**Liverpool LPC AGENDA**

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|  | **Item** | **Detail** | Time |
| **1** | Welcome, introductions and housekeeping | Declarations of interest, Nolan Principles, fire safety and turn mobiles off. | **9:30am** |
| **2** | Apologies for absence | To receive | **9:32am** |
| **3** | Minutes of the last LPC meeting | To confirm as a true and proper record. | **9:33am** |
| **4** | Actions of minutes | To discuss | **9:35am** |
| **5** | LPC business | 5.1 PSNC/LPC review update and preparation for visits  5.2 LPC provider company  5.3 Visit from Ian Cubbin, PSNC Regional Representative  5.4 Change of ownership notifications  5.5 PharmAlarm  5.6 Officer’s Reports  5.7 PCN Update  5.8 Training Needs Analysis  **Lunch**  5.9 Sub-group Working  5.10 Staff Handbook Review and Approval  5.11 Regional joint working update  5.12 2020/21 Meeting Date Confirmation  5.13 Contract Update  5.14 Forthcoming Meeting Attendance | **10:00am**  **10:30am**  **11:00am**  **11:45am**  **11:50am**  **11:55am**  **12:00pm**  **12:15pm**  **1:00pm**  **1:30pm**  **3:30pm**  **3:35pm**  **3:40pm**  **3:42pm**  **3:44pm** |
|  | Finance | 6.1 Treasurer’s Report | **3:45pm** |
| **7** | Any other business |  | **3:55pm** |
| **8** | Date and time of next meeting. | Thursday 5th March 2020  60 Hope Street | **Close 4:00pm** |

**9th January 2020**

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| **Members** | **Apr** | **Jun** | **Jul** | **Sep** | **Oct** | **Nov** | **Jan** | **Mar** | **Attendance** |
| JD |  | Meeting cancelled |  | 0 | 0 |  |  |  | **4/6** |
| LD |  |  |  |  |  |  |  | **6/6** |
| DS | n/a | n/a |  |  |  |  |  | **4/4** |
| DJ |  | 0 | 0 |  |  |  |  | **4/6** |
| KM |  |  |  |  |  |  |  | **6/6** |
| DP | 0 |  |  | 0 |  |  |  | **4/6** |
| DSP |  |  | 0 |  |  |  |  | **5/6** |
| AM | 0 |  |  |  |  |  |  | **5/6** |
| GW |  |  | 0 |  |  |  |  | **5/6** |
| JF | 0 |  |  |  |  | 0 |  | **4/6** |
| JM | n/a | n/a |  |  |  |  |  | **4/4** |
| **TOTAL** | **6** | **8** | **6** | **8** | **11** | **10** |  | **74%** |

**Present Attendance Statistics 2019/20**

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|  | **Name** | **Designation** |
| **Present:** | John Davey (JD) | Member |
|  |
|  | Leah Davies (LD) | Vice-Chair |
| Dave Jones (DJ) | Member |
| Kathy McCarthy (KM) | Chair |
| Anna Mir (AM) | Member |
| James Moir (JM) | Member |
| David Porter (DP) | Member |
| Dave Sanchez (DS) | Member |
|  | Dane Stratton-Powell (DSP) | Treasurer |
|  | Gemma Whitehead (GW) | Member |
|  | David Barker (DB) | Engagement Officer |
|  | Matt Harvey (MH) | Chief Officer |

