**Liverpool LPC Agenda – March 2021**

**Present Attendance Statistics 2019/20**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Name** | **Designation** |  | **Members** | **Apr** | **May** | **Jun** | **Jul** | **Sep** | **Oct** | **Dec** | **Jan** | **Mar** | **Attendance** |
|  | Gemma Whitehead (GW) | Member / Chair | GW | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | NM | ✓ | 100% |
|  | Anna Mir (AM) | Member / Vice Chair | AM | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | x | NM | ✓ | 87.5% |
|  | James Forshaw (JF) | Member / Treasurer | JF | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | NM | ✓ | 100% |
|  | Dave Sanchez (DS) | Member | DS | x | x | ✓ | ✓ | ✓ | ✓ | ✓ | NM | ✓ | 75% |
|  | James Moir (JM) | Member | JM | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | NM | ✓ | 100% |
|  | David Porter (DP) | Member | DP | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | NM | ✓ | 100% |
|  | John Davey (JD) | Member | JD | ✓ | x | x | ✓ | ✓ | ✓ | ✓ | NM | ✓ | 75% |
|  | Leah Davies (LD) | Member | LD | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | x | NM | ✓ | 87.5% |
|  | Peter Beeley (PB) | Member | PB | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | NM | ✓ | 100% |
|  | Dave Jones (DJ) | Member | DJ | ✓ | x | x | ✓ | x | ✓ | ✓ | NM | ✓ | 62.5% |
|  | Matt Harvey (MH) | Chief Officer |  |  |  |  |  |  |  |  |  |  |  |
|  | David Barker (DB) | Engagement Officer |  |  |  |  |  |  |  |  |  |  |  |
|  | Thomas Wareing (TW) | Business Support Officer |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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 LPC Magazine  5.2 LPC Self-Assessment  5.3 Care at the Chemist Update and attendance by Bruce Prentice, Clinical Advisor, NHS England and NHS Improvement.  Break  5.4 GP CPCS Implementation Plan  5.5 Liverpool City Council Update:  Drug User Services  Supplier Relief Payments  5.6 Health Protection Board Update  Lunch  5.7 Work Plan Review and Sub-group Working.  Break  5.8 MALPS Update  5.9 PSNC Meeting 17th March  5.10 LPC Zoom License  5.11 Health Education England Bid  5.12 Officer’s reports  5.13 Regional Joint Working Group Update  5.14 Forthcoming Meeting Attendance  5.15 Forthcoming holidays | **9:45am**  **10:00am**  **10:20am**  **11:30am**  **11:45am**  **12:15pm**  **12:45pm**  **1:00pm**  **1:30pm**  **2:30pm**  **£:00pm**  **3:05pm**  **3:10pm**  **3:15pm**  **3:20pm**  **3:25pm**  **3:26pm**  **3:28pm** |
| **6** | Finance | 6.1 Treasurer’s Report  6.2 PSNC Treasurer’s Day Report  6.3 Proposed LPC budget for 2021/22 | **3:30pm** |
| **7** | Any other business |  | **3:55pm** |
| **8** | Date and time of next meeting |  | **Close 4:00pm** |

|  |  |  |
| --- | --- | --- |
| **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 | DP will need to leave at midday. GW will need to leave at 2pm but will return. |  |
| **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. The committee also agreed the minutes from the meeting on the 26th January 2021 were a true and accurate record. **TW to add minutes to the website.** | **Action – TW** |
| **4** | **Matters arising / Action from previous minutes** |  |
| 4.1 | Members discussed the actions of the previous meeting. **MH needs to complete the risk assessment**. | **Action – MH** |
| **5** | **LPC Business** |  |
| 5.1 | LPC Magazine  DB showed members the LPC magazine he has been working on. The magazine has 8 pages as that is the minimum required to be printed. Pages include information on our rebranding, introductions to the officers and members. It also includes information pertaining to training, PharmOutcomes, CATC, GP CPCS, NHS Mail and other helpful bits tailored to frequently asked questions.  The feedback from members was excellent and they are very happy with the work DB has produced. The cost for printing is £200 which members are happy with. Two copies have been earmarked to be sent out per pharmacy.  Members discussed whether it should be sent to people outside of pharmacy who would benefit from updates within pharmacy i.e., politicians, members of the council, however this version is aimed at contractors with the information it contains, but something similar aimed at that group was discussed, with members giving it approval. DB also added a digital version will be emailed out.  This will be sent out as soon as possible once printing and delivery has been organised.  Members discussed that content for the magazine can be part of the communications subgroup. | **Action – DB** |
| 5.2 | LPC Self-Assessment  MH gave thanks to JF, PB & DS for completing the self-assessment. MH shared his screen for members to give them feedback from the results. MH and members read through the criteria for some areas and discussed changes that he thought should be made to some of the responses, due to certain areas being achieved, but not marked in kind by the members.  MH proposed a discussion between the officers on what we should improve going forward for next year and will report back to members. | **Action – MH, DB & TW** |
