



Community Pharmacy Cheshire and Wirral



Meeting Minutes

For the meeting held on Wednesday 18 January 2017, 9.30am at The Forest Hills, Frodsham

1	<p>Present</p> <p>Members</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Richard Bates</td><td>Independent</td><td>RB</td></tr> <tr><td>Gordon Couper</td><td>Independent</td><td>GC</td></tr> <tr><td>Ian Cubbin</td><td>Independent</td><td>IC</td></tr> <tr><td>Stuart Dudley</td><td>Independent</td><td>SD</td></tr> <tr><td>Andy Hodgson</td><td>Independent</td><td>AH</td></tr> <tr><td>Kathy McCarthy</td><td>CCA</td><td>KM</td></tr> <tr><td>Lisa McCreesh</td><td>CCA</td><td>LM</td></tr> <tr><td>Philip Ng</td><td>CCA</td><td>PN</td></tr> <tr><td>Heather Roberts</td><td>CCA</td><td>HR</td></tr> <tr><td>Dane Stratton-Powell</td><td>CCA</td><td>DSP</td></tr> <tr><td>Nick Thayer</td><td>CCA</td><td>NT</td></tr> <tr><td>Stephen Thomas</td><td>CCA</td><td>ST</td></tr> <tr><td>Lee Williams</td><td>Independent</td><td>LW</td></tr> </table> <p style="text-align: right;">In Attendance</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Suzanne Austin</td><td>CS&DP/LPN</td><td>SA</td></tr> <tr><td>Melanie Carrol</td><td>CS&DP</td><td>MC</td></tr> <tr><td>Helen Murphy</td><td>CEO</td><td>HM</td></tr> <tr><td>Alison Williams</td><td>BSO</td><td>AW</td></tr> <tr><td>Jane Branson</td><td>PH CEC</td><td>JB</td></tr> <tr><td>Carl Griffin</td><td>PH CEC</td><td>CG</td></tr> <tr><td>Mike Coates</td><td>AQUA</td><td>MCo</td></tr> </table> <p style="text-align: right;">Apologies</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>David Eaves</td><td>CCA</td><td>DE</td></tr> <tr><td>Imran Iqbal</td><td>CCA</td><td>II</td></tr> </table>	Richard Bates	Independent	RB	Gordon Couper	Independent	GC	Ian Cubbin	Independent	IC	Stuart Dudley	Independent	SD	Andy Hodgson	Independent	AH	Kathy McCarthy	CCA	KM	Lisa McCreesh	CCA	LM	Philip Ng	CCA	PN	Heather Roberts	CCA	HR	Dane Stratton-Powell	CCA	DSP	Nick Thayer	CCA	NT	Stephen Thomas	CCA	ST	Lee Williams	Independent	LW	Suzanne Austin	CS&DP/LPN	SA	Melanie Carrol	CS&DP	MC	Helen Murphy	CEO	HM	Alison Williams	BSO	AW	Jane Branson	PH CEC	JB	Carl Griffin	PH CEC	CG	Mike Coates	AQUA	MCo	David Eaves	CCA	DE	Imran Iqbal	CCA	II
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2	<p>Welcome and Apologies</p> <p>GC welcomed all members to the meeting, including new CCA representative Heather Roberts. Apologies were received from DE, II and MC from 3pm who left to attend a Sexual Health meeting.</p>																																																																		
3	<p>Expressions of Interest</p> <p>Expressions of interest were received from ST and PN (item 18a). ST advised that, as of December 2016, he is a Board member of the CCA.</p>																																																																		
4	<p>Competition Law Guidance</p> <p>This was pre-circulated to all members for reference.</p>																																																																		
5	<p>Jane Branson (JB) – Public Health Commissioning Manager, Cheshire East Council Dr Carl Griffin (CG) – Consultant in Public Health, Cheshire East Council</p> <p>Present for this agenda item only.</p> <p>Today JB and CG came to talk to the committee about One You Cheshire East which was launched in November 2016. Main points:</p>																																																																		

