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THE 127th MEETING OF THE COMMITTEE WAS HELD AT
LPC OFFICE, COTGRAVE BUSINESS HUB, CANDLEBY LANE, COTGRAVE
WEDNESDAY 16TH JANUARY 2019 AT 9.30AM

Present

In the Chair: Rob Severn (RS)

Chief Officer: Nick Hunter (NH)

Secretary: Alison Ellis (AE)

Treasurer: Gordon Heeley (GH)

Members: Raza Ali (RA), Linda Ferguson (LF), Dave Fernley (DF), Dayaram Mistry (DM), Vijay Pujara (VP), Jon Such (JONS), James Sutcliffe (JS), Randeep Tak (RT)

Attending

- Arlene Senior, NHS Digital

Apologies

- Rosie Waters, Solutions4Health
- Sam Travis, NHS England
- Hester Kapur, Healthwatch Nottingham & Nottinghamshire
- Navin Mahay, LPC member
- Luke Hallahan, LPC member
- Mike Jones, LPC member
- Mandip Bassi, LPC member

Observer

none

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CLOSED MEETING

1.1 Apologies for absence

- Navin Mahay
- Luke Hallahan
- Mike Jones
- Mandip Bassi

Reminder to members that apologies need to be given in a timely manner

1.2 Acceptance of the minutes from 21st November 2018 - Attachment 1A

The minutes were agreed as a true and accurate record of the meeting held on 21st November 2018

1.3 Action points from 21st November 2018 – Attachment 1B

1.3.1 Charging a deposit for training places

This was not discussed at the training sub group meeting but was mentioned in emails – this needs to be discussed at the next group meeting.

Action: Training sub group to discuss the option of charging deposit for training places to help with attendance

1.3.2 office Lease and docs

AE has added the office lease and signed documents to the members area of the website, and these will be kept together in the office filing cabinet.

1.3.3 FMD

Forward action

Action: If no deal Brexit then need to write to MPs to stop / delay the FMD legislation

1.3.4 Staff Appraisals

Appraisals were organised and took place on 29.11.18. The appraisals documents are available on the members area of the website.

1.3.5 Buying group

NH spoke to the LMC about access to the buying group - login has been created and this has been forwarded to LPC members.

1.3.6 Contractor visits

Contractor report template – RS has created, and this has been sent out to all members along with the contractor / member allocation list. GH still to add the report template to survey monkey

Action: GH to add contractor report template to survey monkey and then link added to the members area for members to access

1.3.7 ICS slides from CCA

JS sent through the slides that CCA had sent through – didn't use on the strategy has already had speakers from ICS.

1.4 Declarations of Interest for any item on the agenda

- *If any member has any personal or pecuniary interest whatsoever in any matter, they should declare it or not actively contribute to the discussion unless asked by the rest of the committee to provide factual information to aid their understanding. In either case they should not vote on the item*

STRATEGY, DEVELOPMENT AND WORKPLAN

Strategy review

Communications and Services sub groups have reviewed the strategy and NH has updated the document to reflect this.

NH changed the strategic aims and objectives especially in governance section

GOVERNANCE

- List of policies have in place
- Query regarding risk assessment – **AE to share the Rotherham LPC document with the governance and finance sub groups**

COMMUNICATION AND ENGAGEMENT

- Wanted the main focus to be on contractors
- Newsletters – 2 a month but will be bulleted and smaller
- Needs to be useful engagement

DEVELOP AND EMPOWER

- Service development links with the training section
- Significant amount of pharmacists need to upskill for the new model – LPC ensure that best for comm pharmacy – supporting contractors around locums etc – can attend the LPC training sessions
-

BUILDING ALLIANCES

- Mainly focusing on commissioner engagement
- HWB – not sure where sit in the ICS model
- Need deputies for going to some of the meetings – shadowing when can – if interested in attending then let NH or AE know so can be added to the mailing lists for those meetings
- Change the wording on the strategic aim

Locums – locum agency would be giving them advice on what they should be doing
Need to contact the NHS digital helpdesk to be given the locum FFFFF code.

