Hotel Euston
14 November 2017	09.00-17.30	Ibis Hotel Euston