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	<p style="text-align: center;">THE 130th METING OF THE COMMITTEE WAS HELD AT LPC OFFICE, COTGRAVE BUSINESS HUB, CANDLEBY LANE, COTGRAVE WEDNESDAY 17TH JULY 2019 AT 9.30AM</p> <p>Present</p> <p>In the Chair: Rob Severn (RS) Chief Officer: Nick Hunter (NH) Secretary: Alison Ellis (AE)</p> <p><u>Members:</u> Mandip Bassi (MB), Linda Ferguson (LF), Dave Fernley (DF), Luke Hallahan (LH), Mike Jones (MJ), Saikiran Koneru (SK), James Sutcliffe (JS)</p> <p><u>Attending</u></p> <ul style="list-style-type: none">➤ Garry Myers, PSNC Regional Representative <p><u>Apologies</u></p> <ul style="list-style-type: none">➤ Sam Travis, NHS England➤ Mindy Bassi, Chief Pharmacist, Greater Nottingham Clinical Commissioning Partnership➤ Nathan Hutchinson, Healthwatch Nottingham & Nottinghamshire➤ Ankish Patel, Senior Clinical Pharmacist➤ Jon Such, LPC Member➤ Vijay Pujara, LPC member➤ Raza Ali, LPC member➤ Linda Ferguson (pm)➤ Mandip Bassi (am)
<p style="text-align: center;">1</p>	<p style="text-align: center;"><u>CLOSED MEETING</u></p> <p>1.1 Apologies for absence</p> <ul style="list-style-type: none">➤ Jon Such➤ Vijay Pujara➤ Raza Ali➤ Linda Ferguson (pm)➤ Mandip Bassi (am)➤ Randeep Tak <p>Reminder to members that apologies need to be given in a timely manner Welcome and introductions were given to new member Sai, representing the CCA and working for Lloyds Pharmacy. NH to contact RT after missing 3 meetings in a row and ask the reasons why and also if still wish to be a LPC member.</p> <div style="border: 1px solid black; padding: 5px;"><p>Action: NH to contact RT regarding missing 3 meetings</p></div> <p>1.2 Acceptance of the minutes from 15th May 2019 - Attachment 1A The minutes were agreed as a true and accurate record of the meeting held on 15th May 2019 after the following correction:</p>

When using GP abbreviation make sure it is in capitals and also be mindful in meetings when use GP (as in doctor) and general practice correctly.

1.3 Action points from 15th May 2019 – Attachment 1B

1.3.1 Write to MPs

RS has written to all the local MPs – Chris Leslie is wishing to visit a pharmacy and Ken Clarke has agreed to meet RS at the LPC office

1.3.2 Contractor visit template

GH still to add the template to the Survey Monkey – forward action and also look into renewing the Survey Monkey contract.

Action: GH to add contractor report template to survey monkey and renew the contract. Link added to the members area for members to access

1.3.3 Finances

Reviewed the costs and risks for opening a separate LPC account and decided that this was not the best thing to do at the moment.

1.3.4 NHS England services

Newsletter article highlighting that there is a pre-populated form that can be printed of and sent through to the general practice. Article also giving information on BP/AF project. RS decided that the information on flu vaccinations needs to go out in the September newsletter.

1.3.5 Care Home Policy

The carers policy still has not been updated by the County Council so not been able to include this article on the newsletter yet. Problems all over the country – worth looking at the research papers appended to the LPC meeting agenda for evidence that against patient rights to put in MDS for carers.

Action: Newsletter update on County Council carers policy once this has been updated – explain to the pharmacies that there has been a change and do not need to give out MDS – requirement is to undertake their own need assessment for each patient under the Equality Act and “reasonable adjustment”

1.3.6 HLP

Included in the newsletter stating declaration date and advised to keep the portfolio up to date and complete health zones.

1.3.7 Short dated stock

Newsletter article included advising pharmacies to check their stock dates due to short dated stock coming through from the wholesalers.