Action: newsletter articles – locum FFFFF code and being able to attend LPC training events

Action: AE to share the Rotherham LPC risk assessment with the governance and finance sub-groups

Sub group updates

a) Service Development

- Training plan 2018/19 - Attachment A

Contractor asked did we go out for tender re the training package – don't need to as not public body.
Next year's plan needs to be organised by the sub group asap.

Propose that the sub group have delegated authority to negotiate training for 2019/20 with Metaphor Development (Liam Stapleton).

LF proposed and seconded VP – all voted in favour and no abstentions

Bring the final contract to the full LPC meeting March 2019 to be completely signed off

Risk Management - 7th February

Need to put on the invite that needed to have completed the CPPE package before the training – AE to contact Liam Stapleton and organise

b) Finance update

- Discussed in Finance section

c) Media / Communication

- 07.01.19 meeting

RA raised ideas for an app to help with contractor communication – Zoe Long, PSNC, was also involved in the meeting and was interested in the idea. NH discussed this at PSNC regional meeting too

d) Governance update

- Declarations to be checked

Meeting at the end of January 2019 to discuss – Monday 28th January 2019 @ office

<p>2</p>	<p>Governance Items</p> <p>2.1 Declarations – Attachment 2A No changes</p> <p>2.2 <u>Office update</u> Need to communicate that the office will be open to contractors to meet with the exec team Let contractors know about the new telephone number and ensure that the answer phone message explains who to call. It was agreed that there needs to be MOU for booking the office and a check list for when leaving the office. RS and AE to produce these and then the governance sub group to review. Cleaner - Organised for the cleaner who Rushcliffe Council contract to do the communal areas (and other offices in the building) to clean the office. Agreed £15.99 per hour – once a week for 1 ½ hours plus ad hoc after events. Broadband – telephone line is already installed and broadband being switched on 29th January 2019</p> <div style="border: 1px solid black; padding: 5px;"> <p>Action: Bookings for the office – AE and RS to produce a MOU and checklist for the booking of office and governance sub group to review</p> </div>
<p>3</p>	<p>NHS Contract Matters</p> <p><u>3.1 New contracts-Routine</u> None received</p> <p><u>3.2 New contracts-Excepted</u> 3.2.1 Consolidation application By: Pharmaplex Ltd From: Worsley Pharmacy, 435 High Road, Chilwell, NG9 5EA (closing) To: Grewal Pharmacy, 38-40 Chilwell Road, Beeston, Nottingham, NG9 1EJ (staying) Closing date: 14th February 2019</p> <p><i>Declarations: LF (Peak), JS (Boots), RS (Well)</i> It is in the same locality. Consolidation protects the area against further applications Response: meets the regulations for a consolidation application</p> <div style="border: 1px solid black; padding: 5px;"> <p>Action: Newsletter article stating that contractors can ask the LPC for guidance on consolidation applications</p> </div> <p><u>3.3 Litigation</u> Nothing received</p> <p><u>3.4 Decisions</u> 3.4.1 Application offering unforeseen benefits By: Mr Nigel Vincent Morley At: within 400m from East Bridgford Medical Centre, 2 Butt Lane, Nottingham, NG13 8NY (along Butt Lane and Main Road) Refused</p> <p>3.4.2 No Significant change relocation By: Bestway National Chemists Ltd T/A Well From: Unit 4b Candleby Lane, Cotgrave, NG12 3JGA To: Belvoir Group, Cotgrave Health Centre, Candleby Lane, Cotgrave, NG12 3LG Approved</p>

3.4.3 Application for no significant change relocation
By: Daleacre healthcare Ltd T/A Evans Pharmacy
From: 12 High Street, Ruddington, Nottingham, NG11 6EH
To: 11 Charles Street, Ruddington, Nottinghamshire, NG11 6EF
Approved

3.4.4 No significant change relocation (DAC)
By: Charles S Bullen Stomacare Ltd
From: Unit 3 Swinstead Close Ind Est, Bilborough, Ng8 3JG
To: 11 Park Lane Bus Cen, Park Lane, Nottingham, NG6 0DW
Approved

3.4.5 Combined change of ownership and relocation
From: WR Evans Healthcare Ltd, 38 Low Street, Sutton in Ashfield, NG17 1DG
To: PCT Healthcare Ltd, Ashfield Medical Centre, King Street, Sutton in Ashfield, NG17 1AT
Approved

3.5 Responses received
None received

3.6 **Amendments to the list**

3.6.1 List of amendments received – Attachment 3A

3.7 Market Entry - direction for additional core hours

Guidance from PSNC to ensure any additional core hours that are part of the reason for an application being granted are directed by NHSE.

