**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. | 7.30pm |
| **2** | Apologies for absence  | To receive |  |
| **3** | Minutes of the last LPC meeting | To confirm as a true and proper record. |  |
| **4** | Actions of minutes | To discuss |  |
| **5** | LPC business  | 5.1 PSNC Update5.2 Palliative Care5.3 Public Health Services5.4 COVID195.5 CATC SLA5.6 PAMAN5.7 Chief Officer5.8 Liverpool Pharmacy Heroes Campaign5.9 Officers Reports5.10 Contract Update5.11 Further Meetings |  |
| **6** | Finance | 6.1 Treasurer’s Report  |  |
| **7** | Any other business |  |  |
| **8** | Date and time of next meeting.  | TBD | 9:30pm |

**21st May 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 |
|  | 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  |
| **Absent** | Dave Sanchez (DS) | Member |

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

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| **No.**  | **Item** | **Action** |
|  | This meeting took place remotely via Zoom. |  |
| **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** | DS sent his apologies to this meeting.  |  |
| **3** | **Minutes from the last meeting** |  |
| **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 a few outstanding actions from the last meeting which can be found on the action log below. |  |
| **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** | **PSNC Update**The PSNC have just had a two-day zoom with their subgroups etc. There was a lot of debate on advanced payments. The PSNC committee have asked for more money, but this has gone to their financial team to discuss actual advanced figures. It is not decided if this is a grant or a loan as yet. Market Entries are now open. They are pushing for remote MUR’s which needs a change in secretary of state direction – they have submitted a package of extra finding for dept of health and social care. MH will continue to liaise and feedback. Locally – bank holidays not directed for Monday. Liverpool has enough coverage. GW asked if there was a list of pharmacies that are open on Monday. MH to speak with Pam Soo regarding this. **Palliative Care**There was an increase of 9 contractors providing this service with 20 contractors in total. All but one of the new contractors is now providing the delivery service. **Public Health Services**The council have agreed to pay pharmacies regarding public health services, even though most pharmacies have been unable to run them as normal. The council have agreed to pay for services. For example – * Supervised consumption – February’s payments for January’s figures will be used as a benchmark to pay
* Needle Exchange – benchmark is quarter 1 2019
* Smoking Advice – using quarter 1 from last year
* NRT vouchers – moved over to electronic vouchers from Monday this week. Only one query so far and it all seem to be going well. Lots of comms were sent out regarding the switch over and DB has been following up the non-responders.
* EHC – the council were going to use quarter 1 records from last year which was the quietest quarter last year. MH has queried this with the sexual health commissioner with the council and hopefully this will be rectified soon. DSP asked whether they would be sending invoices via PharmOutcomes. MH said there is no facility for this to happen currently. MH to continue to liaise with Liverpool City Council and will feed back to members as and when necessary.

