**Liverpool LPC AGENDA**

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|  | **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 Wright Review Update and next steps5.2 LPC Governance5.3 LPC member reduction5.4 Flu planning5.5 LPC staffing5.6 Liverpool pharmacy Heroes Campaign Update5.7 Officers’ Reports5.8 Mersey LPC Regional Account approval5.9 PharmOutcomes Income Update5.10 Contract Update5.11 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 |

**9th July 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 Sanchez (DS) | Member |
| James Moir (JM) | Member |
| David Porter (DP) | Member |
|  | John Davey (JD) | 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  |
|  | Dave Jones (DJ) | Member |
| **Absent** | Dane Stratton-Powell (DSP) | Member |

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|  **Members** | **Apr** | **May** | **Jun** | **July** | **Oct** | **Nov** | **Jan** | **Mar** | **Attendance** |
| JD | $$√$$ | $$√$$ | 0 | $$√$$ |  |  |  |  | **75%** |
| LD | $$√$$ | $$√$$ | $$√$$ | $$√$$ |  |  |  |  | **100%** |
| DS | $$√$$ | 0 | $$√$$ | $$√$$ |  |  |  |  | **75%** |
| DJ | $$√$$ | $$√$$ | 0 | $$√$$ |  |  |  |  | **75%** |
| DP | $$√$$ | $$√$$ | $$√$$ | $$√$$ |  |  |  |  | **100%** |
| DSP | $$√$$ | $$√$$ | $$√$$ | 0 |  |  |  |  | **75%** |
| AM | $$√$$ | $$√$$ | $$√$$ | $$√$$ |  |  |  |  | **100%** |
| GW | $$√$$ | $$√$$ | $$√$$ | $$√$$ |  |  |  |  | **100%** |
| JF | $$√$$ | $$√$$ | $$√$$ | $$√$$ |  |  |  |  | **100%** |
| JM | $$√$$ | $$√$$ | $$√$$ | $$√$$ |  |  |  |  | **100%** |
| PB | $$√$$ | $$√$$ | $$√$$ | $$√$$ |  |  |  |  | **100%** |
| **TOTAL** | **11** | **10** | **9** | **10** |  |  |  |  |  |

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| **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** | DSP sent his apologies to today’s meeting. DP sent apologies for being late to the meeting (arrived at 11:25am). |  |
| **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 or discussed in today’s meeting.  |  |
| **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** | **Wright Review Update and next steps**GW and MH fedback from the PSNC webinar that took place the previous day on the Wright review. GW gave members an overview of the main points of the meeting, including the break-out rooms. PSNC sought feedback from LPC’s as to how the report findings should be progressed. MH shared that consensus on the webinar was to follow a system similar to that was set up to handle the COVID pandemic – a Rapid Action Team. Members agreed that this approach would be sensible, however it should be a separate group to the existing RAT and should include at least one member and one Chief Officer from each PSNC region. Members would also like to recommend there be an independent chair who is not involved with PSNC or an LPC. GW suggested a member from Community Pharmacy Scotland. MH to feedback on behalf of Liverpool LPC.Members agreed that attendance of the meetings should be funded from our region’s LPC subject to further discussion and agreement. **LPC Governance**LD previously sent a governance document through to members around governance recommendations for Liverpool LPC. LD shared her reasoning for each point on the document with members around:* Staff appraisals: a more structured process with SMART objectives
* Yearly reviews
* Appraisals determined by line manager, not the committee
* Open Culture of meetings and staff raising issues
* Rewards and recognitions
* Ongoing training of staff and members including a succession plan and induction process
* Data protection including an asset register and data protection training/officer

