**Liverpool LPC Agenda – April 2021**

**Present Attendance Statistics 2021/2022**

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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 | ✓ |  |  |  |  |  |  |  |  | 100% |
|  | James Moir (JM) | Member | JM | ✓ |  |  |  |  |  |  |  |  | 100% |
|  | David Porter (DP) | Member | DP | ✓ |  |  |  |  |  |  |  |  | 100% |
|  | John Davey (JD) | Member | JD | ✓ |  |  |  |  |  |  |  |  | 100% |
|  | Leah Davies (LD) | Member | LD | ✓ |  |  |  |  |  |  |  |  | 100% |
|  | Peter Beeley (PB) | Member | PB | ✓ |  |  |  |  |  |  |  |  | 100% |
|  | Dave Jones (DJ) | Member | DJ | ✓ |  |  |  |  |  |  |  |  | 100% |
|  | Matt Harvey (MH) | Chief Officer |  |  |  |  |  |  |  |  |  |  |  |
|  | David Barker (DB) | Engagement Officer |  |  |  |  |  |  |  |  |  |  |  |
|  | Thomas Wareing (TW) | Business Support Officer |  |  |  |  |  |  |  |  |  |  |  |

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|  | **Item** | **Detail** | **Time** |
|  | Election of Officers | Election of Chair, Vice Chair and Treasurer | **9:30am** |
| **1** | Welcome, introductions and housekeeping | Declarations of interest, Nolan Principles, fire safety and turn mobiles off. | **9:40am** |
| **2** | Apologies for absence | To receive | **9:42am** |
| **3** | Minutes of the last LPC meeting | To confirm as a true and proper record. | **9:43am** |
| **4** | Actions of minutes | To discuss | **9:45am** |
| **5** | LPC business | 5.1 PQS/PCN debrief  5.2 Dashboard/End of year service stats  5.3 Contractor Survey Feedback  Break  5.4 LPC Self -Assessment Next Steps  5.5 Lateral Flow Advanced service  5.6 HIV Testing/Sexual Health Services Update  5.7 GP CPCS/Pharmacy First Update  5.8 Drug User Services Update  Lunch  5.9 Staff end of year reviews.  5.10 Staff Objective setting for 21/22  5.11 PSNC Meeting feedback  5.12 Health Protection Board Update  Break  5.13 Sub-group working  5.14 Officers reports  5.15 Regional Joint Working Group Update  5.16 Contracts Update  5.17 Forthcoming Meeting Attendance  5.18 Forthcoming Holidays | **10:00am**  **10:45am**  **11:00am**  **11:15am**  **11:30am**  **11:45am**  **12:00pm**  **12:30pm**  **12:45pm**  **1:00pm**  **1:30pm**  **2:00pm**  **2:30pm**  **2:40pm**  **2:45pm**  **3:00pm**  **3:35pm**  **3:38pm**  **3:40pm**  **3:42pm**  **3:43pm** |
| **6** | Finance | 6.1 Treasurer’s Report | **3:45pm** |
| **7** | Any other business |  | **3:55pm** |
| **8** | Date and time of next meeting | Thursday 27th May via Microsoft Teams | **Close 4:00pm** |