	<ul style="list-style-type: none"> • Public Health moved over to the councils 4 years ago. They now commission a number of lifestyle services under One You Cheshire East eg falls prevention, physical activity, healthy eating, specialist stop smoking services, etc. Other services, such as substance misuse, are also commissioned but do not fall under the umbrella of One You. • There is a One You Cheshire East website which can be used by community pharmacy to signpost patients. The team are looking to set up the best referral route for pharmacies through the website and they are happy to discuss the best way of doing this before the IT solution is achieved. • JB circulated an information sheet to members and will send an electronic version to AW for sharing in the newsletter. The sheet summarised the lifestyle services commissioned by the CE PH team and the providers that they use. • CE PH plan to distribute small business cards to pharmacies. HM suggested that the information that accompanies the business cards is key to ensure that pharmacies know what One You Cheshire East is, who the main contacts are and how to contact them; a suggestion was an A4 stick-on-the-wall sheet. JB agreed to contact Peaks and Plains about developing this (since the meeting JB has done this and the service will work to develop it with AW) • AH, who owns a pharmacy within one of the most deprived areas of Macclesfield, highlighted that there are no independent pharmacy contractors contracted to provide these services and believes that CEC is missing an opportunity. <p>In addition, NT shared that the CEC tendering process is recognised as one of the most complex and time consuming to complete due to the number of questions and level of detail required. CG explained that when they went out to tender they were guided by the LA's procurement team and he acknowledged that the CHEST is not the easiest process to understand, however, there is an opportunity to go out to market again but this will follow the same type of process. When they ran the initial procurement feedback from a number of organisations and was passed to the LA procurement and legal teams.</p> <p>The LPC (HM/NT/AH) will write to CG requesting the procurement is re-run with a simplified process. Pharmacies want to support the PH initiatives and outcomes but have to be commissioned in the first instance.</p> <ul style="list-style-type: none"> • There are an increasing number of accredited Healthy Living Pharmacies across the locality, many of whom are not commissioned to provide the lifestyle services and the LPC believes that this is another missed opportunity.
6	<p>Mike Coates (MCo) – Adviser – AQUA Older People's Project, Warrington</p> <p>For this agenda item only</p> <p>Today MCo came to talk to the committee about integrated care. Main points:</p> <ul style="list-style-type: none"> • MCo is an advisor to Simon Kenton Head of Integrated Commissioning in Warrington. • About 3 years ago, based on some past experience with community pharmacy and his networks in Croydon, MCo approached 2 major social housing associations with the aim to achieve speed of access to housebound patients. They elected to run a small pilot with 2 community pharmacies and following its success the decision was made to roll it out so that it was Warrington wide. • MCo outlined the phases and funding model that this took. • SA asked if a paper has been written up on the service that can be shared with other commissioners; MCo will be writing one. • MCo will now be recommending an initial one year plan, commencing April 2017, based on close integration of working between GP based and community pharmacists.

	<ul style="list-style-type: none"> o The funding is linked to Warrington GP practices and patients. o The plan would seek to extend beyond housebound people to other, identified vulnerable patients. o The timing and range of the work will be agreed following a consultation period with the key stakeholders. o They want to move speedily to invite expressions of interest from Warrington community pharmacies. <p>IC stressed that there was no restriction on community pharmacists fulfilling GP practice pharmacy roles. He is keen to move away from the term ‘clinical’ linked to GP practice pharmacies as this is an inappropriate distinction due to community pharmacy having as much clinical knowledge and will become independent prescribers at the end of their training programme. IC asked how this fitted into the innovative work that Warrington were already doing. MCo has had initial discussions with the first of the GP based pharmacists.</p>
7	<p>Local Professional Network (LPN)/NHSE Update – Suzanne Austin, LPN Chair</p> <p>SA updated members on the following LPN/NHSE business:</p> <ul style="list-style-type: none"> a) SA recently attended the LPN Chairs Seminar, topics covered included the success of engagement with the flu service, national minor ailments, NUMSAS and pharmacists in general practice. <p>Alison Hemsworth is leading up the team that will look at all of the PhAS review applications; as of 5 December 60 applications had been received.</p> <p>EPS Phase 4 has been delayed.</p> <ul style="list-style-type: none"> b) Locally the Electronic Transfer of Care to Pharmacy (eTCP) has gone quiet. c) NHSE have been looking at work streams linked to the STP and meetings have been scheduled throughout the year. d) All local LPN Chairs will meet with Tony Leo in February. e) AW has received an email from NHSE asking for LPC thoughts on the commissioning of PharmOutcomes (PO) to collate pharmacy data on bank holidays (in the first instance). <p>At MALPS (11 January) it was shared that Matt Harvey (Liverpool LPC CO) is producing a paper for NHSE which outlines how PO can be used across the Mersey and Cheshire footprint to support community pharmacy activity. At the moment NHSE does not have any funding for this.</p> <p>It was acknowledged that notification of pharmacy hours will be a requirement as the PNAs are updated and that it would be preferable, to reduce duplication, for the data to be collected at the same time; HM reminded members that the CPCW LAs already have a PO licence.</p> <p>AW will reply to NHSE stating that CPCW is supportive of exploring the use of PO for the collation of data and is aware of Matt’s pending paper. There was some disquiet from multiple members about duplicating effort and it was thought that while PO may be useful for the independent sector that multiples may decide to supply this data themselves directly from their systems to prevent duplication.</p> <p>NHSE should continue to use their established process until this paper has been produced and the funding discussed.</p>
8	<p>Team Building Theory – LM</p> <p>LM introduced Bruce Tuckman’s Stages of Group Development – Forming, Storming, Norming and Performing and spoke to a set of slides. LPC members shared where they felt that the LPC were in regards to team maturity and performance and completed a team analysis questionnaire.</p>