4

Pharmacy Future contract development

- Notts Quality Scheme Information session – 4th December 2018

Event went well – 25+ attendees.

- Healthy Living Pharmacy – update
 - HLP Champion training 21.01.19 – venue is at the office
 - PHE East Midlands HLP meeting / conference call 17 Dec.18 – Attachment 4B

Members to discuss and feedback on:

- Heart age campaign CVD campaign materials – were they useful, quantity???
- did they refer patients to use the heart age tool
- did they take patients BP?
- Referrals???
- ??? do we Survey Monkey contractors?
- Lung cancer campaign - ??? general awareness?

Local team are very keen to work with the LPC and wish to maximise working with pharmacies

Next campaign is lung cancer – how do we get contractors to make this part of the HLP zone and be involved??

- MURs
- Text messaging
- Case study in the newsletter – HLP zone – also put in PHE
- Survey monkey after the Stay Well Pharmacy campaign – can send the report back to the pharmacy for evidence

DMIRS

- **DMIRS guide** – Attachment 4A

➤ **DMIRS update from conference call 02.01.19**

No further information

eRD

➤ GH update

Produced leaflets (250 per pharmacy) and posters – been sent out already. Cards will be going out in a fortnight to be issued to patients has reminders for reordering dates. Newark and Sherwood + Mansfield & Ashfield areas

NH has been contacting some pharmacies to engage with them individually following CCG requests.

Training on profitability (endorsing scripts, drug tariff) – Liam Stapleton. Also focusing on correct product choice. Advertising will be going out this week. Opening up to locums and pharmacy staff too – can send 2 members of staff per pharmacy. If any spaces then will open up further.

25.02.19 – Birch House

12.03.19 – Newark

FMD

<https://www.gov.uk/guidance/implementing-the-falsified-medicines-directive-safety-features>

Sharing the learning from existing primary care networks

30,000 – 50,000 patients

WY have 50 PCNs

Doncaster have 4 PCNs

Notts – 23 PCNs + 3 in Bassetlaw

Multidisciplinary teams

CCGs are going to merge functionality so one becomes the commissioner on behalf of the others within the ICS footprint.

RS explained the ICS structure and systems to members – need to look at how we pass on this information to the contractors without overloading them with information.

Parliamentary Update

APPG meeting – 27.11.18

Nothing further to update

Open meeting 2pm – 3pm

Arlene Senior, NHS Digital

➤ EPS and eRD

Only 2 gp practices to go live (10 including dispensing practices) – have to go through NHIS

NHS Digital is for queries

1 planned for March (Cripps Medical Centre)

Dispensing gp's – system is not in place for this with EMIS

Pilot Controlled Drugs

Nearing completion of pilot. Need to have all 4 systems ready before national live rollout.

Vision and EMIS have completed and gained full rollout but no dates been received from the others

