**Liverpool LPC AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Item** | **Detail** | Time  |
| **1** | Welcome, introductions and housekeeping | Declarations of interest, Nolan Principles, fire safety and turn off mobile phones | 9.30am |
| **2** | Apologies for absence | To receive | 9.32am |
| **3** | Minutes from the last LPC meeting | To confirm as a true and accurate record | 9.33am |
| **4** | Actions from minutes | To discuss | 9.35am |
| **5** | LPC business | 5.1 LPC workplan5.2 LPC/PSNC Review5.3 Staff Contracts5.4 MALPS Update5.5 MOC Update5.6 Liverpool pharmacy Heroes Campaign Update5.7 LPC Self-Evaluation5.8 Officers’ Reports5.9 Contract Update5.10 Forthcoming meeting attendance | 9.40am10.20am10.35am10.50am10.55am11.00am11.10am11.15am11.18am11.19am |
| **6** | Finance | Treasurers’ Report | 11.20am |
| **7** | Any other business |  | 11.25am |
| **8** | Date and time of next meeting | To be agreed | Close 11.30am |

**17th June 2020**

**Present Attendance Statistics 2019/20**

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Members** | **Apr** | **May** | **Jul** | **Sep** | **Oct** | **Nov** | **Jan** | **Mar** | **Attendance** |
| JD | $$√$$ | $$√$$ | 0 |  |  |  |  |  |  |
| LD | $$√$$ | $$√$$ | $$√$$ |  |  |  |  |  |  |
| DS | $$√$$ | 0 | $$√$$ |  |  |  |  |  |  |
| DJ | $$√$$ | $$√$$ | 0 |  |  |  |  |  |  |
| DP | $$√$$ | $$√$$ | $$√$$ |  |  |  |  |  |  |
| DSP | $$√$$ | $$√$$ | $$√$$ |  |  |  |  |  |  |
| AM | $$√$$ | $$√$$ | $$√$$ |  |  |  |  |  |  |
| GW | $$√$$ | $$√$$ | $$√$$ |  |  |  |  |  |  |
| JF | $$√$$ | $$√$$ | $$√$$ |  |  |  |  |  |  |
| JM | $$√$$ | $$√$$ | $$√$$ |  |  |  |  |  |  |
| PB | $$√$$ | $$√$$ | $$√$$ |  |  |  |  |  |  |
| **TOTAL** | **11** | **10** | **9** |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **No.**  | **Item** | **Action** |
|  | This meeting took place remotely via Zoom. |  |
| **1** | **Welcome, Introductions and Housekeeping** |   |
| **1.1** | No members declared a declaration of Interests. Members were asked to keep phones on silent and to turn screen off when taking calls etc. |  |
| **2** | **Apologies** |  |
| **2.1** | JD sent his apologies. DJ absent from today’s meeting. |  |
| **3** | **Minutes from the last meeting** |  |
| **3.1** | The committee went through the minutes of the last meeting and the minutes were signed off as a true and accurate record. JC to add minutes to the website. | **Action - JC** |
| **4** | **Matters Arising/Actions from minutes** |  |
| **4.1** | Members went through the actions from the previous meeting. MH gave members feedback from the minutes and all actions were met. |  |
| **5** | **LPC Business** |  |
| **5.1****5.2****5.3****5.4****5.5****5.6****5.7****5.8****5.9****5.10** | **LPC Workplan** Members were split into their subgroups via the breakout rooms on zoom to review the objectives. Each subgroup reviewed their section of the LPC workplan. Following the review; subgroups then fed back anticipated changes to the committee and these were agreed by members. JC to collate this information and amend the workplan as directed by the new objectives. JC and DB to set their own personal development plan relating to the workplan and MH will meet with the officers to review these.**LPC PSNC Review**Members briefly discussed the LPC review that was released earlier today before deciding on a strategy. In the first instance, JC to contact PSNC to ensure that all LPC members are given access to the members only area so that they can read the full review. After discussion, it was decided that all members are to read the review in full, respond to MH with questions and responses, as well as the length of time it took to read the review, by 24th June. MH will then collate all members’ responses and sent back to the committee by 26th June so that the committee can formally agree the LPC response to the review. MH will then submit the final questions to the PSNC by 2nd July. MH and GW will attend the PSNC meeting regarding this on 8th July on behalf of Liverpool LPC. JC to book MH and GW on to the meeting.**Staff Contracts**DB and JC left the zoom meeting where members discussed the staff contracts. MH will feed back the results of this section of the meeting to both DB and JC separately. The committee agreed to grant 2 weeks holiday pay to officers. MH to amend staff contracts and re-issue to DB and JC.