**Liverpool LPC Agenda – October 2021**

**Present Attendance Statistics 2021/2022**

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| **Name** | **Designation** |  | **Members** | **Apr** | **May** | **Jul** | **Sep** | **Oct** | **Dec** | **Jan** | **Mar** | **Attendance** |
| Gemma Whitehead (GW) | Member / Chair | GW | ✓ | ✓ | ✓ | ✓ | ✓ |  |  |  | 100% |
| Anna Mir (AM) | Member / Vice Chair | AM | ✓ | ✓ | ✓ | ✓ | x |  |  |  | 80% |
| James Forshaw (JF) | Member / Treasurer | JF | ✓ | ✓ | ✓ | ✓ | ✓ |  |  |  | 100% |
| Dave Sanchez (DS) | Member | DS | ✓ | x | ✓ | ✓ | ✓ |  |  |  | 80% |
| James Moir (JM) | Member | JM | ✓ | ✓ | ✓ | ✓ | ✓ |  |  |  | 100% |
| David Porter (DP) | Member | DP | ✓ | ✓ | ✓ | x | x |  |  |  | 60% |
| John Davey (JD) | Member | JD | ✓ | ✓ | ✓ | ✓ | ✓ |  |  |  | 100% |
| Leah Davies (LD) | Member | LD | ✓ | ✓ | x | ✓ | ✓ |  |  |  | 80% |
| Peter Beeley (PB) | Member | PB | ✓ | ✓ | ✓ | ✓ | ✓ |  |  |  | 100% |
| Dave Jones (DJ) | Member | DJ | ✓ | ✓ | ✓ | ✓ | x |  |  |  | 80% |
| Matt Harvey (MH) | Chief Officer |  |  |  |  |  |  |  |  |  |  |
| David Barker (DB) | Engagement Officer |  |  |  |  |  |  |  |  |  |  |
| Thomas Wareing (TW) | Business Support Officer |  |  |  |  |  |  |  |  |  |  |

**Guests**

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| **Name** | **Designation** |
| James Woolgar (JW) | Liverpool City Council |
| Matt W (MW) | Axess Sexual Health |
| Ian Cubbin (IC) | Regional PSNC Representative |

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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 Axess Sexual Health  Break  5.2 PSNC Conference Feedback  5.3 DMS Update  5.4 PQS Update  5.5 Attendance by Ian Cubbin, PSNC Regional Representative  Lunch  5.6 CPCS / Pharmacy First Update  5.7 Dashboard  5.8 Hypertension Case-finding Service Update  5.9 CCG Contracts Update  5.10 Sub-group Working  Break  5.11 LPC Attendance Costs  5.12 Health Production Board Update  5.13 Officer’s Reports  5.14 Regional Joint Working Group  5.15 Contracts Update  5.16 Forthcoming Meeting Attendance  5.17 Forthcoming Holidays | **10:00am**  **11:00am**  **11:45am**  **12:00am**  **12:05pm**  **12:15pm**  **1:00pm**  **1:30pm**  **2:00pm**  **2:20pm**  **2:25pm**  **2:30pm**  **3:00pm**  **3:25pm**  **3:30pm**  **3:35pm**  **3:37pm**  **3:39pm**  **3:41pm**  **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 25th November 2021 – 9:30am | **Close 4:00pm** |