	LM will summarise the responses and feedback at the February meeting.
9	<p>Feedback</p> <p>a) <i>Staff & Resource Committee</i></p> <p>HM joined the meeting to update them on team work activities.</p> <p>LM updated committee members on the following topics that were also discussed:</p> <ul style="list-style-type: none"> • The team members have received a final draft of the staff handbook but are awaiting copies of contracts and job descriptions; LM will contact Tony McCaffrey to see if there is anything else (policies and procedures) outstanding. Tony will be joining the team at their meeting on 31 January. • The FAG sub-group will be considering employee pensions. • New objectives for 2017/18. • Pay Review. <p>b) <i>PSNC Financial Management Seminar - SD</i></p> <p>SD attended this seminar and summarised the topics covered on the day.</p> <p>SD made a suggestion that the FAG sub-group considers:</p> <ul style="list-style-type: none"> • A financial plan narrative to sit alongside the budget statement. • Be able to demonstrate that we document governance and risk management. <p>c) <i>Contractor Visits</i></p> <p>These visits are linked into work plan and quality payments; one of the key activities is to maximise what our contractors can get back linked to the quality payments.</p> <p>Visits have been scheduled across the LPC footprint for independent contractors and a comprehensive pack has been produced. Following each visit a record will be made for future reference.</p> <p>A FAQ document will be generated as part of this process and shared more widely.</p> <p>NHSmal set up is very important and all contractors will be contacted via the telephone to ensure that they take action before 1 February. HM/SA/MC</p> <p>Visits so far have been valued by contractors.</p> <p>LW thanked HM/SA/MC for their visit efforts to date.</p> <p>d) <i>MALPS</i></p> <p>IC summarised the topics that were covered at the meeting including Public Health (PH) campaign recording through PO. NHSE has offered funding of £10 per contractor across the patch to LPCs for managing PH campaign participation; as CPCW already has PO, as an isolated gesture, all of the funding will be directed to the Mersey LPCs in order to facilitate closer working.</p> <p>A Chairs and CO meeting has been scheduled for 2 February to consider how the MALPS LPCs can work together more collaboratively, how this would be structured, federation options, facilitation, etc. HM asked if it would be helpful to have a trained facilitator at this meeting; given the short notice for the meeting, a facilitator will be suggested as part of future meeting plans.</p>
10	<p>LPC Strategy/Work Plan Update</p> <p>HM updated the committee. Actions and matters arising:</p> <p>a) In addition to the current workload several SLAs and PO licences are due for renewal over the next couple of months.</p>
11	PSNC Report