1.3.8 PCNs

Action: September agenda item under PCNs – workforce issues and wider impact

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

<p>2</p>	<p>Governance Items</p> <p>2.1 <u>Declarations – all members to complete for 2019/20 – Attachment 2A</u> ➤ Outstanding from MB, JS, RT, SK, Forms were completed at the meeting by MB and JS – still outstanding from RT and SK</p> <p>2.2 <u>Independent member vacancy – discuss and approve new member</u> (nomination forms to be shared at the meeting) Received 3 nominations – details redacted in open minutes</p> <ol style="list-style-type: none"> 1) Nishant Patel – Vantage Pharmacy, Aspley, Nottingham (previous LPC member) Supported by Vijay Pujara and Ketan Chandi 2) Raza Yarkhan – Medone Consortium (Church Walk Surgery), Eastwood (Distance Selling) Supported by Nuthall Pharmacy and Brinsley Pharmacy 3) Dhiren Raval – Bingham Pharmacy Supported by Vijay Pujara and Girish Lad, Lowdham Pharmacy <p>Discussed and felt that as there were a number of apologies and only one independent member present at the meeting it would be better to ask independents to vote.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Decided to go out to the vote of all independent contractors – write to all 3 applicants and explain the reason why and process. AE to send out voting forms to all independent contractors.</p> </div> <p>2.3 <u>AGM 2019</u> It was agreed that the AGM should be held @ 2pm on Wednesday 18th September 2019 Annual reports – need from NH, RS and GH by 18th August 2019</p> <div style="border: 1px solid black; padding: 5px;"> <p>Action: AE to send out invites to the AGM on 18.09.19 @ 2pm to all contractors – send out on 18.08.19</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></p> <p>3.2.1 No significant change relocation (DAC) By: Countrywide Supplies Ltd From: No 5 Brisbane Court, Balderton, Newark, NG24 3PS To: Newark Beacon, Beacon Hill Office Park, Cafferata Way. Newark, NG24 2TN Closing date : 8th August 2019</p> <p>Patients do not actually attend DAC so no real change to patients No comments needed on the application</p> <p><u>3.3 Litigation</u> None received</p> <p><u>3.4 Decisions</u></p> <p>3.4.1 Consolidation application By: Boots Pharmacy At: 52-54 High Street, Hucknall, NG15 7AW Closing: 55 High Street, Hucknall, NG15 7AX Approved</p> <p>3.4.2 Application offering unforeseen benefits By: Lakshmi Healthcare Ltd At: best estimate – in the vicinity of Candleby Lane, Cotgrave, NG12 3JG Nothing received back from PCSE yet</p> <p><u>3.5 Responses received</u> Nothing received</p>

	<p>3.6 <u>Amendments to the list</u> 3.6.1 List of amendments received – Attachment 3B</p> <p>PCSE are moving to electronic portal for applications which will make the process quicker and easier for applicants.</p>
	<p>Garry Myers, PSNC regional Representative</p> <ul style="list-style-type: none"> ➤ Confidential update for members – Garry was not able to detail current negotiations. Also discussed NHS long term plan and PCNs.
<p>4</p>	<p>Finances – GH</p> <p>4.1 <u>Finances May/ June 2019 – Attachment 4A, 4B and 4C</u></p> <p><u>May 2019</u></p> <p>Exceptional spend in May includes</p> <ul style="list-style-type: none"> - extra amount for payroll company due to producing P60's - Insurance for the office - £170.67 - Equipment for MAS bought – this will be reimbursed by NHS England - Office cabinets and storage - Treasurer meeting expenses <p>Income received = £17, 600.02 – contractor levy Total expenditure = £9,629.01 Balance = £125,710 carry over</p> <p><u>June 2019</u></p> <p>Income received = £17,600.06 – contractor levy Expenditure includes</p> <ul style="list-style-type: none"> - Expenses from members for previous meetings attended - Office cupboard, first aid kit and acetate for map <p>Well expenses are being sorted – problem with invoicing – RS is chasing this up. Total expenditure = £9,282.72 Balance = £134,305.52</p> <p><u>Cash flow</u></p> <p>£8,095.00 – underspent - Well invoices will lower this amount when sorted. Discussion around Mid Notts funding – GH to speak to Sam Travis</p> <p>4.2 <u>Annual accounts 2018/19</u></p> <p>Draft accounts</p> <p>Total income - £249,359.32 Expenditure – £224,177.68 Extra income for the year - £25,181.64 Total in bank - £160,417.92 March 2019 (this extra is equal to £100 per contractor) Budget is set as spending more than income for 2019/2020 (due to anticipated work with the PCNs) so will lower the reserves.</p> <p>4.3 <u>Treasurers meeting - 15.05.19 (GC and JS) – Attachment 4D</u></p> <p>Treasurer dashboard – good to show contractors where the LPC sits compared to others Reserves. Most treasurers felt that 6 months was too high an amount – felt that should be planned according to local need. PSNC levy will be increased next year 2020/2021</p> <p>Employment laws</p> <ul style="list-style-type: none"> - Happy with the current working - Secretary, chief officer, treasurer employed so the tax is PAYE.

