**Liverpool LPC Agenda – October 2020**

**Present Attendance Statistics 2019/20**

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|  | **Name** | **Designation** |  | **Members** | **Apr** | **May** | **Jun** | **Jul** | **Sep** | **Oct** | **Dec** | **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 | ✓ | ✓ | ✓ | ✓ |  |  |  | 66.6% |
|  | James Moir (JM) | Member | JM | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |  |  |  | 100% |
|  | David Porter (DP) | Member | DP | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |  |  |  | 100% |
|  | John Davey (JD) | Member | JD | ✓ | x | x | ✓ | ✓ | ✓ |  |  |  | 66.6% |
|  | Leah Davies (LD) | Member | LD | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |  |  |  | 100% |
|  | Peter Beeley (PB) | Member | PB | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |  |  |  | 100% |
|  | Dave Jones (DJ) | Member | DJ | ✓ | x | x | ✓ | x | ✓ |  |  |  | 40% |
|  | Matt Harvey (MH) | Chief Officer |
|  | David Barker (DB) | Engagement Officer |
|  | Thomas Wareing (TW) | Business Support Officer |

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|  | **Item** | **Detail** | **Time** |
| **1** | Welcome, introductions and housekeeping | Declarations of interest, Nolan Principles, fire safety and turn mobiles off. | **9:30am** |
| **2** | Apologies for absence | To receive | **9:32am** |
| **3** | Minutes of the last LPC meeting | To confirm as a true and proper record. | **9:33am** |
| **4** | Actions of minutes | To discuss | **9:35am** |
| **5** | LPC business | 5.1 Care at the Chemist Update  5.2 Attendance by Bruce Prentice, Clinical Advisor, NHSE&I  5.3 GP CPCS Discussion  Break    5.4 PSNC Conference  5.5 Pharmacy Quality Scheme Update  5.6 Flu Update  5.7 Services Update  Lunch  5.8 Governance Group Update  Including: General update, LPC Skills,  Pay awards, GDPR – who hold information and what?  5.9 Officer’s objectives  5.10 Officer’s reports  5.11 Regional Joint Working Group Update  5.12 Contract Update  5.13 Forthcoming Meeting Attendance  5.14 Forthcoming holidays  5.15 CCG Mergers  Break  5.16 Sub-Group Working | **9:50am**  **10:00am**  **10:30am**  **10:45am**  **11:00am**  **12:00pm**  **12:10pm**  **12:20pm**  **12:30pm**  **1:00pm**  **1:45pm**  **1:55pm**  **1:56pm**  **1:57pm**  **1:58pm**  **1:59pm**  **2:00pm**  **2:15pm**  **2:30pm** |
| **6** | Finance | 6.1 Treasurer’s Report | **3:15pm** |
| **7** | Any other business |  | **3:25pm** |
| **8** | Date and time of next meeting | Thursday 3rd December via Virtual Meeting | **Close 3:30pm** |
| **9** | Member Diversity and Equality Training | Members and Officers to complete and return certificates to TW. | **3:30pm** |