| 5.3 | Care at the Chemist update and attendance by Bruce Prentice, Clinical Advisor, NHS England and NHS Improvement  BP attended the meeting. The discussion with him was based on NHS England’s proposal to cut the budget for CATC for the next year. The proposal did not consider the reduced footfall within pharmacies leading to a drop in engagement for the service, as well as not accounting for an underspend that was to be used to fund PGD’s for the future to coincide with GP CPCS.  Members questioned BP about the reasoning for a cut happening to a vital service at such a difficult time for those in disadvantaged areas. BP explained NHSE believe that self-care is the reason for the drop in service use, however he provided no evidence of this claim. This was disputed by members with the fact that a reduced footfall in pharmacies due to shielding, self-isolating and other measures imposed by the UK Government that restrict the travelling of the public. These measures are in place to restrict the transmission of COVID-19, however, they also impact other seasonal illnesses that are transmitted during this season, ergo, a fall in members of the public seeking medication for minor ailments.  There was much discussion with no prevalent outcome, to which members decided they will discuss it further after BP has left and will respond in time once they have decided an appropriate response and plans for PGD’s are ready to be outlined for the forthcoming year. |  |
| **BREAK** | | |
| 5.4 | GP CPCS Implementation  DB has been working towards getting GP CPCS training started. He presented members with a slideshow showing the various stages of the process. At this moment in time, 96% of contractors are available to provide the service. There is an implementation plan which is promoting the use of PCN Leads to use their knowledge and expertise to help with training in their PCN’s to help get things moving.  **DB asked members for their input on where they would start and who would they start with to get the correct level of engagement. DB will speak to the PCN Leads about this as well**. Due to the limited time available for DB, it is essential that we target the correct surgeries to maximise the uptake of the service.  DB explained there funding available for the training. DB himself will be training GP staff due to his background and there is funding for PCN leads for their contributions towards training surgeries as well. | **Action – DB** |
| 5.5 | Liverpool City Council Update: Drug User Services – Supplier Relief Payments  MH had two things to report.  The initial plan for LCC for payments and repayment has been countered by MH with some additional data. LCC will respond to MH once they re-evaluate the data from Q2 and Q3 data from the previous year.  MH met with the commissioner for the council regarding supervised consumption changes to create a better understanding of what they want. Ultimately, they have responded with arguments against the initial proposals MH outlined to them and there is no further information to share until MH speaks to them again. |  |
| 5.6 | Health Protection Board Update  JD informed members that his meetings on behalf of MH have been productive. There is a great sense of collaborative working during the meetings which can benefit pharmacy as members are part many other aspects of health and social care working together. MH reminded JD that his expenses were still outstanding to claim for his time in attending these meetings and that he LPC expenses policy states these must be submitted within three months of the expenditure being incurred.  JD to provide MH with an expense form as soon as possible within the timeframes as set out by the LPC expenses policy. | **Action – JD** |
| **Lunch** | | |
| 5.7 | Work Plan Review and Sub-Group Working  Members split into sub-groups at this point to review the proposed LPC workplan for 2021/22.  Governance  The governance group felt they did not have a great deal to change. Changes they did make were to the following:   * Reviewing the timing allocation given within governance documents. * Review the staff handbook. * Review the personal asset register every 6 months. * Plan an auditable budget with a robust process for payment of LPC funds to individuals and organisations. * To create an SOP for processing expenses   Communication  The communications group also reviewed the current year objectives and decided they could remain the same as they remain relevant. LD proposed the creation of a workplan to build upon current message themes i.e., a yearly calendar that is dedicated to getting information out that is relevant to a timeframe that builds upon each previous communication until the theme must change. LD will try to acquire an example of one for the communications group.  They explained that the contractor survey was postponed for the time being but will be sent out for contractor feedback when contractors are over the increased workload COVID-19 has burdened them with.  JD suggested to check Google Garage for social media training.  Services  The services group made no changes to the initial objectives they have. It was felt that they remain relevant and still have the scope to fulfil growth for the next year.  It was proposed and discussed by members whether each member could champion a service, however, this is not possible. The idea of a member or an officer being able to facilitate a support network for PCN Leads in Liverpool was discussed and will be reviewed.  DB is creating a Pharmacy First guide for the newly commissioned service. | **Action – Gov**  **Action – LD**  **Action – TW**  **Action – Next meeting** |
| **Break** | | |
| 5.8 | MALPS Update  There were no updates or questions from members. |  |
| 5.9 | PSNC Meeting 17th March  MH & GW to attend this meeting. All members agreed. **MH to sort attendance / invites.** | **Action – MH** |