	<p>- CCA – pay company not the member No additional actions noted than those already captured on the business plan.</p> <p>4.4 <u>Lloyds bank – LPC account manager changes</u> New account manager – no bank charges for 2019</p> <p>4.5 <u>Re-enrolment for employee pensions</u> Fulfilled legal requirement – re-enrolled NH and AE.</p>
5	<p>STRATEGY, DEVELOPMENT AND WORKPLAN</p> <p>Stakeholder map – Attachment 5A and 5B Reviewed what was decided and written up from the May 2019 meeting and determine how often to revisit and update priorities - Forward to the September 2019 meeting for further discussion with all members and consider considering any developments with PCNs.</p>
6	<p>Sub groups <i>Need to provide written reports to ensure that the whole committee is informed</i></p> <p>a) <u>Service Development</u> Training academy MOU 2019/20 – signed – Attachment 6A Print and include in filing cabinet for office documents.</p> <p>b) <u>Finance – Attachment 6B</u> Already covered in finance section</p> <p>c) <u>Media / Communication</u> Written to MPs, Newsletters produced fortnightly</p> <p>d) <u>Governance update</u> Not had any meetings recently as no governance issues</p> <p>e) <u>Virtual Outcomes usage – Attachment 6C</u> DMIRs module – need to advertise this to contractors</p>
7	<p>Contract development</p> <ul style="list-style-type: none"> ➤ Quality Payment Scheme update ➤ Healthy Living Pharmacy – update ➤ CPAF – Attachment 7A <p>Only one not competed – will have to compete the full questionnaire</p> <p>DMIRS update DMIRS reference group 19.06.19 - Some problems around the DMIRs and NHS 111 – not been as helpful because they are at capacity for current contract. Being sorted at national level.</p> <ul style="list-style-type: none"> • <u>GP DMIRS</u> <p>Referral process to help general practice to be involved and to cover liability of who is responsible for the patients. Referral will be immediate from referral at the practice to attending the pharmacy. Pilots are being done at PCN level.</p> <p>eRD</p> <ul style="list-style-type: none"> ➤ <u>GH update</u> <p>This needs to be taken off the agenda as no updates needed – business as usual now</p> <p>Brexit SSPs – waiting further detail</p>