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| **No.** | **Item** | **Action** |
|  | This meeting took place on Zoom. |  |
| **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. |  |
| **2** | **Apologies** |  |
| 2.1 | All members were in attendance. |  |
| **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 | MH informed members that the job descriptions for the Engagement and Business Support Officers have been updated to avoid any overlapping. MH will locate and share his job description in time for the next meeting.  The new Behaviours have been sent out to members as previously discussed.  The Palliative Care service is live on PharmOutcomes. DB will be checking compliance with eligible pharmacies during its service.  MH explains that the risk assessment for the last meeting has not been completed yet. Additionally, due to not meeting in person, the risk assessment for this meeting has not been completed, however, when the situation surrounding COVID-19 changes, we will review this when it is deemed safe to have face to face meetings.  MH will continue to send members important information from his meetings with Adam Irvine.  GW will need to update her Declaration of Interest DOI for herself and TW. MH gave information regarding the hiring process for TW to members for their clarity to reinforce that a fair selection process was carried out. | **Action - MH**  **Action – MH**  **Action - GW** |
| **5** | **LPC Business** |  |
| 5.1 | 5.1 Care at the Chemist Update  MH explained that GP’s will be able to refer into the CPCS from 1st November. This had been piloted elsewhere and where it has worked best are where there are PGD minor ailments services in place. Normally these are commissioned by the CCG, however Care at the Chemist (CATC) is commissioned by NHS England and NHS Improvement in Liverpool. MH is currently in negotiations between both parties to get a service commissioned here. MH had identified a £60K underspend in the CATC service and is using this as a lever to get a PGD service commissioned. This in turn would aid a successful roll-out of GP CPCS.  DB showed members the collected data on pharmacies for CATC during the pandemic. The top 10 providers have stayed the same during the pandemic, however, there has been a big drop off with the multiples for CATC. He will send a copy to members after the meeting. | **Action - DB** |
| 5.2 | Attendance by Bruce Prentice, Clinical Advisor, NHSE&I  BP attending the meeting to talk about GP CPCS and a CATC update. MH opened by introducing the members.  GP CPCS will have a soft launch on 2nd November as a national service. The launch materials are still being finalised and will be released when they are ready. It will be the same structure as CPCS, however, there will be extra care taken during the launch to make it simpler for patients to understand.  The evidence from their tests shows approximately 55 appointments per GP practice per week. A large part of success rests on the confidence of GPs with pharmacies. GP Practices will have software like PharmOutcomes to ensure they have a simple way to send requests to us instead of using NHS mail. BP will be the implementation manager with 1000+ practices and 25 CCG’s involved. As and when it becomes available, BP wants each network to send test referrals to pharmacies that will be £14 for each referral, even the test ones.  BP opened the discussion to members for questions.  DJ – Mechanism of roll out for GP staff.  BP – Sarah Jarvis has a video for GP staff to learn the system. They emphasised that they are keeping it simple.  MH – Is there going to be backfill pay available?  BP – No. The money is only for the service if there is enough activity.  MH – Asked about funding for meetings to set this up and the difficulties surrounding it. LPC could facilitate this with the PCN’s. Members to discuss how we can help support this  DP – What is the selection process for the roll out.  BP – It will be left to us to decide how quickly it will be rolled out, providing PCN’s are capable.  BP was asked by multiple members regarding PGD’s and the reluctance of Liverpool CCG to take the load on and how that conversation can be pushed forward to ensure positive results for both GP CPCS and CATC. |  |
| 5.3 | GP CPCS Discussion  Members discussed the responses from BP.  A pay as you go (PAYG) PGD was discussed along with how we could spend other funds to push this along. JD made a case for using money that pharmacies save through other services, such as not dispensed to help get things moving.  Other suggestions included:   * Purchase a PGD ourselves and supply it to all pharmacies in Liverpool. * Collect data on UTI’s and form that into a presentation of how much money we could save to attract the CCG into moving ahead.   MH to email PCN leads to inform the members of the current situation to ask if they can engage their GP surgeries in their area.  **Should we use surplus funds to backfill PCN Leads to engage with PCN’s on rolling out CPCS?**  **VOTE**: 10 Yes / 0 No / 0 Abstain | **Action - MH** |
| **BREAK** | | |
| 5.4 | PSNC Conference  MH, JD and AM attended the conference.  Members were informed that there are videos available for the conference. Keith Ridge praised community pharmacy and our clinical role in the system. A summary of talking points were:   * Flu vaccinations for staff. * No sign-up consent required for Flu or NMS. * From 2022 onwards, all newly qualified pharmacists will hold a prescribing qualification. These risks mean pharmacists qualified before this date will possibly lose out.   Members reported that they felt there was nothing new brought to the table. A discussion by the members has prompted a call for MH to write an open letter to the PSNC asking specifically about the timeline they have set. | **Action – MH** |
| 5.5 | Pharmacy Quality Scheme Update  DB showed members the October workplan for PQS. He showed the progress that has been made so far, what is coming up and who is taking part. There has also been collaboration by ourselves and other LPC’s across Cheshire and Merseyside on training for PQS.  DB asked members for feedback to help with his understanding on what difficulties pharmacies are facing with PQS 2. One issue mentioned was a lack of engagement by the GP leads which has now been sorted and he is now chasing independents that still need to complete part 1.  MH to send out reminder to PCN leads to be using Teams to store and share information to keep other pharmacies in their area updated. | **Action - MH** |
| 5.6 | Flu Update  MH showed members the current data from PharmOutcomes. We are currently 5000+ on last year. Members were asked if they are had any problems with data sending (some did) and he explained it was a nationwide error.  MH also asked if there had been any stock procurement problems and informed members about the stock becoming available from the government in the coming weeks. |  |
| 5.7 | Services Update  MH has no further updates besides what is in Officer report. PANAM should be going live next week. Smoking cessation will also be available from The Royal hospital in the form of e-vouchers when Patient is discharged.  MH to rectify MAR chart sending issues with PANAM. | **Action - MH** |
| **LUNCH** | | |
| 5.8 | Governance Group Update  Including: General update, LPC Skills,  Pay awards, GDPR – who hold information and what?  MH gave an introduction on the GDPR and the PSNC GDPR workbook which has been updated.  LD spoke regarding how we will be reviewing stored data to determine if it is needed as opposed to possibly needing it, in addition to where and how this data is stored. Members agreed to complete a spreadsheet of any LPC personal data they hold and where this is stored and send it back to TW a week before the next meeting (24th November deadline).  Members asked for the following to be done by the next meeting:   * Linking Outlook with Asana. * Training templates for the core pieces of software officers’ use. * Skills matrix. * List of stakeholders.   Members have discussed how to judge a pay rise. They came up with 2 viable solutions which were inflation based or a static figure. They want to standardise the way in which this happens and have created a 4-tiered performance structure, that allows staff members to be graded appropriately depending on them meeting objectives and behaviours. The four tiers and the pay rise scale that the governance group proposed are as follows:  Not performing – no increase  Approaching – based on inflation  Performing – 1% + inflation  Exceeding – 2% + inflation  **VOTE – Inflation based pay-rise with additional pay increases based on performance inflation is positive**  Yes 10 / No 0 / Abstain 0 | **Action – TW**  **Action - MH** |
| 5.9 | Officer’s objectives  Members have read through the objectives prior to the meeting. Members discussed the objectives with officers and gave their input on whether they feel achievable or not. The objectives will be reviewed quarterly.  MH to review 4th objective to make it SMART.  DB to review and amend | **Action – MH**  **Action - DB** |
| 5.10 | Officer’s reports  Reports were circulated prior to the meeting and no further questions were asked, and no comments made. |  |
| 5.11 | Regional Joint Working Group Update  Reports were circulated prior to the meeting and no further questions were asked, and no comments made. |  |
| 5.12 | Contract Update  MH has received no notifications from Primary Care Support England since the last meeting, despite him being aware unofficially of two change of ownerships that had occurred. |  |
| 5.13 | Forthcoming Meeting Attendance  MH informed members he is finding it hard to fit meetings into his reduced hours, especially Fridays and has asked if any members can fill in the occasional meeting if he cannot attend.  Health protection board – LPC invited – JD can attend – Wednesday 28th Oct @ 12:30 for 1 hour  MH can continue with Flu meetings  MOC – JD can attend |  |
| 5.14 | Forthcoming holidays  LD – 23rd November – 4th December  JM – 26th November – 30th November  AM – 23rd November – 4th December  GW – 28th October – 30th October |  |
| 5.15 | CCG Mergers  MH informed members that CCG’s within Cheshire & Merseyside are to merge into one collective CCG from next year. This places risks on commissioned services and whether we can acquire PGD’s for services and whether CATC will be decommissioned.  MH has been asked to invite Tom Knight so members can ask questions regarding the merger. | **Action - MH** |
| **BREAK** | | |
| 5.16 | Sub-Group Working  This was delayed until the next meeting due to time constrictions. |  |
| 6 | **Treasurers Report** |  |
|  | JF gave members an update of the finances. TW has not been shown any finance training yet due to the restrictions of COVID making face to face training difficult.  MH to check with the CCG whether the CCG fund can be used for GP CPCS training. | **Action - MH** |
| 7 | **Any Other Business** |  |
|  | DB has sent out nominations for Pharmacy Heroes. Members to reply by Friday 6th with their choice.  Letter to NHS England.  JF asked MH to change the email address we have for him to his nhs.net address. | **Action - TW** |
| 8 | **Date and Time of Next Meeting** |  |
|  | Thursday 3rd December via Virtual Meeting |  |
| 9 | **Member Diversity and Equality Training** |  |
|  | Members and Officers to complete and return certificates to TW. | **Action - TW** |