EPS phase 4

Pilot started in December – Derbyshire practice involved – run for 12 weeks

GP processes need to be changed to make uniformed

Evaluation and then national rollout in July / August 19

Utilisation has increased since going EPS phase 4 – 1,545 tokens been generated

Exemptions checking – starting pilot

Positive solution sites – 4 locations

Real-time check on exemptions at NHSBSA

	NHSBSA have now taken on the challenge to help gp practices increase eRD prescriptions
5	<p>Finances – GH <u>5.1 Finances November/ December 2018 – Attachment 5A and 5B</u> Income – November 2018 Levy - £17,600.15</p> <p>Expenditure – November 2018 November payments were large because of the office set up ICO annual fee - £35.00 Normal meeting expenses and backfill</p> <p>Total expenditure – 14,358.53</p> <p>Income – December 2018 Levy - £17,599.96 ENT PGD service equipment invoice - £1,577.54 Total = £19,177.50</p> <p>Expenditure – December 2018 Ordered more equipment for extended PGD service - £1,935.62 (invoice been created and sent to NHSE) BP monitor approved for AF - contractors signed up for the BP PGD will receive a monitor and 2 x cuffs A lot of meetings attended by RS this month ??? Service charge at bank varies – this is because pay a fee per transaction Total December expenditure = £22,280.36</p> <p><u>5.2 Cashflow – Attachment 5C</u> Levy holiday has gone through and contractors will see this in January 2019 Estimate for Jan spend £15,000 Above reserve figure of £39,499.00 – includes money for eRD which is approx £15,000 = £25,000 over reserves. One risk identified in other LPCs – only insured up to £85,000 in each banking institution - so there is a risk for anything over this amount. Can split into various banks. PSNC are seeking advice on this at the moment along with employees etc.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Action: Finance and Governance sub groups to review the costs / risks for opening another account</p> </div> <p><u>5.3 Levy holiday review</u> Put a review date in for 6 months time so that it is part of the finance groups plans</p>
6	<p>Chief Officer / Chair reports –</p> <p>Chair report – Attachment 6A EMAHSN Rural Health - only LPC represented and no other pharmacy groups LPC will have an invite to join the Partnership Forum for ICS Stroke – discharge info and prevention – pharmacy involvement PGDs – Chlamydia treatment changing to doxycycline - will be signed off and sent out from Nottm City Council</p> <p><u>6.1 Bassetlaw Independent contractors meeting with Garry Myers – 03/12/18</u> Small number of contractors turned up on the night – a number of DNAs. This present found the evening extremely useful and feedback was positive asking for another similar event later in the year.</p> <p><u>6.2 Independent contractors meeting with Garry Myers – 16.01.19</u></p>

	<p>16 people booked in for this evening. Questions have been sent through to Garry before the meeting</p> <p>6.3 <u>Simon Dukes, CEO PSNC about proposed support for LPCs. Attachment 6B</u> More open and transparent. PSNC asking what they can do to help support LPCs</p> <p>6.4 <u>NH met with CCA (Sam Fisher), Mike King (PSNC)</u></p> <ul style="list-style-type: none"> - Discussed LPC dashboard – difficult to measure value for money, hours spent on certain things, meetings attended - CCA conferences for LPC reps - Interested to learn more about engagement & comms officers and how do they measure success, what do they do etc - LPC member training - LPC structure – still wanting to encourage dialogue re size and working together - Leadership academy – what happens next - Pastoral support – LPCs spending a lot of time – PSNC are going to look at providing some info on what support is available to LPCs / contractors - Covered agenda items for the national LPCs meeting <p>6.5 <u>PSNC conference call - LPCs and local commissioning</u> Mike King hosted – 10 LPCs involved in call Very different in all areas – good relationship in NHSE North Midlands Commissioners coming under more pressure to decommission services</p> <p>6.6 <u>Healthwatch survey report – update</u> Fed back to Hester Kaur</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Action: NH to contact Hester to see if there is an update on the survey report</p> </div>
<p>7</p>	<p>MEMBER UPDATES</p> <p>7.1 Member / contractor allocation contact</p> <ul style="list-style-type: none"> ➤ Visit report – Attachment 7A ➤ Allocation list – Attachment 7B <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Action: AE to send out to members on Thursday 17th January 2019 with explanation of the allocation and also the visit report</p> </div> <p>7.2 Meetings attended</p> <ul style="list-style-type: none"> ➤ Leadership 11.12.18 – RS ➤ PSNC market entry regulations (LF) – 21.11.18 <p>Nothing further to be discussed</p>
<p>8</p>	<p>Tenders and bids / Consultations / Service Opportunities</p> <p>None received</p>
<p>9</p>	<p>Standing items</p> <p>9.1 STP/ICS</p> <ul style="list-style-type: none"> ➤ ICS clinical strategy design workshop 04 Dec.18 – Attachment 9A and 9B ➤ Leadership Board Summary Briefing - December 2018 ➤ CSS Design Group Agenda – 100119 – Attachment 9C ➤ David Pearson thanks to the Advisory Group re support for STP – NH update <p>Reforming group – engagement forum rather than advisory</p>