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| **No.** | **Item** | **Action** |
|  | This meeting took place on Microsoft Teams. |  |
|  | **Election of Chair, Vice Chair and Treasurer** |  |
|  | MH led the proceedings and asked members for their vote to hold the positions of Chair, Vice Chair and Treasurer.  JD recommended GW to remain as Chair. This was seconded by DP and agreed upon by all. GW confirmed she was happy to remain as Chair. There were no other members who put themselves forward.  LD recommended AM to remain as Vice Chair. This was seconded by DS and agreed upon by all. AM confirmed she was happy to remain as Vice Chair. There were no other members who put themselves forward.  LD recommended JF to remain as Treasurer. This was seconded by GW and agreed upon by all. JF confirmed he was happy to remain as Treasurer. There were no other members who put themselves forward. |  |
| **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 present. |  |
| **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 16th of March 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** |  |  |
| 5.1 | PQS / PCN Debrief  DB showed data pertaining to how we scored upon reviewing our support for the PCN Leads. Upon reflection, the data in future will be anonymous. Below is a summarised account of the findings.  7 out of 10 PCN Leads gave feedback. We found that overall, the PCN Leads were happy with our support, but felt we could improve in some areas such as admin and facilitating meetings between PCN Leads and their area.  Further feedback suggested more needs to be done to streamline the flow of who is contacted and for standards to be set to ensure an equality throughout all involved.  MH informed members that TW has reviewed Pharmacy PCN alignment by reviewing the items data to ensure all pharmacies are aligned in the correct PCN. This is almost finished and will be presented at the next meeting. Furthermore, we will distinguish the Primary and Secondary pharmacies with grouped emails to ensure only the target audience is contacted when needed.  As well as having a greater understanding of the criteria, we will be creating a PCN Lead WhatsApp Group to ensure consistent information is passed along, as well as allowing the PCN Leads to support each other as they understand first and foremost the challenges they face. There is also backfill payments available for when PCN Leads are utilised for GP CPCS engagement.  Members voted unanimously in support of the changes we will be making and the steps taken at this point.  **MH to share proposal from NHSE for PCN Leads development.** | **Action - MH** |
| 5.2 | Dashboard / End of Year service stats  DB presented a slide on Pharmacy income over the 20/21 financial year and compared it to the previous year. CATC, Supervised Consumption, Needle Exchange, Not Dispensed Service, Smoking Cessation have all under-performed by comparison, however this can be linked to the knock-on effect of the pandemic.  In contrast, Palliative Care, NRT Vouchers and EHC have all over-performed from the previous year. DB remarked that the service income this year despite the setbacks from COVID have increased.  LD praised MH and DB on their performance to get services over this line this year, paying specific attention to the success of NRT Vouchers, Palliative Care and EHC, in which officers organised changes to the engagement of the service to keep them available to those in need.  Flu vaccinations in comparison to last year has also increased from 13,082 jabs to 21,935 jabs. Increased public awareness of the dangers of COVID and Seasonal Flu combined and an increase in self-care, looking after yourself drove many of the public campaigns through the time period.  The Not Dispensed Service has trended downwards during the year. DB has been contacting pharmacies to understand the difficulties they are facing that has prevented them from utilising the service.  PQS Aspiration Payments were higher this year than previous. The total was 66% (85 contractors out of 131) DB also remarked that 128 of contractors declared on time, however 3 did not.  DB touched on value for money the LPC provides at this point. During the February declaration for PPE claims, there were 25 contractors that had not claimed for PPE. Upon totalling up the figures, it equated to £35,000 of unclaimed funding which would have been left unclaimed if not for the LPC. |  |
| 5.3 | Contractor Survey Feedback  TW talked members through the Contractor Survey Feedback. This information was collected at the end of the previous LPC webinar which was answered by 60 contractors. The presentation addressed the outcome of each of the questions and how it reflects upon the efforts that have been made by the LPC. Members were happy with the presentation of feedback and are happy to survey pharmacies in this way going forward. |  |
| **BREAK** | | |
| 5.4 | LPC Self-Assessment Next Steps  MH spoke to members regarding the discussion between officers on how we can achieve the remaining purple targets from the Self-Assessment. Members were happy with the steps that the officers have decided to take. **TW to make an area for the agenda to go up on the website and to email Ian Cubbin with the meetings papers before each meeting.** | **Action - TW** |
| 5.5 | Lateral Flow Advanced Service  MH asked members for any questions or feedback regarding the new service to get a better understanding of any problems experienced throughout the area. The feedback describing glitches within the system has been passed on to those involved, along with corrections that need to be made to the information displayed to patients.  DB informed members that only the DSPs and 1 other pharmacy have not signed up to provide this service at this current moment in time.  Members feed back suggested patients are positive overall with the service. |  |
