

Shropshire and Staffordshire Pharmacy LPN Steering Group
Friday 6th December 2013, 14.00 – 16.00
Board Room 1, Angelsey House, Rugeley

Attendees

Mark Seaton (MS) Strategic Lead for Medicines SSCCG
 Manir Hussain (Chair) (MH) Chair – Pharmacy Local Professional Network
 Andy Pickard (AP) Pharmacy Advisor, NHS England
 Gill Hall (GH) Service Development Officer, South Staffs LPC
 Tania Cork (TC) Chief Officer, North Staffs LPC
 Lucy Jones (LJ) Administrator, NHS England (Minutes)

Agenda Item		Actions
1	<p>Welcome and Introductions Apologies: Julie Lomas, Louise Jackson</p>	
2.	<p>Terms of Reference (LPN Board)</p> <ul style="list-style-type: none"> • It was agreed that the steering group will make appropriate executive decisions on behalf of the wider LPN group • The Steering group is to have a separate set of Terms of Reference. • Questions were raised regarding how the LPN fits in with the Clinical Senate and the 4 Strategic Clinical Networks – Mental Health, Cardiac, Cancer and Maternity. • AP will stand as Deputy Chair in MH Absence. • Patient representation was discussed and agreed that this will be deferred until March. • MH to send LJ amended T of R • LJ to circulate T of R to board for comment within 1 week, they will then be signed off. • LJ to add Membership and Communications Strategy to the agenda for the February LPN Board Meeting. 	<p>MH LJ LJ</p>
3.	<p>Plan on a Page</p> <ul style="list-style-type: none"> • GH to revise priority 1 and send to LJ for distribution to the group. 	GH/LJ
4.	<p>Work-stream Update</p> <ul style="list-style-type: none"> • It was discussed that the team leaders are very keen to get comments back to ensure the work-stream can deliver its objectives, members are encouraged to comment and contribute actively. Team leaders will review those inactive members and encourage new membership from committed individuals. • Should work already be underway, this could be incorporated into the work streams and best practice shared. <p>Professional Leadership & Workforce Development</p> <ul style="list-style-type: none"> • Scoping document has been distributed to the group for comment 	

	<ul style="list-style-type: none"> Plan to have a virtual meeting in January. <p>Self-Care</p> <ul style="list-style-type: none"> Scoping document has been disseminated for comment, will resend with January dates asking for availability. Currently looking at existing services, continuity and sharing best practice and innovative services. <p>Mental Health</p> <ul style="list-style-type: none"> Has 2 potential dates in January, LJ to distribute to ask for availability MH to follow up with Louise Jackson regarding a Scoping document. GH and TC to forward scoping documents to MH to share. <p>Therapeutic – Respiratory</p> <ul style="list-style-type: none"> Meeting has been set for the 20th January Specialised commissioning maybe approached for future meetings British Lung Foundation Project – low uptake of nurses, possible spaces for interested Pharmacists. <p>Pharmacy Interface</p> <ul style="list-style-type: none"> Meeting booked for 11th December. 	<p>LJ MH GH/TC</p>
5.	<p>RPS – Now or Never</p> <ul style="list-style-type: none"> Has been passed to Daryl Jackson and Liz Welsh for information A very timely document which should be integrated into the work streams where applicable alongside the summary data sheet Suggested that ‘Medicines Safety’ would be a possible future work stream. Other Key documents for consideration include: <ul style="list-style-type: none"> PFNC – Vision for Pharmacy NHS Outcome Strategy Additional documents include: <ul style="list-style-type: none"> Call for Action for primary Care which will include GP’s, Pharmacy, launched in Feb 2014 Health on the High Street 	
6.	<p>Shropshire and Staffordshire Profile</p> <ul style="list-style-type: none"> Highlights areas for improvement A good opportunity for the LPN to target these areas and integrate them into the work streams to support NHS England targets. 	
7.	<p>Any other Business</p> <ul style="list-style-type: none"> Peter Prokopa forwarded a link relating to community pharmacies assisting to implement the NHS England document around Winter Pressures. MH to distribute document to the group AP/MH to link in with Rebecca Woods and Neil Adams to identify any hotspots for Flu Vac take up. MH to discuss with Jim Barlow/Daryl Jackson the Minor Ailments for low income families. 	<p>AP/MH MH</p>

<p>Next Meeting:</p> <p>LPN Steering Group – Monthly 2.00pm – 4.00pm, Board Room 1, Angelsey House, Rugeley</p> <p>Friday 10th January 2014 Thursday 13th February 2014 Thursday 13th March 2014 Thursday 10th April 2014 Thursday 8th May 2014 Thursday 12th June 2014 Thursday 10th July 2014</p> <p>LPN Board Meetings – Quarterly 2.00pm – 5.00pm, Board Room 2, Angelsey House, Rugeley</p> <p>Friday 7th February 2014 Friday 2nd May 2014 Thursday 31st July 2014 Thursday 30th October 2014</p>	
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