<p>10a</p>	<p><u>LOCAL AUTHORITY REPORTS</u></p> <ul style="list-style-type: none"> ▪ PUBLIC HEALTH COUNTY <ul style="list-style-type: none"> ➢ <u>EHC Chlamydia testing pilot</u> <p>Asked 10 pharmacies to be involved in the pilot – 5 signed up – small amount of work giving out chlamydia test at the same time as EHC.</p> <ul style="list-style-type: none"> ➢ <u>EHC service specification and PGD</u> <p>Up for renewal in June 2019 – Emma Anderson has been commissioned to review the PGD and specification</p> <ul style="list-style-type: none"> ➢ <u>Flu vac delivery to (Bassetlaw) social care staff</u> <p>Small number of pharmacies did give some vaccines to social care staff – next year will be done from the start</p> <ul style="list-style-type: none"> ▪ PUBLIC HEALTH CITY <ul style="list-style-type: none"> ➢ No further update ▪ HWB COUNTY http://www.nottinghamshire.gov.uk/dms/Meetings.aspx <ul style="list-style-type: none"> ➢ Summary from 05.12.18 and 09.01.19 – Attachment 10A AND 10B ▪ HWB CITY http://committee.nottinghamcity.gov.uk/ieListMeetings.aspx?Committeed=185 <ul style="list-style-type: none"> ▪ Next meeting date: 30th January 2019 2pm @ Loxley House
	<p>Garry Myers, PSNC Regional Representative Confidential update Garry briefed committee members on the latest PSNC priorities and work on the contract changes and funding situation.</p>
<p>10b</p>	<p>NHS England Area Teams</p> <ul style="list-style-type: none"> ➢ 2019 Easter SLA draft – Attachment 10C <p>For information</p> <ul style="list-style-type: none"> ➢ new CD destruction proposal <p>Yorkshire and Humber – was proposing that independent pharmacies would be authorised to destroy CDs in another Independent pharmacy – raised so many problems and questions – sent through to national CDAO and this has not gone any further at this stage.</p> <ul style="list-style-type: none"> ➢ Seasonal Flu Planning Group Meeting - 09.01.19 - Attachment 10I ➢ Nottinghamshire Hypertension Workshop - 19th December 2018 – Attachment 10J <p>LPN meeting 23/11/18 LPN Funding meeting 09/11/18 SYB LPC meeting – 30.01.19 For information</p>
<p>10c</p>	<p>Members were asked if they had been to any local meetings then let Alison know and send a report through to be added to the meeting agenda</p> <p>CCG updates</p> <ul style="list-style-type: none"> ➢ Stub it! Stop smoking service – Clinical Pharmacist led stop smoking service <p>Mid Notts</p> <ul style="list-style-type: none"> ➢ Prescribing sub committee – Nov 2018 – Attachment 10D ➢ Mental Health efficiencies – Attachment 10E and 10F <p>Greater Notts</p> <ul style="list-style-type: none"> ▪ Greater Notts Meds Opt Committee 22/11/18 – Attachment 10G ▪ NHS Greater Nottingham: Prescribing Hints & Tips Newsletter January 2019 – Attachment 10H and 10K ▪ GNMOC prescribing changes for Dementia patients – most cost effective Galantamine MR - preferred brand now Gazytan XL Memantine orodispersible - Valios (this a more cost-effective option than the liquid) <p>For information Area Prescribing Committee</p>