LD shared that this document is just a starting point for discussion and does not cover everything that Liverpool LPC need to look at. Members discussed the appraisal process in today’s meeting and after discussion, it was decided that line managers would continue to line manage members of staff and would make decisions on appraisals, not the committee. Members decided to act on LD’s recommendations and create a Governance group to set up a staged approach going forward. LD, AM, DS and DP volunteered to participate in this group. These members are the set up an appraisal process as soon as possible to that members of staff can set their objectives. The committee agreed that these members should be backfilled for their time on this. **LPC Member reduction**Members voted electronically to reduce the number of members of Liverpool LPC to 10. This followed the resignation of DSP, and that to be proportional, a CCA seat would need to be vacated. Members voted electronically 9-2 to enact the reduction in member numbers. AM had since reflected on this and asked the matter to be discussed at a full meeting. The pros and cons of re-opening the discussion were discussed and members voted 6-4 to not discuss the matter further. As such, the reduction in membership will proceed.**Flu Planning**GW spoke to members about the upcoming flu campaign and that more pressures are likely to be put on community pharmacy and the changing landscape. LD shared an overview of plans and discussions that she has had so far during this ongoing process. The PSNC sent through updates last week for contractors to think about PPE and putting plans in place for social distancing measures. The guidance is ever changing at the minute, and we would continue to support our contractors and try and get comms out as soon as they are confirmed from PSNC. There was a discussion around trying to effectively plan for the season, including ordering vaccines but it was decided to wait, initially, from more guidance from PSNC and for the multiples to be asked to share their information. MH to contact Lisa Manning regarding face to face flu training with Sonar Health.**LPC Staffing**MH explained that JC will leave the LPC next week and that JC has sent through a handover sheet. JC to send this through to all members to consider any missing points. MH shared that his hours have been reduced and that he and DB will have to take on board some of the admin tasks in the meantime. MH asked members to consider an advert for the new business support officer and what all officer roles entail going forward. In the first instance GW will liaise with MH regarding Parts of his job role that could be undertaken by the Business Support Officer, as well as other functions. The number of hours needed will be determined and shared with the committee prior to advertising the role.**Liverpool Pharmacy Heroes Campaign Update**DB shared that he has created a poster regarding this campaign as well as some of the prizes that various shops and restaurants have donated so far. DB asked if some of the multiples could possibly donate some prizes if possible. LD suggested to contact Morrisons as they have a lot of community initiatives in place. DB to action this.**Officers’ Reports**The officer's reports were previously sent with the papers of the meeting. LD fedback that she liked the structure of the report and that it was easier to read. After discussion, it was decided to keep this style of report with a rated code at the end of each comment that refers to the workplan. **Mersey LPC Regional Account Approval**The Mersey accounts were previously sent with the papers of the meeting. Members approved the accounts on behalf of Liverpool LPC. JM shared that Sefton LPC asked for the statement of the account to ensure that we were signing off what they can see rather than what they are told. Liverpool LPC members asked if this statement can be automatically sent through with the accounts in future. MH to chase this up with Alison Williams when feeding back approval from Liverpool LPC.**PharmOutcomes Income Update**MH gave members an update of the PharmOutcomes income and a full breakdown of the income and the reasons behind it. MH shared the financial information regarding the retainer fee’s and monies that will be paid back once all outstanding monies are received into the joint account. MH to respond on behalf of the LPC.**Contract Update**MH shared that he had received a notification from NHS England and NHS Improvement that Boots Allerton Road is closing on 8th August. (This Boots store previously applied to consolidate this store which was refused as the Health and Wellbeing Board declared a gap in pharmaceutical provision may be created if the consolidation was allowed to proceed). MH will enquire with NHSE&I will enquire whether this closure was the result of a successful appeal. If not, he will enquire whether a gap has been made in provision in the local area.**Forthcoming Meeting Attendance**MH is able to attend all future meetings. | **Action – MH****Action – Governance subgroup****Action – All****Action – MH****Action - JC****Action – MH/GW****Action – DB****Action – MH****Action – MH****Action - MH** |  |
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| **6** | **Treasurers Report** |   |
| **6.1****6.2** | There hasn’t been a statement since the last meeting due to the short time period and all members were given an update in the last meeting.Members had a discussion about payments for the hours taken for the wright recommendation review. Members will be reimbursed for four hours. Members then discussed if JD should get paid for not submitting questions. JD left the call so that members could speak freely. Of the seven members left on the call, five members voted not to pay JD, with two abstentions from the vote. MH to inform JD of this decision. | **Action - MH** |
| **7** | **Any Other Business** |  |
| **7.1** | MH asked members if they would like to meet face to face for the September meeting. Members voted in favour of meeting face to face (venue to be confirmed). MH asked members to try and find out availability of a suitable venue. JC reminded MH that this was also the AGM and that both invitations and Annual report need to go out a month in advance. MH to write the annual report and send out invitations to the AGM. JF and DJ have sent their apologies to the September meeting.  | **Action – MH/All****Action - MH** |
| **8** | **Date and time of next meeting** | **Future Meetings:** |
| **8.1**  |  Thursday 3rd September 2020 All Day, face to face, venue to be confirmed.  |  |

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

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| Min | **Action** | **Person** | **Update** |
|  | Add minutes to the website | **JC** | *Completed* |
|  | Send members the Dashboard document | **DB** |  |
|  | Finalise the business card and arrange printing etc | **DB** |  |
|  | 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** |  |
|  | Decide on yearly objectives relating to the new workplan | **DB/MH** |  |
| **5.1** | Feedback to relevant bodies regarding RAT team approach to future meetings | **MH** |  |
| **5.2** | Meet as a governance group before the next LPC meeting to sort out a staged approach to new Governance issues | **LD/AM/DS/DP** |  |
| **5.4** | Think about upcoming Flu campaign and offer suggestions of safe ways of working/planning. What planning does the LPC need to think about? | **ALL** |  |
| **5.4** | Feedback to Lise Manning regarding the Flu training with Sonar Health | **MH** |  |
| **5.5** | Send through handover sheet to members for comments and suggestions | **JC** |  |
| **5.5** | Meet to discuss MH’s job role and support as well as potential adverts for the new BSO role | **MH/GW** |  |
| **5.6** | Contact Morrison’s regarding prizes for Pharmacy Heroes Campaign | **DB** |  |
| **5.8** | Send response to Alison Williams regarding joint account and request automatic statement in future | **MH** |  |
| **5.9** | Respond back to relevant bodies regarding PharmOutcomes license fees | **MH** |  |
| **5.10** | Check gaps in provision of areas with NHSE before sending official response for pharmacy closure | **MH** |  |
| **6.2** | Respond to JD regarding payments in lieu for Wright Recommendation review and responses | **MH** |  |
| **7.1** | MH/All Think about a suitable venue for the face to face meeting/AGM in September and liaise with MH | **MH/ALL** |  |
| **7.1** | Write the annual report and send out invitations to AGM by 3rd August 2020 | **MH** |  |