	<p>Open meeting 2pm – 3pm Ankish Patel, Senior Clinical Pharmacist ➤ Apologies received – forward to September 2019 Transferring into GP alliance – holding the PCN budget Ankish is involved in the recruitment of clinical pharmacists for the PCNs – will start September 2019. Some from secondary care, community pharmacy and out of area.</p>
8	<p>Tenders and bids / Consultations / Service Opportunities ➤ <u>AF / BP pilot stats</u> Ongoing - ICS aware of community pharmacy providing this pilot service – MB to mention at ICS meetings ➤ <u>ENT / UTI testing pilot</u> Training has been completed - service went live 01 July. Funding is not recurrent so once it has been used then the service will be stopped. If pharmacies have completed the number of interventions allocated then can talk to Sam and she will consider further allocation. ➤ <u>Nottingham Needle Exchange tender consultation – Attachment 8A, 8B, 8C</u> Observed and noted – Level 1 and level 2 25 pharmacies have expressed interest.</p>
9	<p>9.1 PSNC Events 9.1.1 <u>LPC conference London – 25.09.19</u> RS, DF, NH are attending – AE to book places <div style="border: 1px solid black; padding: 2px;">Action: AE to book places on the LPC conference for DF and RS (NH already booked)</div> 9.1.2 <u>Provider company workshop London – 24.09.19</u> If needed to have a provider company then can help the contractors to do this or approach existing company to take the tender bid on. Members also noted that a lot of other pharmacy provider companies are struggling to stay viable due to lack of services to bid on and some have already been closed. Let AE know if wish to attend the workshop</p>
10	<p>Integrated Care System / Primary Care Networks <i>Members to have read through PSNC briefing LPC News: Helping you to engage with Primary Care Networks</i> PSNC website - https://psnc.org.uk/the-healthcare-landscape/primary-care-networks-pcns/ Future of animation - https://psnc.org.uk/psncs-work/future-of-pharmacy-animation/?utm_source=PSNC+Newsletter&utm_campaign=a7a7583541-EMAIL_CAMPAIGN_2019_04_26_03_07&utm_medium=email&utm_term=0_b5ca69e1d1-a7a7583541-26287005 Summary of the updated network contract DES guidance NHS England and the BMA have published 29 pages of guidance to the network contract DES. This is an updated version of the document first published in April. PCC has distilled the guidance to a couple of pages, highlighting the key points ... https://www.pcc-cic.org.uk/sites/default/files/articles/attachments/countdown_to_pcn_live_date_24_days_to_go.pdf</p> <p>a) Primary Care Networks (30mins) Need to look at members and who is in which PCN and how support contractors</p> <ol style="list-style-type: none"> i. Guidance for LPCs on how to help contractors get involved with PCNs https://www.england.nhs.uk/wp-content/uploads/2019/06/guidance-for-lpcs-how-to-help-contractors-get-involved-with-pcns.pdf ii. think pharmacy prospectuses https://psnc.org.uk/our-news/pcn-support-think-pharmacy-prospectuses-relaunched/ iii. PCN engagement routes - Attachment 10A iv. Confirmed PCNs and clinical leads – Attachment 10B

- vi. Training workbook for the PCN Pharmacy Lead – Attachment 10C
- vii. PSNC PCN webinar – 29.05.19 – Attachment 10D – recommended to members as a useful summary
- **PCN lead pharmacist (Ankish Patel) – liaison link with LPC – postponed to September LPC meeting**
- b) ICS update – Nottinghamshire**
 - i. ICS meds optimisation programme board – verbal update from RS
 - ii. ICS draft clinical Strategy - Attachment 10E
For information
 - iii. ICS Board summary briefing – May 2019, June 2019 – Attachment 10F and 10G
 - iv. North Regional Talent Board Launch Event – Attachment 10H and 10I
 - v. Pharmacy leadership meeting 18.06.19 – Attachment 10J and 10K
 - vi. Designing integrated care systems – Attachment 10L
 - vii. Updated community pharmacy guide for GP’s
<https://psnc.org.uk/our-news/psnc-and-bma-publish-community-pharmacy-guide-for-gps/>
- vii. ICS Partnership Forum draft minutes 23 May 2019 – Attachment 10M

c) ICS update - SYB

- i. SY ICS UEC 20.05.19 – Attachment 10N
- ii. SYB ICS Primary Care Networks The Journey to 2020/21- 22.05.19 (NH)
- ii. SYB ICS CVD meeting 04.06.19 – Attachment 10O
- iii. SYB ICS 5-year plan refresh workshop 09.07.19
very different to Nottinghamshire ICS – mainly talking with PowerPoints rather than being interactive
- iv. SYB ICS Development Event 06.09.19

Alex Ball – director at the ICS suggested that the LPC needs to be involved at ICP level – Greater Notts, Mid Notts and City – RS and NH writing to the 3 ICP leads to ask for involvement

ICS – strategic overarching organisation

↓

ICP – support organisation, overseeing governance

↓

PCNs – local groups and services

Each practice in a PCN has to be signed up to the Network DES

7 points that they have on their plans Asthma, dementia, care homes, mental health, diabetes, CVD
Members discussed how the LPC can explain what pharmacy can do.

