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**MINUTES OF LPC MEETING**

**24th May 2018**

**Chilworth Manor Hotel, Chilworth SO16 7PT**

**Present:**

LPC Members (listed in alphabetical order):

- |                          |   |
|--------------------------|---|
| Andrew Selvaratnam       | LPC Member (CCA, Rowlands)                    |
| Arun Sharma              | LPC Member (Independent)                      |
| Ashley Littlewood-Miller | LPC Member (CCA, Boots)                       |
| Davinder Virdee          | LPC Member (Independent)                      |
| Gary Warner              | LPC Member (Independent)                      |
| Kate Toms                | LPC Member (CCA Boots)                        |
| Mark Ireland             | LPC Member (CCA, Boots)                       |
| Michael McWhirter        | LPC Member (AIMp, Day Lewis)                  |
| Peter Woodward           | LPC Member (CCA Boots)                        |
| Robyn Kelly              | LPC Member (CCA, Lloyds)                      |
| Roshni Simmonds          | LPC Member (CCA, Rowlands)                    |
| Sri Potta                | LPC Member (CCA, Boots)                       |
| Tim Baker                | LPC Member (Independent)                      |
| <br>                     |   |
| Deborah Crockford        | LPC Chief Officer                             |
| Richard Buxton           | LPC Professional Services Development Manager |
| Skye White               | LPC Office Manager                            |

18/05/01	<p><b>Chairs Welcome &amp; Requests for AOB</b></p> <p>A Littlewood-Miller (Chair) welcomed everyone to the meeting. All Committee members introduced themselves. A warm welcome to Kate Toms and Tim Baker.</p> <p>Item for AOB – GDPR Academy Events Awards Event</p>	
18/05/02	<p><b>Declarations of Interest</b></p> <p>There were none.</p>	

18/05/03	<p><b>Apologies for absence &amp; nominations of proxy votes</b></p> <p>Davinder Virdee (morning session) LPC Member (Independent) – Proxy A Sharma Mark Ireland (afternoon session) LPC Member (CCA, Boots)</p>	
18/05/04	<p><b>Minutes of the previous meeting on 22<sup>nd</sup> March 20188</b></p> <p>These were accepted and signed by A Littlewood-Miller.</p>	
18/05/05	<p><b>Matters arising from the Minutes and Action Update</b></p> <p><u>TCAM</u> – G Warner suggested that R Buxton read Bridging the Gap, from <a href="http://bridgethegap.pharmoutcomes.org">bridgethegap.pharmoutcomes.org</a>. R Buxton confirmed that he now has been granted access by the AHSN to a monthly dashboard report on PharmOutcomes. R Buxton to share data at the next CPSC meeting, he will also look into whether he can share any of the data with contractors.</p> <p>There will be a Good to Great TCAM evening in Southampton with an evening meal provided, date is TBC. (Subsequently confirmed as 3<sup>rd</sup> July)</p> <p>MOTIVE on the IOW has gone live.</p> <p>eRD Events- Attendance was good and content was very good.</p> <p>All other matters were covered in the agenda.</p>	RB
18/05/06	<p><b>Officer Appointments 2018/19</b></p> <p>Following the invitation from the Chief Officer, nominations were invited for the Position of Chair and subsequently for the other Officer positions and subcommittee membership.</p> <p>The following appointments were made in accordance with the requirements of the Constitution and observant of the Governance Procedures.:</p> <p><b>Chair</b> – Ashley Littlewood-Miller <b>Vice-Chair</b> – Tim Baker <b>Finance Officer</b> – Peter Woodward <b>Deputy Finance Officer</b> – Robyn Kelly</p>	
18/05/07	<p><b>Subcommittee Membership</b></p> <p><b>Service Development Subcommittee:</b> <b>Chair:</b> - Kate Toms Gary Warner Robyn Kelly Roshni Simmonds Sri Potta</p>	