| 5.6 | HIV Testing / Sexual Health Services Update  MH informed members that Axess Sexual Health, a tender bidder for the new Liverpool sexual health contract, has contacted him to discuss pharmacy’s involvement in the new service. MH has consulted with them in what pharmacy would like from the service going forward whilst re-affirming the strong position pharmacy has to make an impact on such issues due to knowledge and ease of accessibility for patients.  MH further explained James Woolgar from Liverpool City Council asked whether a pilot scheme would be of interest for pharmacy to provide Contraceptive implants. Interest in such a scheme is there, but indemnity must be checked first before any further discussions can be had.  MH has spoken with Vicky Watson – Liverpool School of Tropical Medicine – who has asked if we would be interested in being a part of a national scheme called Fast Track Cities. Their aim is to eliminate undiagnosed cases of HIV. They have surveyed the BAME community to ascertain the reasons for people not coming forward for testing and if they would come forward, where would they be happy to go for a test. Pharmacy was one of the answers at the top of the list, therefore they have proposed a pilot for a testing scheme for our area.  Pharmacies will be selected across 4 wards of Liverpool and there will be 6 pharmacies chosen to provide this service. The kits are already available to purchase, however the kit (Biosure – HIV Self Test) will be provided free of charge to pharmacy with 600 kits available.  Pharmacists would only need to ask the patient a few questions and it will then be logged onto PharmOutcomes. At the moment, there is no funding in place except for the £1.39 + VAT per test which MH has secured, and JW would like to have this written into the offer for pharmacy in the future providing the pilot is successful.  Members were in favour of the pilot, however there were some concerns raised regarding time taken, sign posting information, should it be a Pharmacist providing the service or can it be suitable for Counter Staff providing there is suitable training, how will the success of the pilot be measured and funding. |  |
| 5.7 | GP CPCS / Pharmacy First Update  GP CPCS  DB has contacted all the PCN Leads and 5 have responded positively enabling DB to set up meetings with GP practices. At the moment, DB has not received the training that was meant to be provided as part of the GP CPCS rollout. DB is hoping to have 1 meeting per week to get things moving with the possibility of PCN Leads joining in if needed as there is funding available. DB has informed members that HSHK have been working on training materials which will be shared with ourselves.  Pharmacy First  There has been a delay in the rollout for Pharmacy First due to delays at the CCG. Contracts will be going out over the next few weeks. CCG are happy for the service to go live regardless and MH will turn on capability for Independents. The bigger multiples need to reply to MH whether they are happy to go live before their respective Head Office signs the contracts. No updates to the DOS until the service is fully live. |  |
| 5.8 | Drug User Services Update  MH has continued communications with Liverpool City Council on this matter. He has spoken with others about his proposal who seem onboard, with the hope that they will convince Sue to come around. Since their last meeting, MH has learned that Liverpool City Council has been able to put themselves forward for funding for this year April 2021 – March 2022 only, which could cover the cost of the service redesign.  MH is expecting a response within the next few week. |  |
| **Lunch** | | |
| 5.9 | Staff end of year reviews.  MH has completed the staff end of year reviews. Members broke away to discuss the feedback from GW who is responsible for managing MH.  Members voted unanimously to use the retail prices index of inflation to calculate staff pay rises in the future. |  |
| 5.10 | Staff Objective setting for 21/22  MH read through the new objectives for the officers. There were no objections by members for TW or DB or MH. |  |
| 5.11 | PSNC Meeting feedback  MH and GW attended this meeting and both supplied members with notes. The conversation went over the audit they produced and how it will be used when talking to the Department of Health.  There was also a presentation by the new steering group on Wright Review. Feedback from MH and GW concluded with no new information for the exception of the hiring of the Berkley group. They are tasked with creating a 6-step process over 6 weeks to aid in the changes the steering group want to make. We are expecting to hear some form of communications by end of April / May.  MH and GW also provided the LPC priorities and 5 the committee approved answers to the group. |  |
| 5.12 | Health Protection Board Update  JD informed members that initially, pharmacy was seen as simply a part of the community feedback, but we are now more involved and an essential contributor to the Primary Care aspect of conversations going forward, with a hope that community pharmacy will become and continue to be a central part of discussions going forward. |  |
| **Break** | | |
| 5.13 | Sub-Group Working  Governance  The Governance group reviewed the social media policy. **MH to ask TW to rebrand social media. All members to read, sign and return**. The risk assessments are out to do and will be returned soon.  Services  The Services group reviewed the Pharmacy First guide. They have to create some more diagrams, flow charts and review the service guide. Some of their areas on the workplan have changed to yellow.  Communications  The Communications group reviewed the workplan. They will be creating a schedule for communications to go out frequently. Additionally, they will contact other health professionals to collaborate using social media to extend the influence of pharmacy to showcase what we can do. | **Action - All** |
| 5.14 | Officer Reports  There were no updates or questions from members. |  |
| 5.15 | Joint working group  There were no updates or questions from members. |  |
| 5.16 | Contract updates  Three out of four Rowland Pharmacy consolidations have had a response from the Health and Wellbeing Board. No gaps will be created as a result of the merge, however there is still a response to be received regarding Lodge Lane. |  |
| 5.17 | Forthcoming meeting attendance  MH can attend all meetings proposed |  |
| 5.18 | Forthcoming holidays  AM – 17th May to 21st May |  |
| 6 | **Treasurers Report** |  |
|  | 6.1 Treasurer’s Report  JF is fully prepared for the end of year. **MH to send JF an email explaining what information the accountants need**. The finances are good shape, currently holding 101k in the account minus the CCG fund.  Still working towards a loss. | **ACTION - MH** |
| 7 | **Any Other Business** |  |
|  | MH emailed School of Tropical Medicines; he has forwarded on Victoria’s replies to the members questions. Members are happy to proceed with the pilot. MH will inform Victoria and James Woolgar. |  |
| 8 | **Date and Time of Next Meeting** |  |
|  | 27th May 2021 via Teams unless MH can book a physical venue. |  |

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| **Min** | **Action** | **Person** | **Update** |
| 3.1 | Add minutes to the LPC website | TW | Completed |
| 4.1 | Complete Risk Assessment | MH | Completed |
| 5.1 | Share proposal from NHSE for PCN Leads development | MH | Completed |
| 5.4 | Make an area for the agenda to go up on the website and to email Ian Cubbin with the meetings papers before each meeting. | TW | Completed |
| 5.13 | MH to ask TW to rebrand social media. All members to read, sign and return. | MH & TW | Completed |
| 6.1 | Ask the accountants what information they need, send JF the email and forward on the relevant information back to the accountants. | MH & JF | Completed |