	<p>➤ Next meeting - 17th January 2019</p> <p>Randeep attending</p>
<p>11</p>	<p>Information received from various sources</p> <p>Members were asked if they wish to discuss any of the items below at the LPC meeting then please let the chair know before lunchtime and this will be discussed under AOB.</p> <p>Members are advised that many PSNC communications are now communicated electronically and repeated on the PSNC website. It is recommended that members regularly visit the PSNC website 'LPC members' area to access the latest information available on www.psn.org.uk</p> <p>11.1 PSNC briefings / newsletters</p> <p>11.1.1 List of PSNC newsletters received since the last LPC meeting – Attachment 11A Link to the PSNC webpage - https://psnc.org.uk/ - briefings found on each drop-down section of the website</p> <p>11.2 PSNC Events</p> <p>11.2.1 National meeting of LPCs – 20th March 2019 Change to the LPC meeting date – 27th March 2019</p> <p>11.2.2 LPC member days</p> <ul style="list-style-type: none"> ▪ 14th March in London ▪ 27th March in Leeds ▪ 1st May in Coventry <p>Send email to members once bookings are open</p> <p>11.2.3 LPC Treasurers</p> <ul style="list-style-type: none"> • Wednesday 15th May in Manchester <p>JS and GH will attend – GH will book places Happy to have the LPC meeting in May without treasurer – DF will update the committee on finance section</p> <p>11.3 PSNC Pricing audit reports Received</p> <p>11.4 PSNC Regional Meeting – EMSY + Y&H joint LPCs regional meeting – 03.12.18 – Attachment 11B For information</p> <p>11.5 Health Education England For information</p>
<p>12</p>	<p>Any other business (raised by lunchtime)</p> <p>12.1 <u>Disposal of used sharps bins (LF)</u></p> <p>Notts Healthcare used to collect patient sharps from health centres – 1st Jan no longer doing this Nottm West sent an email to practices stating that pharmacy can accept them – pharmacy has had backlash from not accepting (legally or contractually cannot) – been in discussions with NHSE. Legal responsibility is with Local Authority. Short term – pharmacy cannot take them and advise patients to keep them until this has been sorted by LA.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Action: Newsletter article letting contractors know that they are not contracted to take patient sharps.</p> </div>

	<p>12.2 <u>Change of hours</u> Do pharmacies need to be notified of any change of hours in the area?? Raise with NHS England.</p> <p>12.3 Oriol pre-reg system</p> <ul style="list-style-type: none"> - Allocates pre reg places – problems with the system - Only 62% community pharmacy places were filled this year – going to hospitals <p>NH and RS will raise with PSNC the issues that contractors are raising</p> <p>12.3 Children going to university Bursary for children of pharmacists</p>															
13	➤ Summary of Actions agreed during the meeting															
	<p>Details of future meetings Bi-monthly</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;">27th March 2019</td> <td style="width: 25%;">9.30am – 5pm</td> <td style="width: 40%;">Office at Cotgrave, Candleby Lane, NG12 3JQ</td> </tr> <tr> <td>15th May 2019</td> <td>9.30am – 5pm</td> <td>Office at Cotgrave, Candleby Lane, NG12 3JQ</td> </tr> <tr> <td>17th July 2019</td> <td>9.30am – 5pm</td> <td>Office at Cotgrave, Candleby Lane, NG12 3JQ</td> </tr> <tr> <td>18th September 2019</td> <td>9.30am – 5pm</td> <td>Office at Cotgrave, Candleby Lane, NG12 3JQ</td> </tr> <tr> <td>20th November 2019</td> <td>9.30am – 5pm</td> <td>Office at Cotgrave, Candleby Lane, NG12 3JQ</td> </tr> </table>	27th March 2019	9.30am – 5pm	Office at Cotgrave, Candleby Lane, NG12 3JQ	15th May 2019	9.30am – 5pm	Office at Cotgrave, Candleby Lane, NG12 3JQ	17th July 2019	9.30am – 5pm	Office at Cotgrave, Candleby Lane, NG12 3JQ	18th September 2019	9.30am – 5pm	Office at Cotgrave, Candleby Lane, NG12 3JQ	20th November 2019	9.30am – 5pm	Office at Cotgrave, Candleby Lane, NG12 3JQ
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Next meeting is on Wednesday 27th March 2019 @ LPC office, Candleby Lane, Cotgrave

Minutes agreed as true and accurate record of the LPC meeting held on Wednesday 16th January 2019

Signed: _____ *original signed by Rob Severn* Date 27th March 2019
Rob Severn, Chair, Nottinghamshire LPC