	<p><b>Governance Subcommittee:</b>  <b>Chair</b> – Mark Ireland  Sri Potta  Davinder Virdee  Michael McWhirter  Andrew Selvaratnam</p> <p><b>Finance Subcommittee</b>  <b>Chair (Finance)</b> – Peter Woodward  <b>Chair (Remuneration)</b> - Roshni Simmonds  Michael McWhirter  Robyn Kelly  Arun Sharma  Davinder Virdee</p> <p><b>Market Entry Subcommittee:</b>  <b>Chair</b> – Andrew Selvaratnam  Arun Sharma  Tim Baker  Davinder Virdee  Gary Warner</p>	
18/05/08	<p><b>Chief Officer Report</b></p> <p>D Crockford updated the committee on her activities during the previous two months by both written and verbal reports.</p> <p>Key objectives need to be set against the strategic aims for the new strategy.</p> <p>All committee members to send key objectives through to D Crockford by the 29<sup>th</sup> June 2018. They will be discussed at the next CPSC Meeting on the 19<sup>th</sup> July.</p> <p>G Warner requested 3 highlights and 3 low lights to be presented to the committee by D Crockford at future CPSC committee meetings.</p> <p>M Ireland requested more clarity on the relationship and sustainability with our partners in the market place. D Crockford to include this in future reports.</p> <p>G Warner requested that some KPI's are set.</p> <p>D Crockford to invite the HIA to a future CPSC Committee meeting, for them to meet the committee.</p>	<p>ALL</p> <p>DC</p> <p>DC</p> <p>DC</p> <p>DC</p>
18/05/09	<p><b>Control of Entry Masterclass</b></p> <p>Kevin Harrall from Pharmacy Sales and consultancy presented to the committee the Market Entry Process</p>	

	<p>A copy of Kevin Harrall's presentation can be found on the LPC website.</p>	
<p>18/05/10</p>	<p><b>Subcommittee Work Plans</b></p> <p>Deborah Evans, Director of Pharmacy Complete facilitated a training session with the committee members to help clarify the subcommittee work.</p> <p><b>Excellence in subcommittee work</b> <b>Where are we now? Where do you want to be? How will you get there?</b></p> <p><b>What is currently good about the way that you work together in subcommittees?</b></p> <ul style="list-style-type: none"> <li>• Expertise in subcommittees (sometimes)</li> <li>• Good sounding board</li> <li>• Interested in improvement</li> </ul> <p><b>What is not so good?</b></p> <ul style="list-style-type: none"> <li>• Communication</li> <li>• Subcommittee activity gets deprioritized</li> <li>• Individuals exercise the option to not contribute</li> <li>• Amount to review</li> <li>• Emails of differentiation</li> <li>• Holding back</li> <li>• Subcommittees do not report back to the committee effectively</li> </ul> <p><b>Where do you want to be? What does success look like?</b></p> <ul style="list-style-type: none"> <li>• Teams = effective working, know each other better</li> <li>• Set expectations</li> <li>• Clear objectives and timelines</li> <li>• Clarify ways of working</li> <li>• Review</li> <li>• Trust / express opinions</li> <li>• Different ideas from different backgrounds</li> </ul>	
<p>18/05/11</p>	<p><b>Subcommittee Work Plans – Feedback</b></p> <p><b>How will you get there?</b> Identify specific actions that will ensure that your subcommittee works effectively</p> <p><b>Governance:</b></p> <ul style="list-style-type: none"> <li>• Chair – Mark Ireland</li> <li>• Present at meetings and get a response then and there</li> <li>• Engage with all to facilitate understanding and create a safe environment.</li> </ul> <p><b>Service Development:</b></p> <ul style="list-style-type: none"> <li>• Chair – Kate Toms</li> <li>• Work closely with Richard</li> <li>• Share work load, share with others on the subcommittee when you can and cannot review</li> </ul>	

