**Liverpool LPC Agenda – September 2020**

**Present Attendance Statistics 2019/20**

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|  | **Name** | **Designation** |  | **Members** | **Apr** | **May** | **Jun** | **Jul** | **Sep** | **Oct** | **Nov** | **Jan** | **Mar** | **Attendance** |
|  | Gemma Whitehead (GW) | Member / Chair | GW | ✓ | ✓ | ✓ | ✓ | ✓ |  |  |  |  | 100% |
|  | Anna Mir (AM) | Member / Vice Chair | AM | ✓ | ✓ | ✓ | ✓ | ✓ |  |  |  |  | 100% |
|  | James Forshaw (JF) | Member / Treasurer | JF | ✓ | ✓ | ✓ | ✓ | ✓ |  |  |  |  | 100% |
|  | Dave Sanchez (DS) | Member | DS | x | x | ✓ | ✓ | ✓ |  |  |  |  | 60% |
|  | James Moir (JM) | Member | JM | ✓ | ✓ | ✓ | ✓ | ✓ |  |  |  |  | 100% |
|  | David Porter (DP) | Member | DP | ✓ | ✓ | ✓ | ✓ | ✓ |  |  |  |  | 100% |
|  | John Davey (JD) | Member | JD | ✓ | x | x | ✓ | ✓ |  |  |  |  | 60% |
|  | Leah Davies (LD) | Member | LD | ✓ | ✓ | ✓ | ✓ | ✓ |  |  |  |  | 100% |
|  | Peter Beeley (PB) | Member | PB | ✓ | ✓ | ✓ | ✓ | ✓ |  |  |  |  | 100% |
|  | Matt Harvey (MH) | Chief Officer | DJ | ✓ | x | x | ✓ | x |  |  |  |  | 40% |
|  | David Barker (DB) | Engagement Officer |
|  | Thomas Wareing (TW) | Business Support Officer |
| **Absent** | Dave Jones (DJ) | Member |

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|  | **Item** | **Detail** | **Time** |
| **1** | Welcome, introductions and housekeeping | Declarations of interest, Nolan Principles, fire safety and turn mobile phones off | 9:30am |
| **2** | Apologies for absence | To receive | 9:32am |
| **3** | Minutes of the last LPC meeting | To discuss | 9:33am |
| **4** | Actions of minutes | To discuss | 9:35am |
| **5** | LPC business | 5.1 LPC Governance  5.2 Flu Update  5.3 Pharmacy Quality Scheme Update  5.4 Pharmacy Dashboard  5.5 COVID Business Continuity Plan  5.6 Services Update  **Lunch**  5.7 Officers Reports  5.8 Regional Joint Working Group Update  5.9 Contract Update  5.10 Forthcoming Meeting Attendance  5.11 Visit by Ian Cubbin | 10:00am  11:30am  11:45am  12:00pm  12:30pm  12:45pm  **1:00pm**  1:30pm  1:40pm  1:45pm  1:50pm  2:00pm |
| **6** | Finance | 6.1 Treasurer’s report | 3:45pm |
| **7** | Any other business |  | 3:55pm |
| **8** | Date and time of next meeting | Thursday 22nd October 2020; Venue to be agreed | Close 4pm |
| **9** | Annual General Meeting | Liverpool LPC Annual Report Liverpool LPC Accounts 2019/20 | 4:00pm |