	<p>IC updated members on PSNC activities. Main points:</p> <ul style="list-style-type: none"> • A main topic of discussion is the A T Kearney Report which looks at the structure and governance of PSNC. • PSNC is purchasing an HQ building in central London. IC shared the financial reasons for this move. • A special levy has been requested from LPCs to fund the Judicial Review (JR); if the money is not spent on the JR it will be credited back to LPCs against future levies. • Originally due to be heard early February, the JR has been now been postponed until w/c 20 March; the argument given was due to the Secretary of State receiving JRs from both PSNC and the NPA and had insufficient time to prepare. IC outlined some of the potential outcomes. • The 2017 work plan has been discussed and agreed. • The development of national service specifications is now on the LPC Implementation and Support sub-group agenda.
12	<p>Contractor Support</p> <p>a) Repeat Ordering pilot on the Wirral – KM KM shared some concerns and issues with the pilot scheme. MC updated members on the progress of the pilot, which is being extended. Whilst the CCG believes that the pilot is generally going it understands and recognises that there are several issues, including communication, which they will take on board. Following the last LPC meeting MC raised the legal challenge thoughts about the CCG stance of taking away patient choice at the Medicines Management committee meeting. IC and LM will seek advice and this topic will be added to the February LPC agenda (AW). A discussion took place about vulnerable patients. The official guidance is anyone who falls under the Equality Act 2010.</p> <p>b) Repeat Ordering in other localities</p> <ol style="list-style-type: none"> i. Cheshire West SA added that if Repeat Ordering is introduced in Cheshire West it will be different to the Wirral model. ii. Cheshire East ST shared some examples of patient unhappiness with the new process in Crewe and SA will raise these at the CCG meeting.
13	<p>Sub-Group Actions</p> <p>Full sub-group minutes will be distributed when available.</p>
14	<p>Minutes of CPCW Meeting – 30 November 2016</p> <p>a) The minutes were accepted and signed.</p> <p>b) Outstanding actions and matters arising:</p> <ol style="list-style-type: none"> i. Item 14bi – LM will identify a pharmacist to talk to the optoms, at one of their clinical meetings, about common medicines that affect the eye ii. Item 14bv - SA/MC/GC will share the EPS Business Continuity Plan with LMC/CCG colleagues for approval iii. Item 5 – AW will chase a response from Shelley Brough on the following actions: <ul style="list-style-type: none"> • SB will share an updated copy of the drug and alcohol joint strategic needs assessment with the committee when it is published • SB will liaise with SA to arrange a smaller pharmacy engagement for end January/February

	<ul style="list-style-type: none"> • SB will distribute some additional information about the substance misuse service specification as necessary and welcomes thoughts and questions outside of this meeting <ol style="list-style-type: none"> iv. Item 7c - HM will chase a response from NHSE to share a list of the CPAF non-responders at the next LPC/NHSE so that we can offer support to the contractors v. Item 17e - MC will circulate a report from the Overview and Scrutiny Committee when available – this will be circulated with February papers. vi. Item 17f - MC will speak to a number to contractors who have not claimed for rota vii. Item 20c – SA will chase a response to seek clarification if Walking in My Shoes funding is available for a pharmacy/GP practice in Knutsford viii. Item 20d - ST will send a link to the FMD website site when launched to AW for onward sharing (not yet launched). 												
15	<p>Chief Officer Report – HM</p> <p>A report was pre-circulated to members. Actions and matters arising:</p> <ol style="list-style-type: none"> a) There will be a Snap Tool on the BSA website for claiming quality payments which will be open for a number of days. Contractors will need to make sure their entries are as complete as possible as once the submit key is pressed there will be no opportunity to amend the information. Further details on the tool are yet to be announced. b) There has been a good progression rate for HLP accredited pharmacies. c) There are a number of PGDs that require a pharmacist to sign off on behalf of the profession (rather than in a clinical role). There has been some debate as to the requirements for indemnity insurance and the associated risks. <p>The NPA has indicated that their members will be covered under their current insurance policies but they would be able to offer insurance to other non-NPA members at an annual cost. IC agreed to be the signatory on behalf of the profession.</p>												
16	<p>CSDP Report – SA</p> <p>A report was pre-circulated to members. No actions and matters arising.</p>												
17	<p>CSDP Report – MC</p> <p>A report was pre-circulated to members. Actions and matters arising:</p> <ol style="list-style-type: none"> a) Following discussion about OTC products and sales MC will feedback to the CSU the LPC views about the use of a prescription. 												
18	<p>Business Support Officer Report – AW</p> <p>A report was pre-circulated to members. Actions and matters arising:</p> <ol style="list-style-type: none"> a) AW will respond to 3 application consultations. 												
19	<p>Treasurer’s Report – IC</p> <ol style="list-style-type: none"> a) Balances: <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><u>CPCW Money</u></td> </tr> <tr> <td>Lloyds Bank Current Account (as at 23/12/16)</td> <td style="text-align: right;">£126,191.34</td> </tr> <tr> <td>Holding Account LPC Money</td> <td style="text-align: right;">£1,314.00</td> </tr> <tr> <td><i>Unreconciled transactions (see below)</i></td> <td style="text-align: right;">-£2,191.49</td> </tr> <tr> <td>Close Brothers (12 month account)</td> <td style="text-align: right;">£53,844.67</td> </tr> <tr> <td>TOTAL LPC Money</td> <td style="text-align: right;"><u>£179,158.52</u></td> </tr> </table> <p><u>Holding Money</u></p>	<u>CPCW Money</u>		Lloyds Bank Current Account (as at 23/12/16)	£126,191.34	Holding Account LPC Money	£1,314.00	<i>Unreconciled transactions (see below)</i>	-£2,191.49	Close Brothers (12 month account)	£53,844.67	TOTAL LPC Money	<u>£179,158.52</u>
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20	<p>General Business</p> <p>a) <i>HLP</i> Contractors have been given an opportunity to register for the upcoming HLP training dates. There will be CPPE led training in June in Runcorn and the Royal Society for Public Health (RSPH) also run a course.</p> <p>b) <i>Electronic Transfer of Care to Pharmacy (eTCP) Update</i> There are 2 demonstrator sites (Countess of Chester and Leighton) and the systems should be in place by the end of January. An IT issue is being addressed to ensure that the hospital and pharmacy systems marry up. AW will scan and circulate a copy of the implementation strategy.</p> <p>c) <i>PNA Support Requirements</i> John Hampson is looking to produce a PNA template to share with local authorities and is seeking to put together a working group. PNA will be added to the AM meeting and to the February LPC meeting (AW).</p> <p>d) <i>Risk Register</i> The FAG sub-group will review the register.</p> <p>e) <i>Kings Fund Report</i> This will be carried forward to the February LPC meeting (AW).</p> <p>f) <i>Pharmacy Complete</i> The LPC will not send a representative to an HLP masterclass being held in March as the agenda items have been covered elsewhere.</p>												
21	<p>Date and Time of Next Meeting Wednesday 15 February 2017 – Forest Hills Hotel, Frodsham.</p>												

