

**Shropshire and Staffordshire Pharmacy LPN Steering Group**  
**Friday 20<sup>th</sup> June 2014, 10.00am**  
**Board Room 2, Angelsey House, Rugeley**

**Attendees**

Mani Hussain (Chair) (MH) Chair – Pharmacy Local Professional Network  
 Gill Hall (GH) Service Development Officer, South Staffs LPC  
 Lynne Deavin (LD) Chief Officer, Shropshire LPC  
 Lucy Jones (LJo) Administrator, NHS England (Minutes)

Agenda Item		Actions
1	<p><b>Welcome and Introductions</b></p> <p><b>Apologies:</b> Liz Welsh, Julie Lomas, Tania Cork, Andy Pickard, Trish Campbell, Peter Prokropa, Cathy Riley, Mark Seaton, Louise Jackson, Sue Thompson</p>	
2.	<p><b>Minutes of the previous meeting (23.05.2014)</b></p> <p>Agreed as accurate in principal, further approval needed due to Quorum at the group. All to return any comments.</p> <p>Discussion was held around the current and future extended membership of the Steering group, MH is to invite Mahesh Mistry.</p>	<p>ALL</p> <p>MH</p>
3.	<p><b>Matters Arising</b></p> <p><b>Winter Pressure MAS</b></p> <ul style="list-style-type: none"> <li>• MP letter received by North Staffs CCG requesting CCG to continue scheme. – Lead will now be Julie Oxtonby, TC to approach from LPC end and include MH in invitation – <b>carry forward</b></li> <li>• MH has met with Stoke CCG, going on Executive Committee agenda in June where both the minor ailments and emergency supply results for Stoke will be presented.- Stoke meeting is on the 24<sup>th</sup> June – <b>carry Forward.</b></li> <li>• <b>MAS/ES extended data collection –</b> <ul style="list-style-type: none"> <li>○ All previous actions completed</li> <li>○ There was a long delay in receiving the freepost envelopes, but have now gone out. Thanks go to Julie etc. for their help.</li> </ul> </li> </ul> <p><b>LPN Webpage</b></p> <ul style="list-style-type: none"> <li>• LJ to email members of the steering group to request biography paragraphs to be uploaded directly onto the webpages.</li> <li>• LJ will act as a central point for group members if they require documents to be uploaded, documents are first to be approved by the Steering group. LJ to add as a standing agenda item.</li> <li>• Each Work stream leads is to compile information for each area outlining what is happening within their work stream.- <b>Ongoing</b></li> </ul>	<p>TC</p> <p>MH</p> <p>LJ</p> <p>LJ</p> <p>Workstream Leads</p>
4.	<p><b>Minor Ailment Scheme Update</b></p> <ul style="list-style-type: none"> <li>• MH discussed interim report Jan – May           <ul style="list-style-type: none"> <li>○ Stoke / North Staffs were the main users of the scheme</li> <li>○ Large number of under 16's – however mainly head lice</li> </ul> </li> </ul>	



	<ul style="list-style-type: none"> <li>Intelligence gathering ongoing.</li> </ul> <p><b>Mental Health (LJ)</b></p> <ul style="list-style-type: none"> <li>3 events are taking place <ul style="list-style-type: none"> <li>Shropshire, Redwoods, 7.00pm – 9.00pm, 3<sup>rd</sup> September.</li> <li>North Staffs,(pos Harplands), 24<sup>th</sup> September</li> <li>South Staffs, 25<sup>th</sup> September</li> </ul> </li> </ul> <p><b>Self-care (TC)</b></p> <ul style="list-style-type: none"> <li>Meeting taking place 23<sup>rd</sup> June</li> </ul> <p><b>Medicines Optimisation – Respiratory (JS)</b></p> <ul style="list-style-type: none"> <li>Inhaler techniques work ongoing</li> </ul>	
9.	<p><b>Any Other Business</b></p> <p><b>Call for Action</b></p> <ul style="list-style-type: none"> <li>Questionnaire – still ongoing at a National level, will be sent out.</li> <li>Pharmacy was the most successful ‘call to action, 859 online responses and 81 formal responses.</li> </ul> <p><b>Medicines Optimisation</b></p> <ul style="list-style-type: none"> <li>Dashboard has been released and distributed to all CCGs; this is not a performance management tool but will help to highlight exceptional service and those below par.</li> </ul> <p><b>Electronic Care Summary records</b></p> <ul style="list-style-type: none"> <li>Currently looking at pilot sites. LPCs are to approach contractors to gauge interest. MH will forward email.</li> </ul>	MH
	<p><b>Next Meeting:</b></p> <p>Friday 18<sup>th</sup> July - Boardroom 1, Angelsey House</p> <p><b>Future LPN Steering Group dates – Monthly 10.00am – 12.00pm</b></p> <p>Friday 15<sup>th</sup> August – Room B, Halesfield 6, Telford  Friday 12<sup>th</sup> September Boardroom 2, Angelsey House  Friday 10<sup>th</sup> October Boardroom 2, Angelsey House  Friday 7<sup>th</sup> November Boardroom 2, Angelsey House  Friday 5<sup>th</sup> December Room B, Halesfield 6, Telford</p> <p><b>LPN Board Meetings – Quarterly</b></p> <p>Thursday 31<sup>st</sup> July 2014  Thursday 30<sup>th</sup> October 2014</p>	