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| **Min** | **Action** | **Person** | **Update** |
| 3.1 | Add minutes to the website | TW | Completed |
| 4.1 | Send job description to members | MH | Completed |
| 4.1 | Risk assessment | MH |  |
| 4.1 | Update Declaration of Interest | GW |  |
| 5.1 | Send CATC data to members | DB | Completed |
| 5.3 | Email to PCN leads to engage their GP surgeries over GP CPCS starting up | MH | Completed |
| 5.4 | Open letter to the PSNC regarding their timeline | MH | Completed |
| 5.5 | Remind PCN Leads to use Teams to update information | MH | Completed |
| 5.7 | PANAM MAR chart issues to be rectified | MH |  |
| 5.8 | Members to receive and reply with a completed GDPR document | TW | Completed |
| 5.8 | List of stakeholders | MH |  |
| 5.9 | Review 4th objective for DB and make it SMART | MH | Completed |
| 5.9 | Amend 4th objective and make it SMART | DB | Completed |
| 5.15 | Invite Tom Knight to the next LPC meeting | MH | Completed |
| 7 | Request a change JF email address | TW | Completed |
| 6 | Check with CCG whether CCG fund can be used for GP CPCS training | MH | Completed |
| 9 | Members & officers to send certificates for “Equality & Diversity” training for records | TW | Completed |