Action List

NOTE: Shaded rows indicate an action carried forward from the last meeting(s)

Min	Action	Person	Update
14bi	SA and members will identify a pharmacist to talk to the optoms, at one of their clinical meetings, about common medicines that affect the eye	SA/Members	LM will make some enquiries
14bii	ST will identify a Scottish contractor to talk at the January LPC meeting about the pharmacy funding model	ST	Complete
14bv	SA/MC/GC will share the EPS Business Continuity Plan with LMC/CCG colleagues for approval	SA/MC/GC	On-going
5	SB will share an updated copy of the drug and alcohol joint strategic needs assessment with the committee when it is published SB will liaise with SA to arrange a smaller pharmacy engagement for end January/February SB will distribute some additional information about the substance misuse service specification as necessary and welcomes thoughts and questions outside of this meeting	SB SB SB	AW will chase
7c	HM will ask the NHSE to share a list of the CPAF non-responders at the next LPC/NHSE so that we can offer support to the contractors	HM	Requested and will chase a response
17e	MC will circulate a report from the Overview and Scrutiny Committee when available – this will be circulated with February papers.	MC	On agenda
17f	MC will speak to a number to contractors who have not claimed for rota	MC	
20c	SA will seek clarification if Walking in My Shoes funding is available for a pharmacy/GP practice in Knutsford	SA	Will chase a response
20d	ST will send a link to the FMD website site when launched to AW for onward sharing	ST AW	Not yet been launched
5	AW will share a copy of the OneYou Cheshire East information document via the newsletter	AW	Complete
5	The LPC (HM/NT/AH) will write to CG requesting the procurement is re-run with a simplified process	HM/NT/AH	
7e	AW will reply to NHSE following their request of exploring the use of PO for the collation of data	AW	Complete
8	LM will summarise the team building member responses and feedback at the February meeting	LM	On agenda
9a	LM will contact Tony McCaffrey to see if there is anything else (policies and procedures) outstanding.	LM	

9a	The FAG sub-group will be considering employee pensions	FAG	<i>Complete</i>
9b	The FAG sub-group will consider a number of topics from the PSNC Finance Seminar that SD attended	FAG	<i>Complete</i>
9c	HM/SA/MC will contact independent contractors re 1 February deadline for NHSmail	HM/SA/MC	<i>Complete</i>
12a	IC and LM will seek advice on legal challenges and this topic will be added to the February LPC agenda	IC/LM	<i>On agenda</i>
12bii	SA will raise concerns about the repeat ordering model at the CCG meeting.	SA	
17a	Following discussion about OTC products and sales MC will feedback to the CSU the LPC views about the use of a prescription	MC	
18a	AW will respond to 3 application consultations	AW	<i>Complete</i>
19d	AW will remind contractors that the JR special levy has been met by existing CPCW funds	AW	<i>Complete</i>
20b	AW will scan and circulate a copy of the eTCP implementation strategy	AW	<i>Complete</i>
20c	PNA will be added to the AM meeting and to the February LPC meeting (AW)	AW	<i>Complete</i>
20d	The FAG sub-group will review the register	FAG	<i>Complete</i>
20e	The Kings Fund will be carried forward to the February LPC meeting (AW)	AW	<i>Complete</i>