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| **No.** | **Item** | **Action** |
|  | This meeting took place at the Holliday Inn, Lime Street. |  |
| **1** | **Welcome, Introductions and Housekeeping** |  |
| 1.1 | No members declared a declaration of interest. Members were asked to keep phones off or on silent and to turn screens off when taking phone calls etc. Members welcome the new BSO TW to the role and introduced themselves. |  |
| **2** | **Apologies** |  |
| 2.1 | DJ sent his apologies to todays meeting. DP will be leaving at 1:00pm |  |
| **3** | **Minutes from the last meeting** |  |
| 3.1 | The committee went through the minutes of the last meeting and the minutes have been signed off as a true and accurate record. **TW to add minutes to the website.** | **Action - TW** |
| **4** | **Matters arising / Action from previous minutes** |  |
| 4.1 | Members went through the actions from the previous meeting. DB to send members PANAM details. No questions pertaining to any previous actions. Decision to be made on future permanent venue. |  |
| **5** | **LPC Business** |  |
| 5.1 | **LPC Governance**  AM & LD gave feedback from the Governance sub-committee. Ideas discussed included:   * Introduction of appraisals with a performance plan template to set targets throughout the year. Staff will be reviewed on a quarterly basis. MH & DB gave feedback during this process. The behaviours within the new template will replace the existing LPC behaviours document. **MH to conduct set-up conversation with LPC staff using new approved review template.**   LD created a flow chart that reflected actions that needed to occur in the event of an absence of MH. This was turned into a RACI (Responsible, Accountable, Consulted, Inform) that allows a streamlined approach to problems and informs everyone of their responsibilities per task. Performance measures to be introduced on pay increases which will be discussed in the future.  AM discussed induction & training with a contingency plan (Asana could be used). JD stated that an independent Employee Assistance Plan may be useful as it could provide members with support in the event of taking on extra responsibility due to absences.  LD stated that a recruitment process had been created. **MH to send officer job description to members for approval.**  AM downloaded PSNC job profiles for Char / VC / Treasurers from PSNC website aimed at growing awareness of other roles for members.  GDPR & data 6-month asset review needs to be created. Creating a data log to store important information that can be readily accessed with a risk assessment. 2 people nominated to look after the role with liability to be discussed. **MH to send completed GDPR workbook to LD for review.**  **Proposals:**  Emails to be replied to if noted as “To Action”. Possible inclusion of non-response within the meeting. Holiday / Out of office / Personal email address to ensure a high percentage of feedback for voting. Requested members to email for short notice holidays. Honorary payment discussed along with giving 100% on input.  Members discussed levels of renumeration for the time taken to be an LPC member. They discussed whether to increase the rate of remuneration to reflect the type of role, and whether there should be additional remuneration for tasks completed outside of meetings.  **Vote:** 1 extra hour per meeting covering 9 hours – 7 Yes / 0 No / 1 Abstain  **Vote:** £30 an hour with 12-week review proposed. £30 default covers emailing etc – 7 Yes / 0 No / 1 Abstain  Expenses transparency reminder. Time keeping reminder. More proactive use of the constitution. Introduction of a role for constructive feedback I.e. peer to peer review. 12 weeks review of the £30 an hour meeting will coincide with this.  MH merging review and explaining their simplicity. Quarterly review to be formal with accompanying documentation. **MH to send the new behaviours to all members.**  MH explains Workplan set in March (1 month earlier). End of year review to take place in April.  **Still to do:**  Sort pay structure – Governance sub-group (how pay is agreed i.e. performance and other criteria to be decided)  JD acknowledges the hard work that has gone into the Governance by the members. | **Action - MH**  **Action - MH**  **Action - MH**  **Action - MH** |
