**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 Visit from James Woolgar, Sexual Health Commissioner, Liverpool City Council  5.2 LPC Member Changes  5.3 Care at the Chemist Update  5.4 GPhC Consultation on Premises Fees  5.5 PCN/LMC/Provider Alliance Update  5.6 PNA Update  5.7 Officer’s Reports  5.8 Dashboard  5.9 Year in Review  **Lunch**  5.10 Sub-group Working  5.11 LPC Employee Appraisals  5.12 Contract Update – Walton Vale Consolidation Application  5.13 Regional joint working update  5.14 HEE Engagement  5.15 Forthcoming Meeting Attendance | **10:00am**  **10:45am**  **10:50am**  **11:00am**  **11:30am**  **11:45am**  **11:55am**  **12:00pm**  **12:30am**  **1:00pm**  **1:30pm**  **2:30pm**  **3:15pm**  **3:30pm**  **3:32pm**  **3:39pm** |
|  | Finance | 6.1 Treasurer’s Report  6.2 Budget for 2020/2021 | **3:40pm**  **3:45pm** |
| **7** | Any other business |  | **3:55pm** |
| **8** | Date and time of next meeting. | Thursday 2nd April 2020  60 Hope Street | **Close 4:00pm** |

**5th March 2020**

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| **Members** | **Apr** | **Jun** | **Jul** | **Sep** | **Oct** | **Nov** | **Jan** | **Mar** | **Attendance** |
| JD |  | Meeting cancelled |  | 0 | 0 |  |  |  | **5/7** |
| LD |  |  |  |  |  |  |  | **7/7** |
| DS | n/a | n/a |  |  |  |  |  | **5/5** |
| DJ |  | 0 | 0 |  |  |  | 0 | **4/7** |
| DP | 0 |  |  | 0 |  |  |  | **5/7** |
| DSP |  |  | 0 |  |  |  |  | **6/7** |
| AM | 0 |  |  |  |  |  |  | **6/7** |
| GW |  |  | 0 |  |  |  |  | **6/7** |
| JF | 0 |  |  |  |  | 0 | 0 | **4/7** |
| JM | n/a | n/a |  |  |  |  |  | **5/7** |
| **TOTAL** | **5** | **7** | **6** | **8** | **10** | **9** | **8** | **80.3%** |

