

**Meeting of the Members of the Lancashire Medicines Management Board
held on Thursday 10th January at Preston Business Centre**

PRESENT:

Dr Tony Naughton (TN)	Chair	Fylde & Wyre CCG
Catherine Harding (CH)	Head of Medicines Management	NHS East Lancashire
Elaine Johnstone (EJ)	Associate Director of Medicines Management	NHS Central Lancashire
Louise Winstanley (LW)	CCG Lead Pharmacist and Prescribing Support Team Manager	Fylde and Wyre CCG
Julie Lonsdale (JL)	Head of Medicine Management	NHS North Lancashire
Brent Horrell (BH)	Assoc. Head of Med Management	NHS Central Lancashire
Lisa Rogan (LR)	Head of Medicines Commissioning (Designate)	East Lancashire and Blackburn with Darwen CCG's
Melanie Preston (MP)	Head of Medicines Management	Blackpool PCT
Dr Robert Mitchell (RM)	Clinical Lead and Board Member	Fylde & Wyre CCG
Andrew Bennett (AB)	Chief Officer	Lancashire North CCG
Catherine Fewster (CF)	Chief Pharmacist/Accountable Officer	Lancashire Care Foundation Trust
David Shakespeare (DS)	Chair of D & T LTHFT	Lancashire Teaching Hospital Foundation Trust
Pauline Bourne (PB)	Medicines Management Lead	Morecambe Bay Hospital Trust
Mark Collins (MC)	Director of Operations	East Lancashire LPC
Neil Fletcher (NF)	Director of Pharmacy	East Lancashire Hospital Trust
David Jones (DJ)	Assistant Director of Pharmacy	East Lancashire Hospital Trust
Dr M J Jandu (MJ)	Exec Clinical Lead	Preston CCG
Dr Kamlesh Sidhu (KS)	GP Prescribing Lead	Lancashire North CCG
Lindsay Holden (LH)	Head of Medicines Management	Blackburn with Darwen
Cath Lawless (CL)	Admin Support	NHS Blackburn with Darwen

2013/001	APOLOGIES: Dr E L Kam Wa, Alistair Gibson, Dr Eric Bonsell, Dr George Nasmyth, Dr Jim Gardner and Alastair Gibson.	
2013/002	Introduction to the purpose of the meeting: TN briefly outlined to the group the rationale behind the Lancashire Clinical Commissioning Network Group in May 2012 mandating the necessity for a Lancashire Wide Medicines Management Board. He outlined the purpose for the meeting being the discussion and agreement of the Terms of Reference. TN commented that the TOR's had been amended on four occasions and the point had been reached where it was appropriate for members to agree a final form.	
2013/003	Discussion on proposed process for considering medicines commissioning requests: EJ presented to the board the draft process proposal discussed at the earlier meeting and the alterations that where	

	<p>discussed. DS raised his concern around there being no mention of unlicensed medicines. LH said that a horizon scanning meeting in February is to be held looking at this issue.</p> <p>Alterations to the proposal to be changed by EJ</p> <p>Stage 1 – 2 To be merged</p> <p>CCG Board Members - To add @ N.B. It is recognised that prescribing may be held and that individual CCG'S can add to this process</p> <p>Add – To review process of clinical decision treatment care pathway redesign. Review classification of previous decisions.</p> <p>LH raised the issue that medical devices had not been included in the proposal. It was agreed by the group that this would envisage a large piece of work being undertaken by members. A decision to park this for discussion at a later date.</p> <p>Stage 2 Issues around timescales were discussed at length which included that it depended on the urgency of the request and also the medication. The Board agreed that a standard 2 week's timescale would be acceptable but can be reviewed at a later date.</p> <p>Stage 4 – Add to engage with patients and public sector groups.</p> <p>Discussions around a CSU Medicines Management website were discussed in which EJ commented that IT would be working on the website to make this process as seamless as possible for all users.</p> <p>Stage 6 – Add through local arrangements.</p>	
2013/004	<p>Ratification of Terms of Reference</p> <p>To note: All Board members agreed on the Terms of Reference with minor amendments to be made on membership and quoracy</p> <p>The CCG Network Chair had suggested the inclusion of medical devices within the Terms of Reference. It was agreed by the group that this would envisage a large piece of work being undertaken by members. A decision to park this for discussion at a later date.</p> <p>Amendments from the Medicines Management Board to the Terms of Reference</p> <p>Membership: To change to the Lancashire Medicines Management Group</p> <p>To change representation to representative or clinical lead.</p> <p>Chief Pharmacist Trust</p> <p>LPN</p> <p>CSU Medicines Management Lead not to vote</p>	

To show TOR to Lancashire Area Team

Decision Making: To add a scheme of delegates

TN commented that once the alterations have been made to the TOR's they will cascade out to the Group.

Terms of reference to be reviewed in 12 months.