**MALPS Update**MH gave members feedback for the recent MALPS meeting. MH to send out questions to the members relating to this, as well as the regional financial breakdown. MH to also send out the PharmOutcomes licence breakdown for each LPC with a view to members to approve.**MOC Update**JF’s notes from the recent MOC meeting were sent prior to the meeting. Members had no further questions or comments.**Liverpool Pharmacy Heroes Campaign**JC gave members feedback relating to this campaign, including how many views we have had so far on social media streams. DB and JC have created a poster which needs to be formalised with MH. Once completed, JC to send members the final poster and prize list so that members can vote on the campaign strategy. DB to send MH and JC the final poster for approval.**LPC Self Evaluation**JC briefed members on the LPC Self Evaluation document on PharmOutcomes. After discussion, it was decided that JF, PB and DS would complete on behalf of the LPC. JC to send out the document later in the summer.**Officers’ Reports**Officers reports were sent prior to the meeting. JF shared that he had still not had a visit from PAMAN. DB to chase this. No other comments were given.**Contract Update**Two closures in Liverpool announced. Boots in Walton Vale and Now Pharmacy have both now closed. We have a new DSP: Parker Medical Ltd t/a Brunswick Pharmacy who are based at Brunswick Business Park, Liverpool, L3 4BQ.                                          There have been no new contract applications. **Forthcoming Meeting Attendance**MH is able to attend all future meetings. | **Action – JC****Action – JC&DB****Action - MH****Action – JC****Action – All****Action – MH****Action – MH****Action – GW&MH****Action – JC****Action – MH****Action – MH****Action – MH****Action – MH/DB/JC****Action – DB****Action – JC****Action – JF, PB, DS****Action - DB** |  |
|  |  |  |
| **6** | **Treasurers Report** |   |
| **6.1** | The Treasurers’ report was sent with the papers for this meeting. Members made no comments. JF explained that we are currently at a loss in accordance with the budget, but this is due to the recent payment of the PSNC levy.MH and DSP shared that there was a slight issue with the changing of the signatories of the accounts but that this was being addressed and will be rectified shortly.  |  |
| **7** | **Any Other Business** |  |
| **7.1** | There were no other items of business.  |  |
| **8** | **Date and time of next meeting** | **Future Meetings:** |
| **8.1**  | The date of the next meeting is Thursday 9th July at 9:30am-11:30am. JC to set up the zoom call for this meeting.  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Min | **Action** | **Person** | **Update** |
|  | Add minutes to the website | **JC** |  |
|  | Send members the Dashboard document | **DB** |  |
|  | Finalise the business card and arrange printing etc | **DB** |  |
| **5.1** | Collate information relating to changes to the workplan and share with officers | **JC** |  |
|  | Decide on yearly objectives relating to the new workplan | **JC&DB** |  |
|  | Meet with both JC and DB to set yearly objectives | **MH** |  |
| **5.2** | Contact the PSNC to ensure all members have access to the members only area | **JC** |  |
|  | Read PSNC/LPC review in full and respond to MH with your comments before 24th June | **ALL** |  |
|  | Collate all responses and email final LPC response to members for approval by 26th June | **MH** |  |
|  | Send official LPC response to PSNC by 2nd July | **MH** |  |
|  | Attend the PSNC meeting on 8th July on behalf of Liverpool LPC | **GW&MH** |  |
|  | Book both GW and MH onto this meeting with PSNC | **JC** |  |
| **5.3** | Feedback meeting outcomes for staff contracts to DB and JC | **MH** |  |
|  | Amend staff contracts and re-issue to JC and DB for signing | **MH** |  |
| **5.4** | Send out PharmOutcomes license breakdown to members | **MH** |  |
| **5.6** | Decide on a prize list for the Liverpool Pharmacy Heroes Campaign | **MH/DB/JC** |  |
|  | Complete the poster and send to MH for final approval | **DB** |  |
| **5.7** | Send the LPC Self Evaluation document on PO to JF, PB and DS | **JC** |  |
|  | Complete the LPC Self Evaluation document and send back to JC who will collate this information | **JF/PB/DS** |  |
| **5.8** | Chase PAMAN as per the meeting notes | **DB** |  |