Collect data for each PCN and explain what pharmacies are already doing and maybe could deliver.
Start the work off and then pass onto the local contractors to continue to engage with local GP practices (pharmacy teams not just pharmacist) – LPC members

Action: LPC members to go away look at the services that are being provided by pharmacy in each PCN

Who are members going to target before September 2019

NH – LMC and Ankish Patel

RS – write to the 3 leads of ICPs

GH and MJ – contact Dr Abbott

JS – speak to Alex Ball

RS and AE to work through which PCNs contractors are in and send the information out to all with lead members allocated

Need to set up meetings for each PCN and pharmacies in the area – physical meeting, webinars,

Reminder – AE to contact all members to see if sticking to commitments

Actions: AE to send out updated member / contractor allocation list with PCNs and lead members

	<p>Action: AE / NH / RS to set up meetings for each PCN</p> <p>Action: AE to contact members and remind them of the actions that they have agreed to</p>
<p>11</p>	<p>Chief Officer / Chair reports –</p> <p>11.1 <u>Chair report – Attachment 11A</u> For information</p> <p>11.2 <u>Chief Officer conference – Attachment 11B, 11C, 11D, 11E, 11F, 11G, 11H</u> For information</p> <p>11.3 <u>Joint PH / LPC / LMC meeting 27.06.19</u></p> <p>11.4 <u>DMIRS update</u></p> <p>11.5 <u>Axe the fax – Attachment 11I (15 mins discussion)</u> Discussion about faxes pharmacies are sending and receiving Need to work out what services use faxes and have an alternative system before taking out the fax machines - Faxes send – surgeries, wholesalers, specials and Epipen Faxes receive – GPs , care homes, internal,</p> <p>11.6 <u>ERS update</u> NH detail discharge summary pilot in Doncaster with NHS Digital</p> <p>11.7 <u>Wholesaler issues</u> Members outlined current wholesaler challenges</p> <p>11.8 <u>Summary of Guidance and Evidence for use of Multi-Compartment Compliance Aids (MCCAs) – Attachment 11J</u> For information – already discussed</p> <p>11.9 <u>Meeting with Alex Ball from the ICS 05.07.19 (NH/RS)</u> already discussed</p>
<p>12</p>	<p>MEMBER UPDATES</p> <p>12.1 <u>Member / contractor allocation contact</u> Ask contractors</p> <ol style="list-style-type: none"> 1) If they know about PCNs? 2) Do they know which PCN they are in? 3) Would they attend a workshop if LPC organise? <ul style="list-style-type: none"> ➤ Visit report – Attachment 12A (previously sent via email) ➤ Allocation list – Attachment 12B (previously sent by email) <p>12.2 <u>Meetings attended</u></p> <ul style="list-style-type: none"> ➤ respiratory steering group meeting (MB) – Attachment 12C ➤ Optimisation of Respiratory MURs & NMS in Community Pharmacy 09.07.19 (MJ) <p>12.3 <u>NUH Hep C screen and treat proposal (MJ)</u> Nothing further to add – Hep C service decommissioned in Leicestershire</p>
<p>13a</p>	<p>LOCAL AUTHORITY REPORTS</p> <ul style="list-style-type: none"> ▪ PUBLIC HEALTH COUNTY <ul style="list-style-type: none"> ➤ Solutions4Health update <p>Stopped pharmacies providing the service in April 2019 – now only have 4 pharmacies working with Solutions4Health on Champix PGD. Public health aware S4H have decommissioned the smoking service in both pharmacy and gp practices</p> <ul style="list-style-type: none"> ➤ HWB meeting 05.06.19 <p>Noted</p> <ul style="list-style-type: none"> ▪ PUBLIC HEALTH CITY