| 5.2 | **Flu update**  MH informs members that the main discussion point is Care homes. Regular CCG & PCN communication for tackling the vaccination problem. Looking for volunteers to vaccinate care homes. Attempted contact with Boots & Lloyds over vaccination capability & discussion of remuneration.  JD seeking advice on what the larger multiples are planning regarding remuneration and process.  Multiple remuneration costs are discussed as well as the expenses of leaving the site to give the service as well as equipment provision  PQS part 2 adding to the uncertainty, the dangers of COVID within the pharmacy with having members off-site. Concerns of multiple visits to care homes contractually due to not everyone being vaccinated incurring the multiple visits.  GW concludes the point with MH that he has enough to take into a meeting tomorrow.  DB mentions the pre-consult video and members view it. DB refers to HSHK zoom meeting of using the Healthy Living Champion to champion the flu service in part with the Pharmacist. It is discussed that the form filling is still time consuming. Support for contractors to identify patients who have already signed up for their flu-jab. Discussions regarding the method of filling forms for patients who do not have access to the internet (use phone calls).  MH proposes zoom meeting for PQS. Breaking groups off with PCN leads with their respective groups. Time frame needs to be discussed asap.  Tuesday 15th September was agreed at 7:30PM for approximately 30 minutes. Invitation email to be sent tomorrow (4th September). **MH to action.** | **Action - MH** |
| 5.3 | **Pharmacy Quality Scheme Update**  DB has created a document to guide pharmacies through PQS part 2. He awaits further information from PSNC and will publish this once completed. |  |
| 5.4 | **Pharmacy Dashboard**  DB has a presentation to show impact on contractors. Managing the changes. JD suggests the need to increase media output to inform people of the services we offer i.e. minor ailments.  MH Reaffirming that most of the services can be over the phone and not face to face.  **MH Action to sort out Palliative care payments for the year**  DB to send out the data charts for August & September when available. JD suggests sending the data to contractors too for their benefit to display our performance and for insight to boost their own efforts.  LD suggests an After-COVID advice method to give advice to contractors on how to provide services safely.  DB completed a survey on who will be offering Flu Service this year. He is mid-way through the new PQS flow chart but will not complete it until the information pertaining to the chart is 100% confirmed. | **Action - MH** |
| 5.5 | **COVID Business Continuity Plan**  MH runs through the new normal. MH to send out contacts list. **MH to action risk assessments**. Organising visits with confirmation. Adapt PSNC information on this possibility. | **Action - MH** |
| **Lunch** | | |
| 5.6 | **Services Update**  MH provided members with a brief update to members. He is still in discussion with the CCG and NHS England over the future commissioning of Care at the Chemist. All other updates were included in his report to the committee. |  |
| 5.7 | **Officer’s Report**  Reports were circulated prior to the meeting. There were no questions or comments from members. |  |
| 5.8 | **Regional Joint Working Group Update**  Minutes of RJWG had been previously circulated. There were no comments or questions from the committee. |  |
| 5.9 | **Contract Update**  MH has no new information. One change of ownership. |  |
| 5.10 | **Forthcoming Meeting Attendance**  MH stated that he can attend meetings scheduled up until the next LPC meeting. MH will circulate note from these calls on a weekly basis. |  |
| 5.11 | **Visit by Ian Cubbin**  IC did not attend. |  |
| 6 | **Treasurers Report** |  |
| 6.1 | JF completed Q1. Informed members of the status of change for accounts and it had been a longer than expected process. Members discussed a separate PharmOutcomes account. |  |
| 7 | **Any Other Business** |  |
| 7.1 | AM / JD & MH (depending on schedule) to be attending the PSNC virtual conference.  **Vote:** Members discussed changing the LPC name to Community Pharmacy Liverpool – 8 Yes / 1 No / 0 Abstain |  |
| 8 | **Date and Time of Next Meeting** |  |
| 8.1 | Thursday 22nd October 2020 all day, face to face (depending on local lockdown measures and the need on a face to face), venue therefore to be confirmed. |  |
| 9 | **Annual General Meeting** |  |
| 9.1 | All mentioned approved. |  |

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| **Min** | **Action** | **Person** | **Update** |
| 3.1 | Add minutes to the website. | TW |  |
| 5.1 | Conduct set-up conversation with LPC staff using new approved review template. | MH |  |
| 5.1 | Send officer job description to members for approval. | MH |  |
| 5.1 | Send completed GDPR workbook to LD for review. | MH |  |
| 5.1 | Send the new behaviours to members. | MH |  |
| 5.2 | Send members invite to the Zoom meeting for the 15th September. | MH | Complete |
| 5.3 | Sort Palliative Care payments for this year | MH | Complete |
| 5.5 | Action Risk Assessments | MH |  |
|  | Send through notes from Adam to the members regularly | MH |  |
|  | Update declaration of interests | MH |  |
|  | Send LD invites for future LPC meetings | TW |  |