| 5.10 | LPC Zoom License  Cheshire have offered to buy an annual Zoom license on our behalf for the next year. Members discussed the need for a yearly license as we will be able to have face to face meetings within the next year providing the country stays on track regarding COVID-19 developments. Members also questioned whether we should use Teams to save on buying 2 licenses. The initial swap from Teams to Zoom was based on functionality and consistency from the platform during meetings.  TW was asked to find out:   * The maximum number of people allowed in a Teams call. * Does it now support breakout rooms?   Until that time, members are happy to have a license purchased as it is beneficial for late / emergency meetings.  VOTE: **10-0.** All members are happy to use Teams and revert to Zoom if there are problems.  MH to ask delegates on the 24th March whether they prefer face to face meetings or would like to have the option of Zoom meetings. | **Action – TW**  **Action – TW** |
| 5.11 | Health Education England Bid  Health Education England contacted LPC’s at the start of February asking for bids around workforce development. Cheshire LPC submitted a bid on behalf of all LPC’s across the patch and was successful In obtaining funding of £30,000. MH will update members when he knows more. |  |
| 5.12 | Officer’s Reports  There were no updates or questions from members. |  |
| 5.13 | Regional Joint Working Group Update  There were no updates or questions from members. |  |
| 5.14 | Forthcoming Meeting Attendance  MH can attend all meetings.  MH asked if someone could attend the MOC meeting 9th April. JF put his name forward. MH explained that is is highly likely it will be cancelled. |  |
| 5.15 | Forthcoming Holidays  GW – 29th March to the 2nd April.  LD – 8th March to the 10th March and 22nd March to the 26th March.  PB – 4th April  JM – 5th April to the 6th April  AM – 22nd March to 2nd April |  |
| 5.16 | Consolidations of Pharmacies  Rowlands, 6 Lodge Lane consolidates into Rowlands, 156 Lodge Lane – no comments not to support.  Rowlands, 554 Aigburth Road consolidates into Rowlands, 41 Speke Road – no comments not to support.  Rowlands, 252 Park Road consolidates into Rowlands, 1 The Elms – No comments not to support.  Rowlands 115-117 Townsend Lane consolidates into Rowlands, 26 Carr Lane - no comments not to support.  Nearly all members had conflicts with at least one of these applications. The committee considers the applications and agreed MH would write to Primary Care Support England stating we had no comments to make. | **Action – MH** |
| 6 | **Treasurers Report** |  |
|  | 6.1 Treasurer’s Report  JF gave members an update of the current committee finances. Members were happy that all was in order.  6.2 PSNC Treasurer’s Day Report  JF attended this meeting. He explained there was not much to report back except the main concern that was raised. This was regarding PharmOutcomes and corporation tax. MH explained that this has been raised before and will be looked at by the accountants in due time. Everything else however is proceeding as well as possible.  6.3 Proposed LPC budget for 2021/22  JF informed members that the budget is similar, but JF has considered that lockdown restrictions may be lifted at some point in the year, therefore meeting expenses will undoubtedly increase. He explained that due to working at home and a new member joining the team, the expenses for IT were higher this year due to the pandemic requiring additional equipment for home working.  JF reported that the LPC is likely to make a loss in 2020/21, which will aid its aim of reducing its reserves. A further loss is budgeted for in 2021/22. There is a possibility of levy holidays in the future, however this will not be decided upon until after the Wright review costs have come through.  Vote: **10-0.** All members happy with the proposed budget. |  |
| 7 | **Any Other Business** |  |
|  | Introduction of an audit for auditing email response.  Risk assessment review for working at home.  DB updated members that only 3 pharmacies in our area did not declare for PQS Part 1. | **Action – MH** |
| 8 | **Date and Time of Next Meeting** |  |
|  | 15th of April 2021 via Teams. **TW to set up Teams meetings / send invites for all members for the next year of LPC meetings.** | **Action – TW** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Min** | **Action** | **Person** | **Update** |
| 3.1 | Add December Minutes to the website | TW | Completed |
| 4.1 | Complete Risk Assessment | MH |  |
| 5.1 | Create an alternate version of the magazine, aimed towards politicians, council members etc | DB |  |
| 5.2 | Officers to review Self-Assessment to discuss how and what to improve over the coming year | MH – DB – TW | Completed |
| 5.4 | Communicate with members & PCN Leads to plan out who and where to start GP CPCS training | DB | Completed |
| 5.6 | Provide an expenses form for Health Protection Board attendance | JD | Completed |
| 5.7 | Acquire an example of a communications workplan | LD |  |
| 5.7 | To explore possible training to make better use of social media | TW |  |
| 5.7 | LPC representative for facilitating the support group for PCN Leads | Discussion at next meeting | Next meeting |
| 5.9 | Arrange invites for himself and GW for the PSNC meeting 17th March 2021 | MH | Completed |
| 5.10 | How many people are allowed in a Teams call? | TW | Completed |
| 5.10 | Can Teams support breakout rooms? | TW | Completed |
| 5.16 | Write to Primary Care Support England informing them of the outcome of the discussion regarding pharmacy consolidations | MH | Completed |
| 7 | Risk assessment review for home working | MH – DB – TW |  |
| 7 | Create an audit for email response | MH | Completed |
| 8 | Set up and send out invites for all members for the next year of meetings via Teams | TW | Completed |