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| **No.** | **Item** | **Action** |
| **1** | **Welcome, Introductions and Housekeeping** |  |
| **1.1** | Members were welcomed by the chair, reminded of the Nolan principles and reminded to switch off all mobile phones. |  |
| **2** | **Apologies** |  |
| **2.1** | Apologies were received from JF and JC. Members wished to send JC condolences on the death of his father. |  |
| **3** |  |  |
| **3.1** | Minutes from the last meeting were agreed as being a true and accurate record. JC to add to the website. | **Action - JC** |
| **4** | **Matters Arising/Actions from minutes** |  |
| **4.1**  **4.2** | Members went through the previous minutes and discussed actions. Outstanding actions were carried over and are in the shaded section of the action log below.  MH is still to convene a meeting with the LMC. He will keep trying.  DB will send information to pharmacies regarding the extension to the Self-Care/Care at the Chemist formulary.  MH had shared PSNC data with members regarding their concerns over NHSBSA payment accuracy.  5.1 – The approach to whether LPC’s should be back-filling time spent by PCN Pharmacy Leads at meetings differs across the region. JM declared he was a PCN lead for a PCN outside of Liverpool therefore would not input into the discussion. Members discussed the rationale for backfilling time and decided unanimously that the additional Pharmacy Quality Scheme payments should be ample to cover any backfill time during this financial year. | **Action – MH**  **Action – DB** |
| **5** | **LPC Business** |  |
| **5.1**  **5.2**  **5.3**  **5.4**  **5.5**  **5.6**  **5.7**  **5.8**  **5.9**  **5.10**  **5.11**  **5.12**  **5.13**  **5.14** | **PSNC/LPC Review Update**  The PSNC has appointed David Wright, Professor at UEA in Norwich, to lead this review. He has agreed to complete the review by the end of March, ready for reporting in April at the PSNC Chairs and Secretaries meeting. As such, focus group attendance and LPC questionnaires will have a tight deadline; and will need to be complete before the next LPC meeting. MH had applied to be part of the national review panel, but unfortunately was unsuccessful. He will attend a focus group in Leeds next week, and there is the opportunity for an LPC member to attend as well. Given the short timescales, no members are available to attend. On discussing the LPC questionnaire, members agreed the importance of all members responding to MH with opinions for him then to collate and respond on behalf of the committee. Members agreed to fund two hours of member time at the current LPC rate to complete this before the next LPC meeting. The invoice will be a completed questionnaire containing responses. No ‘No Comment’ responses will be allowed to attract payment.  As an aside, JD asked whether there would be a LPC response to the recent GPhC consultation on increasing pharmacy premises registration fees. The deadline for this is the 31st March, so it was agreed to add this to the March meeting agenda.  Members also requested that an item on the GPhC consultation be placed in our next newsletter.  **LPC Provider Company**  Adam Irvine, Chief Officer from Cheshire and Wirral LPC attended the meeting to discuss the prospect of an LPC provider company. Members discussed with Adam whether there was a need for a provider company, and if so, what structure this should follow. MH stated that there was a need to something within Liverpool. The CCG have stated that in future, there would be no support for implementation of new services, and this role would ideally fit within a provider company. There has also been a Provider Alliance set up within the city. MH is arranging a meeting with the lead of the Provider Alliance to see what community pharmacy involvement looks like, and how any local pharmacy provider company would fit this model.  Members asked whether it would be beneficial for Cheshire and Merseyside to use an existing local provider company. AI replied to state this had been covered within the paper and this option was found to carry more risk. Members thanked AI for the work he had done on the paper and then took time to discuss this.  They agreed to agree in principle to setting up a provider company, however they will defer agreeing to this until the results of the PSNC/LPC review is known.  **Visit from Ian Cubbin, PSNC Regional Representative**  The committee was joined by Ian Cubbin, PSNC Regional Representative. He stated PSNC have improved communications with contractors with weekly digests. The PSNC/LPC review is ongoing, and the PSNC representatives are in the dark about how this is being done as it is independent of the PSNC. The report will provide recommendations. Whether anyone then wants to act upon them is a different matter. Any changes to LPC structure will need to be agreed at an extraordinary general meeting. Pharmacy student numbers have declined over the last few years and with the increase in Primary Care Network vacancies, there are increasingly going to be a decrease in pharmacist numbers.    **Change of Ownership Notifications**  There had been some changes of ownership of pharmacies in Liverpool in November and JD asked why the LPC had not notified local pharmacies of the change. MH responded to state this had not happened previously in the time he had been Chief Officer, and DS confirmed this also did not happen during his time as acting Chief Officer. MH added that the LPC were provided with no prior notice of a change in ownership, and are notified on the day of the change, or very soon afterwards. Members discussed the benefits of notifying pharmacies and agreed that MH will in future send the notification to LPC members and JC will add this information to the following newsletter.  **PharmAlarm**  PharmAlarm is a device that can be plugged into a pharmacy computer and flashes when there is a referral waiting for action on PharmOutcomes. It can be useful to help notify pharmacies of CPCS and TCAMreferrals. Other LPC’s in the region wondered whether it would be beneficial for the four LPC’s to fund PharmAlarms for all pharmacies across Cheshire and Merseyside. Members discussed this and concluded that not all contractors can support the software and therefore not all will be able to utilise this. A vote was had and one vote for, 10 against and one abstention.  **Officer’s Report**  This had been previously circulated to members and no further questions or comments were made.  **Primary Care Network Update**  MH provided an update to members on work done to install Pharmacy Leads in each PCN. He first listed all Pharmacy Leads. Two networks are yet to be finalized as Boots have pulled consent for the two leads in the respective areas to undertake the roll. MH has spoken to two candidates to replace these. He will write to pharmacies within these networks and if no dissent or further candidates come forward, the two replacements will be declared the lead. MH has met with each of the leads to introduce them to the role and gain consensus on how the leads wish to be supported. MOU’s have been sent to each, and an introductory email sent to each network. DB to put a list of PCN Pharmacy Leads on the website once all are finalized.  **Training Needs Analysis**  This item was deferred.  **Sub Group Working**  Communications Sub Group – The group identified various locum agency contacts. DB and JC will email these with an advert asking for locums to sign up to our newsletter.  Services – The group reviewed a locum passport that is used in a neighbouring LPC. This was updated to reflect local services. Members asked that this be turned into a checklist for contractors to use. The group will adapt the form to do this and circulate to members for comment.  Governance – The group reviewed the new staff handbook. This will supersede the current Personnel Policy. They have some challenges to Clyde and Co. (HR support) regarding bereavement leave guidance, absence reporting and sick pay. They also raised a query regarding home working policies and claiming expenses for this. MH will contact Clyde and Co. with these queries.  **Staff Handbook Review and Approval**  This item was deferred due to the queries raised in 5.9.  **Regional joint working update**  The minutes of the previous meetings was shared prior to the meeting. Members had no comments or questions on this.  **2020/21 Meeting Date Confirmation**  Dates were confirmed as follows:  2nd April  21st May  9th July  3rd September  22nd October  3rd December  14th January  4th March  JC to add to the website and send out diary invitations to all members.  **Contract Update**  The LPC has received its first pharmacy consolidation application. Members reviewed the application and asked MH to respond stating that there would be a loss of Saturday trading hours in the immediate vicinity, however appreciate there are other pharmacies open within a mile.  One of the services listed as being offered by the pharmacies in question was an inhaler recycling service. DJ asked whether he could sign up to this, as was unaware it existed. AM confirmed it was not a commissioned service, however one that was provided directly through GSK. LD had the details and will forward information to MH to enquire whether this could be rolled out across the city.  **Forthcoming Meeting Attendance**  MH may not be able to attend the MOC meeting in February. He will confirm this with KM, who could attend in his place. | **Action – ALL**  **Action – MH**  **Action – MH**  **Action – JC**  **Action – DB**  **Action -JC/DB**  **Action – Services**  **Action – MH**  **Action – JC**  **Action – MH**  **Action – LD**  **Action – MH** |  |
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| **6** | **Treasurers Report** |  |
| **6.1** | DSP provided members with an update to the LPC finances. He stated he will draw up a draft budget ready for the March meeting for agreement and sign-off. |  |
| **7** | **Any Other Business** |  |
| **7.1** | MH reported that on Christmas Day, none of the commissioned Palliative Care Service providers were open. As such, a complaint had been submitted by a District Nurse to NHS England. MH had been exploring options to rectify this in future that did not unduly affect the commissioned pharmacies. One approach would be for the CCG to commission two pharmacies; one each in the North and South of the city to provide the service. One of these is already directed to open on both Christmas Day and Easter Sunday. The other does, despite not being directed. Members were happy with this. | **Action - MH** |
| **8** | **Date and time of next meeting** | **Future Meetings:** |
| **8.1** | Next meeting will be on Thursday 5th March 2020 at 60 Hope Street, Liverpool, L1 9BZ | 2th April 2020 |