	<ul style="list-style-type: none"> <li>Members will agree a lead on each piece of work</li> </ul> <p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>Chair – Remuneration – Roshni Simmonds</li> <li>Chair – Finance – Peter Woodward</li> <li>Planning what needs to be done and when</li> <li>Subcommittee to break to meet 30 minutes at each meeting</li> <li>Conference calls</li> </ul> <p><b>Market Entry:</b></p> <ul style="list-style-type: none"> <li>Chair – Andrew Selvaratnam</li> <li>PSNC Training</li> <li>Templates, patterns</li> <li>Phone calls</li> <li>Touchbase with David Parker, obtain history</li> <li>Improve communication</li> </ul>	
18/05/12	<p><b>Finance Report / Budget Review</b></p> <p>P Woodward presented his report to the committee. By the year end expenditure was 10% below budget and income was 16% below budget, there was a deficit. The retained balance is £285,035 which is approximately nine months cover.</p> <p>All committee members are reminded that their expenses for this financial year need to be submitted by 12pm on 31<sup>st</sup> May 2018. Any 2017/18 expenditure submitted after this date will not be paid.</p> <p>New adjusted budget moving forward.</p> <p>There is a PSNC Treasurers day on 15th June, P Woodward to attend.</p>	
18/05/13	<p><b>LPC Reports</b></p> <p><b><u>PSNC Update</u></b> PSNC's Appeal in the Judicial Review case related to funding and other changes imposed on community pharmacy in 2016 was heard in the Court of Appeal on 22/23 May 2018. The outcome may take several weeks.</p> <p>Simon Dukes the new PSNC Chief Executive Officer has started.</p> <p><b><u>Market Entry</u></b> Nothing to report</p> <p><b><u>Service Development</u></b> Diabetes Project: - Just applied for funding with a pharma company for the academic component.</p> <p>R Buxton has been invited to speak in Southampton and Liverpool. R Buxton to see what is required.</p>	RB

	<p>Flu: - Joint meeting coming up with LMC.</p> <p>Flu wash up meeting, joint comms, everyone thought it was a great idea.</p> <p>Flu Training: - Supervision requirement only applies to new practitioners.</p> <p><b><u>Governance</u></b> Nothing to report</p> <p><b><u>Finance / Remuneration</u></b> Nothing to report</p>	
18/05/14	<p><b>AOB</b></p> <p><u>GDPR</u> – VirtualOutcomes has put a training package together, available through our website and PSNC website has information to support contractors.</p> <p><u>Academy Events:</u> The CPSC Committee members have put themselves down to attend the following Academy event locations and encourage attendance.</p> <p><b>Eastleigh:</b> M McWhirter, A Sharma, T Baker  <b>Portsmouth:</b> P Woodward, R Kelly, K Toms, R Simmonds  <b>IOW:</b> G Warner, R Buxton, P Woodward  <b>Basingstoke:</b> S Potta, M Ireland, A Littlewood-Miller  <b>Winchester:</b> T Baker, R Kelly, D Virdee, A Selvaratnam, S Potta</p> <p><u>CPSC Awards Event:</u> Special Recognition Award was voted for by the committee to be given to Clare Howard in 2018.</p> <p>All committee members are to encourage and chase nominations. S White to send the email out every week.</p> <p>Guest Speaker has been confirmed as Robbie Turner – Royal Pharmaceutical Society.</p> <p>D Crockford to contact the winners from 2017 to find out if we can share their winning nominations.</p>	<p>ALL / SW</p> <p>DC</p>
18/05/15	<p><b>Meeting Close</b> The meeting closed at 4:20pm.</p>	
	<p><b>Future LPC Meeting dates and venues for 2018:</b></p> <ul style="list-style-type: none"> <li>• <b>11<sup>th</sup> July 2018</b> - CPSC Awards Chilworth Manor SO16 7PT</li> <li>• <b>19<sup>th</sup> July 2018</b> – Holiday Inn Winchester, SO21 1HZ</li> <li>• <b>20<sup>th</sup> September 2018</b> – Holiday Inn Eastleigh, SO50 9PG</li> <li>• <b>22<sup>nd</sup> November 2018</b> – Chilworth Manor, SO16 7PT</li> </ul>	