**Liverpool LPC AGENDA**

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|  | **Item** | **Detail** | Time |
|  | Election of Officers | Election of a Chair, Vice-Chair and Treasurer | **7:30pm** |
| **1** | Welcome, introductions and housekeeping | Declarations of interest, Nolan Principles, fire safety and turn mobiles off. | **7:45pm** |
| **2** | Apologies for absence | To receive | **7:47pm** |
| **3** | Minutes of the last LPC meeting | To confirm as a true and proper record. | **7:49pm** |
| **4** | Actions of minutes | To discuss | **7:50pm** |
| **5** | LPC business | 5.1 COVID update including:  PSNC, MALPS, NHSE, Delivery  5.2 LPC Workplan  5.3 Staff Handbook and Policies  5.4 Contract Update  5.5 Forthcoming Meeting Attendance | **8:00pm** |
|  | Finance | 6.1 Treasurer’s Report | **9:20pm** |
| **7** | Any other business |  | **9:25pm** |
| **8** | Date and time of next meeting. | Thursday 21st May 2020 – time and method to be arranged. | **Close 4:00pm** |

**2nd April 2020**

**Present Attendance Statistics 2019/20**

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

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

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| **No.** | **Item** | **Action** |
|  | **Election of Officers** |  |
|  | This meeting took place remotely via Zoom.  MH lead the election of Chair, Vice Chair and Treasurer for the Year 2020/21.  **Chair:** GW nominated herself for this role. DS proposed GW and JD seconded. GW was elected unanimously as the new Chair.  **Vice Chair:** AM and JD nominated themselves for this role. LD proposed AM with GW seconding. DP proposed JD for this role with JF seconding the role. Members then text MH with their votes for either AM or JD. AM was elected into the role of Vice-Chair with a majority of 8/3.  **Treasurer:** JF nominated himself for this role. DSP proposed JF for the role with DJ seconding, therefore JF was elected as the new Treasurer. GW then took over straight away as the new Chair for the rest of this meeting. |  |
| **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 wherever possible as this meeting was taking place remotely via Zoom. |  |
| **2** | **Apologies** |  |
| **2.1** | All members were in attendance for this meeting. |  |
| **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** | MH went through the matters arising from the last meeting and gave members an update of current actions. There are similar outstanding actions from the last meeting down to the lockdown and can be found on the action log below. |  |
| **5** | **LPC Business** |  |
| **5.1**  **5.1.2**  **5.1.3**  **5.1.4**  **5.2**  **5.3**  **5.4**  **5.5** | **COVID-19 Update**  MH gave members the latest updates regarding the COVID-19 pandemic. DJ shared that he had been receiving 84-day scripts from one of his surgeries. DJ explained that he had spoken to the surgery stating that this shouldn’t be happening. MH to chase this up and speak to the relevant bodies.  **MALPS/PSNC Committee Meetings** – MH shared that he had attended the recent (remote) MALPS and PSNC Committee meetings. Discussions had taken place around £300million loan and that 26% extra has been paid on the Feb advance. Members discussed in detail. DP suggested that all contractors should apply for the £1k grant from the local councils. DB to chase this up and find out the details before comms go out to all contractors.  **NHS Delivery Service** – MH shared that nationally there still has been no NHS National Delivery Service commissioned but that discussions had been taking place across C&M. MH shared that Liverpool and other local LPC’s are in discussions with the Fire and Rescue Service. Members discussed this and the pros and cons surrounding this, such as insurance, controlled drugs, lack of payment, liability and indemnity liability. MH shared that national comms had gone out today (2nd April) regarding the delivery of PPE equipment including masks etc.  **Easter Opening Hours** – MH shared that GP’s are required to open over Easter period including Bank Holiday’s and that it impacts Community Pharmacy. The majority of directed Pharmacies that are required to open would continue to open and the majority of multiple pharmacies across Liverpool are opening during this period. DJ shared that he felt obliged to open as some of his local surgeries have contacted him. Members discussed this and advised DJ to contact NHS England to try and get this as directed time. MH shared that although Liverpool and C&M have enough coverage, this wasn’t the same at a national level.  **LPC Workplan**  MH asked members what we wanted to do about setting the objectives for the workplan for this coming year. Members discussed and it was decided that the long-term objectives for the workplan would be differed to a later time in the year and that the officers would use the short-term targets around COVID-19 to inform their working.  MH asked members about the regularity of the Zoom meetings. Members decided that we should use the WhatsApp group to decide if a Zoom meeting was required.  **Staff Handbook and Policies**  Members had a discussion about the staff handbook and the Sickness Policy (sickness and bereavement) without the officers being present in the remote meeting. Members fed back to MH who will cascade the information down to DB and JC about the current benefits of the team. MH to also send out the updated Sickness policy to all members.  **Contract Update**  MH shared that the consolidation application for Boots on Allerton Rd/Penny Lane has been rejected by NHS England after the Health and Well-Being board objected and that Boots were likely to appeal this decision.  **Forthcoming Meeting Attendance**  MH is able to attend all future (remote meetings). | **Action – MH**  **Action – DB**  **Action - MH** |  |
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| **6** | **Treasurers Report** |  |
| **6.1** | DSP shared that we were budgeted to make a loss this year of £14k but the actual loss was only £1k. He also shared that we were due to make a loss again for the coming year. DSP is currently finalising the end of year accounts and will send to MH who will cascade the information to members. | **Action – MH/DSP** |
| **7** | **Any Other Business** |  |
| **7.1** | DJ asked what the difference was between a ‘hot hub’ and a ‘cold hub’. Members discussed and MH is due to do some research around this. AM shared that she has already been involved in discussions with this and will send MH the relevant details that she has. |  |
| **8** | **Date and time of next meeting** | **Future Meetings:** |
| **8.1** | Next meeting will be on Thursday 21st May – time and method to be arranged. | 9th July 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* |
|  | Send members the Dashboard document | **DB** |  |
|  | Finalise the business card and arrange printing etc | **DB** |  |
|  | Create the Contractor Survey Proforma and send to members before next meeting | **JC** |  |
| 5.1 | Chase up the 84 -day Scripts concern by DJ | **MH** |  |
| 5.1.2 | Chase up the City Council grant for £1000 for Pharmacies and cascade information to all members | **DB** |  |
| 5.3 | Send out the Sickness Policy to members | **MH** |  |
| 6.1 | Finalise the Annual Accounts and sent to MH who will cascade info to members | **DSP/MH** |  |