**COVID19**DJ asked about the PPE supply update that was previously circulated during the week. MH said that this was being rectified higher up and that it would take time to iron out the discrepancies in wholesale price increases and deliveries. MH said that contractors should still be getting reimbursed and that everyone needs to keep their invoices for their records.JF asked about staff testing. He had completed the relevant paperwork and sent to Pam Soo but didn’t hear back. JF to send MH a copy of the forms for MH to chase. DJ and PB also completed the same forms and were contacted straight away. MH explained that there were only 70 available asymptomatic tests to cover the whole of C&M and that they were likely filled quite quickly. **CATC SLA**MH shared that the Care at the Chemist SLA was sent out to all contractors, despite it not coming through the LPC in the first instance. MH will chase this up with Jacky Jasper. The SLA shows an increase in prices but that most of the SLA hasn’t changed since the last one. DJ said that there was a slight error regarding pricing of paracetamol on the current PharmOutcomes template. MH to check that pharmacies are claiming for the right price of paracetamol. All members agreed otherwise with the SLA. **PAMAN**MH shared that PAMAN is now back on and that the Council are expanding the service. MH sent out the SLA to members and offered thanks to members such as GW for their help with grammatical and spelling errors etc. There are currently 150 patients signed up to the service with the hope that 2000 patients will eventually sign up. This will go Liverpool wide and the council will save funds by not using carers as much. Patients will not be forced to sign up. Contactors who sign up to provide the service will get a visit to be showed how to use the full service via 4g/5g. They will use PharmOutcomes to record information, get referrals and make claims for payments etc. **Chief Officer**MH shared with members that he handed in his notice to the chair two week ago as he has purchased a pharmacy with his wife. MH shared his query with members regarding a conflict of interests by being the chief officer and being a Liverpool contractor. Members discussed this potential conflict and were content that there would be no conflict here. MH stated that if he were to continue in post, he would need to reduce his hours. MH currently works 24 hours a week and is proposing to drop down to 16 hours. JF and GW have offered to step in to attend meetings if and when necessary to aid this transition. MH shared that he doesn’t propose that this should be a problem in this instance due to what is going on with the current pandemic. Members agreed for MH to continue on as Chief Officer with a reduction in hours.**Liverpool Pharmacy Heroes Campaign**The pharmacy heroes campaign has now been ramped up across C&M as well as a localised campaign in Liverpool using the hashtag #liverpoolpharmacyheroes the templates have been created by the officers and the campaign is up and already running. Members were asked to send through their positive stores to aid this campaign. DB shared that Liverpool City Council shared the video starring JF which has gone on to their Facebook and Twitter COVID pages and which has had a far reach. JD has also filmed a positive film for the council that will go out in the next wave of the campaign. Members discussed the campaign and praised the work that has been done so far. MH has messaged HealthWatch to try and get some traction going that coincides with this campaign. Members had a discussion about other ways that we could promote positive news stories. JC and DB to follow this up at their meeting tomorrow. DB to send through the list of MPs and their constituencies. Members to reply back to DB with where they live and work in the document. **Officers Reports**The Officer’s reports were shared previously with members. Members had no responses or questions regarding the reports.**Contract Update**The consolidation application for Boots on Allerton Rd was previously sent out to members and has been rejected due to the pandemic. Walton Vale Boots closure is now going ahead and will close on 31st May. No new applications were given.**Further Meetings**MH can attend all further meeting on behalf of the LPC. The next full LPC meeting was supposed to be on 9th July. Members discussed the proposed LPC meetings going forward. Do we still meet remotely? Do we need to meet during the day rather than in the evening? LD suggested that we should try to meet after the Governmental announcements regarding lockdown so that we can respond quickly. All members agreed to meeting during the daytime via zoom on a monthly basis, therefore the next meeting will be is Wednesday 17th June at 9:30am - JC to organise the zoom meeting. Members discussed the possibility of having subgroup meeting as well which was agreed. The specific details for these meetings is yet to be formalised. Members also discussed the renumeration for zoom meetings. JD shared that other LPC’s were proposing an increase in fees. It was decided to discuss this at the next LPC meeting.  | **Action – MH****Action – JF & MH****Action – MH****Action – JC & DB****Action – DB & All****Action - JC** |  |
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| **6** | **Treasurers Report** |   |
| **6.1** | DSP/MH shared that he had had a finance meeting with JF and JC to go through the processes for the handover of the treasurer role. The accounts were approved and sent off this week. JC to add DSP personal email to the finance file on Microsoft teams. | **Action – JC** |
| **7** | **Any Other Business** |  |
| **7.1** | DSP shared that he has handed in his notice to Liverpool LPC as he is no longer a Liverpool Contractor. CCA have made this decision for DSP. Members expressed their sincere thanks to DSP for all of his hard work he has given to the LPC, particularly as the Treasurer. DSP will continue on in the interim to aid with the transfer process of signatories of the LPC account.  |  |
| **8** | **Date and time of next meeting** | **Future Meetings:** |
| **8.1**  | Next meeting will be on Wednesday 17th June 2020 at 9:30am | 9th July 2020 |

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

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| Min | **Action** | **Person** | **Update** |
|  | Add minutes to the website | **JC** | *Ongoing* |
|  | Send members the Dashboard document | **DB** |  |
|  | Finalise the business card and arrange printing etc | **DB** |  |
| 5.1 | Speak with Pam Soo regarding open Pharmacies for May Bank Holiday Monday & cascade information to members | **MH** |  |
| 5.4 | JF to send MH a copy of his COVID testing paperwork for MH to chase up with Pam Soo | **JF/MH** |  |
| 5.5 | Check pharmacies are claiming correctly for CATC medications | **MH** |  |
| 5.8 | Liaise regarding Liverpool Pharmacy Heroes Campaign | **JC/DB** |  |
| 5.8 | Send through a list of MP and constituencies for members to fill in where they live/work | **DB/All** |  |
| 5.11 | Set up a zoom meeting and send out invites to committee for Tues 17th June 2020 | **JC** |  |
| 6.1 | Add DSP personal email to Microsoft teams – finance team | **JC** |  |