**Present Attendance Statistics 2019/20**

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

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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 AM and DJ. |  |
| **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**  **4.3** | Following on from the LPC survey/review, members were thanked for their contribution. Members also thanks MH for collating all of the information. MH asked which members were able to attend the PSNC meeting in London on 5th May 2020. It was decided that GW and MH would attend on behalf of the LPC.  Service Subgroup were asked to update the Locum passport and send to members for comments.  Send out google invitations for the rest of the LPC meetings this year. | **Action – GW & MH**  **Action – Services Subgroup**  **Action - JC** |
| **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**  **5.15**  **5.16** | **Visit from James Woolgar, Sexual Health Commissioner, Liverpool City Council**  Members introduced themselves to James. James introduced himself and gave members the context for his presentation today. James explained that he was here to give members an update of the sexual health services within Liverpool over the last year as well as some of the rationale behind the data. This breakdown focused on   * different age groups * gender * trends over time * out of area comparisons * the impact of UPA and PGD changes * financial implications.   James also shared with members his plans for the upcoming year, sexual health services redesign and how community pharmacy can fit into the future plans. He is keen to expand sexual health services with some pharmacies with some pharmacies offering enhanced ‘Tier 2’ services. After James left, members discussed the information, including the imminent actions and future plans that impact on community pharmacy. Members discussed the three options 1=expand EHC to as many contractors as possible within the budget and forget tier two, 2=A combination i.e. expand EHC to as many contractors as possible and use some of the budget for tier two services, 3=Use tier 2 within the exiting pharmacies. Members voted to go with option 2 seven votes to one.  Action point for JD to contact Wendy Simon at the council regarding costs savings for EHC.  **LPC Member Changes**  MH explained that KMc has left the LPC due to redundancy from the business. MH also explained that LD is leaving the committee due to going travelling and this would be her last meeting. DSP explained that he was facing possible re-location in his job. MH has contacted the CCA for two replacements. MH asked members who would like to be considered for Chair, Vice-Chair and Treasurer in preparation for the April meeting.  **Care at the Chemist Update**  The CCG rejected the proposal for PGD’s because of cost savings for this financial year. MH shared that he had met Peter at the CCG to arrange to try and get NHS England to commission this service in the future, as well as sign of the PGD’s. MH will continue to consult and feedback to members at the next meeting.  **GPhC Consultation on Premises Fees**  Members discussed all the questions and points on this consultation in depth, completed the sheet and responded together on behalf of the LPC. MH to submit the consultation on the GPhC website.  **PCN/LMC/Provider Appliance Update**  MH met the lead of the Liverpool Alliance and provided members with an update on the organisation and its future role. MH will continue to liaise and feedback to members at the next meeting. MH had also met with the Primary Care Network Leads to provide an overview on what Community Pharmacy has to offer the networks. The group were particularly keen on the Walk in My Shoes toolkit, along with collaborating over next years’ Flu season.  MH shared that he had recently met with the LMC to discuss the new contract etc. MH will meet with the LMC quarterly.  Meetings between pharmacy leads and Clinical Directors have started to take place in some PCN’s but not in others. All PCN leads have sent emails, introducing themselves to establish relationships. DB has created a document that provides the commissioned services offered by all pharmacies within each network. JF shared some feedback from his recent PCN meeting with members. DSP asked MH if there was any scope to have any Care Navigation training in the future. MH said that currently there were no plans or finances in place to facilitate this.  **PNA Update**  The process has started, and two meetings have taken place so far. The future plan is to have a contractor survey questionnaire across C&M. The contractor survey will go out in April to contractors. Every pharmacy across C&M will be filling in the same survey on the same platform to ensure continuity. Contractors will have six weeks to complete the survey. Members agreed to the timescales for this survey.  **Officer’s Reports**  The Officer’s report was mistakenly left off the papers for this meeting. MH will email this out to members and members were asked to email any questions through to Officers.  **Dashboard**  DB shared with members the current dashboard for 2019/2020 via an infogram. DB gave an overview what the officers have done this year, the challenges we have faced and the impact that we have had this year. The infogram gave an overview of the services, cost savings and how much the LPC/contractors have made financially with the support of the LPC via the officers. This information also included a comparison with last year’s information and how much ‘we have improved’ as an LPC.  **Year in Review**  The year in review was amalgamated within the Dashboard. DB to send members the dashboard document.  **Sub-Group Working**  Services – The group reviewed the Supervised Consumption and Needle Exchange SLA’s that are due for renewal. They were happy with the contents, however needed to clarify whether the GDPR statement would satisfy all contractors  Comms - looked through the new business card and reviewed it, offering suggestions. DB to finalise the card and arrange printing etc. The comms group also looked at the contractor survey, gave suggestions for questions etc. JC to make the necessary changes and arrange the proforma for the next meeting. Members will finalise the document before JC sends out to all contractors.  Governance – This group looked at the proposed budget for 2020/21.  **LPC Employee Appraisals**  JC and DB shared their PDP with members explained what they have done, how they have done it, barriers with targets and future plans for the rest of the year. MH then shared his PDP with members, explaining the impact that he has had this year as Chief Officer. Officers left the room to give members an opportunity to discuss officer’s appraisals.  **Contract Update – Walton Vale Consolidation Application**  MH asked members to provide thoughts about the recent consolidation application from Boots, Walton Vale. MH shared his thoughts about his response and members agreed. MH to write the response on behalf of the LPC.  **Regional joint working update**  The notes from the recent RJWG were mistakenly not sent out with the papers. MH to send out to members before the next meeting, and members to email any questions to MH.  **HEE Engagement**  Greater Manchester LPC have been in discussions about training needs with NHS England. The thoughts were, it would be more beneficial to have a NW meeting instead of a Manchester specific. MH explained that a venue has been found for the meeting but that it would be a cost to the LPC. Members discussed and were asked if the LPC should contribute towards this training meeting and it was decided that Liverpool LPC would not contribute funds towards this meeting. MH to respond on behalf of the LPC.  **Forthcoming Meeting Attendance**  MH can attend all future meetings | **Action - JD**  **Action – All**  **Action MH**  **Action - MH**  **Action – DB**  **Action – DB**  **Action – JC**  **Action – MH**  **Action – MH**  **Action - MH** |  |
|  |  |  |
| **6** | **Treasurers Report** |  |
| **6.1**  **6.2** | **Treasurer’s Report –** We are budgeted to make a loss this year but have still made a profit, despite organising three engagement events as well as giving contractors a levy holiday. DSP gave members an update of the current funds.  **Budget for 2020/2021 –** DSP gave members his proposed budget for the upcoming year. The proposal was to decrease the levy again for a year. This means that we would budget a loss again via the levy decrease.This also reduces the surplus in our LPC account. Members discussed the proposal and agreed to reduce the levy by 16.67%. DSP to send through the finalised budget and MH to contact all contractors, including CCA reps as well as contacting the NHA/BSA to tell them about the levy reduction. | **Action – DSP/MH** |
| **7** | **Any Other Business** |  |
| **7.1**  **7.2** | MH explained to members that Out of Hours would no longer be sending faxes to pharmacies from 1st April 2020 when Out of Hours isn’t available. Members said that they were happy receiving via NHS Mail instead. MH to respond back to Sarah McParland to confirm this.  DSP explained that he had been contacted from Lloyds on West Derby Road regarding Tuebrook surgery not providing Needle Exchange. Members discussed the implications regarding this and DB to follow this up. | **Action – MH**  **Action - DB** |
| **8** | **Date and time of next meeting** | **Future Meetings:** |
| **8.1** | Next meeting will be on Thursday 2nd April 2020 at 60 Hope Street, Liverpool, L1 9BZ | 21st May 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* |
|  | Attend the PSNC/LPC meeting in London on 5th May 2020 | **MH & GW** |  |
|  | Create locum passport and send to members for comments | **Services SG** |  |
|  | Send out google invitations to members for all future LPC meetings this year | **JC** | *Completed* |
| 5.2 | JD to contact Wendy Simon at the council regarding costs savings for EHC. | **JD** |  |
| 5.3 | Consider your positions for Chair, Vice-Chair and Treasurer in preparation for the April meeting. | **All** |  |
| 5.10 | Send members the Dashboard document | **DB** |  |
| 5.11 | Finalise the business card and arrange printing etc | **Db** |  |
| 5.11 | Create the Contractor Survey Proforma and send to members before next meeting | **JC** |  |
| 5.13 | Write a response about Walton Vale Consolidation application | **MH** |  |
| 5.14 | Send RJWG notes to members if asked for | **MH** |  |
| 5.15 | Write a response to HEE funding request | **MH** |  |
| 6.2 | DSp to send through finalized budget. MH to contact all contractors & relevant bodies regarding levy reduction | **DSP/MH** |  |
| 7.1 | Respond to Sarah McPartland regarding faxes/NHSMail | **MH** |  |