**Action List:** Shaded actions are carried over from previous minutes.

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| Min | **Action** | **Person** | **Update** |
|  | Arrange a meeting with Liverpool City Council regarding EHC service prescription advice. | **JD** | *Actioned but ongoing* |
|  | Add minutes to the website | **JC** | *Ongoing* |
|  | Arrange a meeting with the LMC | **MH/KM** | *Complete* |
|  | DB to go to the NHS111 Call Centre in Bolton after the launch of this service | **DB** | *Ongoing* |
| 4.2 | Include the CATC consultation information that was previously sent in the newsletter, in the next Newsletter for the Liverpool area – extension until 31st January 2020 | **DB** | *Complete* |
| 5.1 | Members to reply to MH with comments on the PSNC/LPC review questionnaire within the given timescales. | **All** | *Complete* |
| 5.1 | MH to collate responses and produce a response to the PSNC/LPC Review. | **MH** | *Complete* |
| 5.1 | MH to add GPhC consultation to the next LPC agenda. | **MH** | *Complete* |
| 5.1 | JC to include information on the GPHC consultation on the next newsletter. | **JC** | *Complete* |
| 5.7 | DB to place PCN Lead information on the website. | **DB** | *Complete* |
| 5.9 | Adverts for locum sign-ups to the LPC newsletter to be sent to locum agencies. | **JC/DB** |  |
| 5.9 | Services group to update the Locum Passport and send to members for comments. | **Services** |  |
| 5.9 | MH to ask Clyde and Co. whether they have any suggestions for inserts into the staff handbook on: bereavement leave guidance, absence reporting and sick pay. | **MH** | *Complete* |
| 5.12 | JC to add 2020/21 meeting dates to the website and send out diary invitations to all members | **JC** | *Complete* |
| 5.13 | MH to respond to the Boots consolidation application | **MH** | *Complete* |
| 5.13 | LD to send MH details of the GSK Inhaler Recycling Scheme | **LD** | *Complete* |
| 5.13 | MH to contact GSK to see if the Inhaler Recycling Scheme can be expanded in Liverpool | **MH** | *Complete* |
| 7.1 | MH to liaise with the CCG and NHSE around expanding the Palliative Care service. | **MH** | *Complete* |