	<ul style="list-style-type: none"> ➤ HWB meeting 29.05.19 – Attachment 13A <p>For information</p> <ul style="list-style-type: none"> ▪ HWB COUNTY http://www.nottinghamshire.gov.uk/dms/Meetings.aspx <ul style="list-style-type: none"> ➤ Summary <ul style="list-style-type: none"> ▪ Next meeting date 4th September 2019 2pm @ County Hall ▪ HWB CITY http://committee.nottinghamcity.gov.uk/ieListMeetings.aspx?Committeeld=185 <ul style="list-style-type: none"> ▪ Next meeting date: 25th July 2019 2pm @ Loxley House
13b	<p>NHS England Area Teams</p> <ul style="list-style-type: none"> ➤ N Mid flu meeting ➤ CD LIN Meeting – 12.06.19 – Attachment 13B ➤ LPN meeting – 28.06.19 ➤ LPN funding meeting 31.05.19 – Attachment 13C <p>(summary of AF / BP and MAS ENT service, Virtual Outcomes)</p> <p>SYB LPC meeting – 10/07/19 Report to follow.</p>
13c	<p>CCG updates</p> <ul style="list-style-type: none"> ➤ Nottingham City CCG board meeting ➤ GP Surgery closures - the Boulevard Medical Centre, 635 Western Boulevard (02.07.19), <p>Mid Notts</p> <ul style="list-style-type: none"> ➤ De-prescribing meeting 12.06.19 – Attachment 13D and 13E Next meeting 16.07.19 <ul style="list-style-type: none"> ▪ Prescribing subgroup – 26.06.19 – Attachment 13F (DF) <p>Greater Notts</p> <ul style="list-style-type: none"> ▪ NHS Greater Nottingham: Prescribing Hints & Tips Newsletter May and June 2019 – Attachment 13G, 13H And 13I ▪ Greater Nottingham MOC 23.05.19 – Attachment 13J <ul style="list-style-type: none"> ➤ Next meeting 25.07.19 <p>Area Prescribing Committee</p> <ul style="list-style-type: none"> ➤ 18th July 2019 – MJ attending <p>Members reminded that If they have been to any local meetings then let Alison know and send a report through to be added to the meeting agenda</p>
14	<p>Information received from various sources</p> <p>If members 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><i>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</i></p> <p>14.1 PSNC briefings / newsletters</p> <p>14.1.1 List of PSNC newsletters received since the last LPC meeting – Attachment 14A Link to the PSNC webpage - https://psnc.org.uk/ - briefings found on each drop down section of the website</p> <p>14.2 PSNC Pricing audit reports Nothing received</p> <p>14.3 PSNC Regional Meeting – PSNC East Midlands and SY plus PSNC Yorkshire and Humber 16.05.19 – Attachment 14B - Provider companies discussion</p> <p>14.4 NHS Digital</p> <ul style="list-style-type: none"> ➤ Nothing discussed <p>14.5 Healthwatch Nottinghamshire</p> <ul style="list-style-type: none"> ➤ Nothing discussed <p>14.6 CCA / AIMp Communication</p> <ul style="list-style-type: none"> ➤ Nothing discussed

	<p>14.7 CPPE Nothing received</p> <p>14.8 LMC Nothing discussed</p> <p>14.9 LPF – update Nothing discussed</p> <p>14.10 Health Education England Nothing discussed</p> <p>14.11 PCSE Nothing discussed</p>						
15	<p>Any other business (raised by lunchtime) No further items were raised</p>						
16	<p>Strategy Plan review Postponed to the next LPC meeting</p>						
	<p>Details of future meetings Bi-monthly</p> <table> <tr> <td>18th September 2019</td> <td>9.30am – 5pm</td> <td><i>Office at Cotgrave, Candleby Lane, NG12 3JQ</i></td> </tr> <tr> <td>20th November 2019</td> <td>9.30am – 5pm</td> <td><i>Office at Cotgrave, Candleby Lane, NG12 3JQ</i></td> </tr> </table>	18th September 2019	9.30am – 5pm	<i>Office at Cotgrave, Candleby Lane, NG12 3JQ</i>	20th November 2019	9.30am – 5pm	<i>Office at Cotgrave, Candleby Lane, NG12 3JQ</i>
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Next meeting is on Wednesday 18th September 2019 @ LPC office, Candleby Lane, Cotgrave

Minutes agreed as true and accurate record of the LPC meeting held on Wednesday 17th July 2019

Signed: _____ *original signed by Rob Severn* Date 18/09/19
 Rob Severn, Chair, Nottinghamshire LPC