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| **No.** | **Item** | **Action** |
|  | This meeting took place at the Hilton Hotel, Liverpool One. |  |
| **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 leave the room quietly if it was urgent etc. Members were informed of the Fire safety precautions, along with the requirements for Face mask coverings and hand sanitising when leaving the room. |  |
| **2** | **Apologies** |  |
| 2.1 | DP and AM have sent their apologies for this meeting in advance. |  |
| **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 September 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.   * Mailchimp for the Blood Pressure Service – This has not been completed yet due to the delay in the Service Specification. * Services group to create historical NMS guide – **This has been sent to TW this week who will finish the branding and send out.** * Look into the new PhAS scheme to see if Liverpool pharmacies are eligible – This has not been looked at in detail yet as only 1 pharmacy came up as eligible. * Decide times for future PCN PQS Meetings – This has been completed and further comments will be discussed later in this meeting. * Add flu guides to the newsletters – This has been completed. * Check flu guides on the website are up to date – This has been completed. * Circulate minutes from PSNC Website Upgrade Group – This has been circulated to members. * Expenses form – Members were given the updated document at the start of the meeting and returned to TW. Absent members will complete at the next meeting. * Add “Review Meeting Rates” to Asana – This has not been completed. * Review newly qualified pharmacist locum prices before changes are made to member reimbursement – The current average to cover locum costs is around £30. Members are happy for the time being to leave remuneration for their time at this rate. **GW to discuss remuneration with MH review due to his unique working circumstances.** * MH to send TW any updated documents that need to be circulated to members for signing – This has been completed. * MH to send TW updates to R.B. Healthcare Ltd and for TW to update relevant documents – This has been completed. * MH to check the finance guide for compliance – This has not been completed yet due to more urgent matters. | **Action – TW**  **Action – GW** |
| **5** |  |  |
| 5.1 | Axess Sexual Health  We were joined by JW and MW. MW had a presentation for members to showcase the new Sexual Health Service that is due to go live on the 1st of November 2021. This will bring Liverpool to the same level of service as Birmingham. Axess currently commission sexual health services over Warrington, Knowsley, Halton and East Cheshire. Pharmacy services are not as good in those areas though due to commissioning.  There are 2 levels within the service. The “core service” will be available to all pharmacies within Liverpool and the “enhanced service” rolling out at a later date to pharmacies in key areas that can support the hub and sub-hubs in the city. Features of the two tiers are:  **Core**   * Open to all pharmacies in Liverpool. * Emergency Hormonal Contraception. * POP “QuickStart”. * STI kit available with click and collect. * BP, Height, weight check to facilitate provision. * Condom provision.   **Enhanced**   * Core services. * Community extension of care from central Axess service. * POP and COCP QuickStart. * Hep A and B vaccinations. * HPV vaccinations for MSM. * Injectable contraception (Depo / Sayana). * Sub-dermal contraceptive implants. * 5 to 10 pharmacies will be eligible.   There will be a merger of the current locations Axess operates from (The Beat and Royal Liverpool Hospital) to create a singular hub in the centre of the city to allow easier access for patients. There will be sub-hubs (Aintree, Garston) with an additional sub-hub in Huyton, Knowsley to extend their reach by overlapping with other local areas with extra attention given towards local engagement to help drive awareness for those in areas outside of the city centre. Pharmacies fill in the space in between and provide the additional, local coverage throughout the remainder of the city.  Members made some comments at the end of the presentation:   * **Members are happy for MH to send figures across for some of the unknown fees that Sexual Health has not dealt with before.** * Members would like the condom provision details to be cleared up regarding procurement. * MH put forward the suggestion to have a CPPE training package to have a “refresher” for pharmacists that could be out of practice for some areas of the service. * MW explained that offering 5 to 10 pharmacies the enhanced service is to keep competence high. * Members asked for IT information to be sent across due to the need for some pharmacies needing to contact their IT teams to enable access to some of the websites required. **MH to send this across when he has it.**   **Send slides received from MW to absent members**  Members discussed and decided upon £10 for BMI/BP provision and £2.50 for handing out STI kits.  **Vote for renumeration to be £10**  6 Yes | 1 No | 0 abstain  JD was backed by members in thanking MH for his hard work over the years to secure this service for Liverpool. | **Action – MH**  **Action – MH**  **Action – MH** |
| **BREAK** | | |
| 5.2 | PSNC Conference Feedback  MH attended the conference but there was nothing substantial to report back. Minutes have been circulated to members prior to the meeting for feedback. |  |
| 5.3 | DMS update  MH has attended a meeting with Liverpool University Hospitals Foundation Trust and Liverpool CCG to improve the discharges being received by community pharmacies. This is to ensure that better reconciliation occurs at the GP practice. **GW has agreed to focus on the Stage 2 issues data as part of a quality improvement project she is doing**. During discussions regarding those improvements, Liverpool as a whole received positive feedback for our uptake of DMS. | **Action – GW** |
| 5.4 | PQS update  MH thanks TW for his work at the recent PQS PCN webinar held on Teams. There were a lot of technical difficulties due to the limitations of Teams which has prompted members to ask to purchase a Zoom license. Zoom has been used previously for LPC meetings and will be used for future events as of now.  **Purchase a zoom license**  **TW to ask AI for details on speakers, printers and a webcam for future meetings.** | **Action – TW**  **Action – TW** |
| 5.5 | Attendance by Ian Cubbin, PSNC Regional Representative  IC informed the members of the current situation regarding Simon Dukes leaving PSNC. The candidates have been whittled down to 10 and the process rolls on.  The Review Steering Group is continuing on with its task, but at the moment there is nothing substantial to report. |  |
| **LUNCH** | | |
| 5.6 | CPCS / Pharmacy First Update  DB had presentation for members which has doubled up as his officer’s report for the month.  In the last 40 days there have been:   * 494 referrals to 70 pharmacies from 33 practices. * 96% of those have been completed. * 35 referrals were red flagged (7.4%) and only 60 (12.7%) have been referred back to the GP.   Key issues are specifically regarding failure by locums to action the referrals or pharmacies feeling too busy to engage with the patient.  DB has asked pharmacies to be proactive and if they cannot meet the requirement to engage with the patients, to not do nothing and instead, refer patients onwards to another pharmacy. He has also informed the GPs of who is struggling to provide the service consistently and to refer on to other pharmacies near to the patient’s preferred pharmacy.  He showed a table of the increase of referrals over time to show the progression of how the service has grown since April.  DB rounded off his presentation with his updated implementation plan for the coming month. He hopes to have 8 more GPs going live in October with 2 more TBC. |  |
| 5.7 | Dashboard  DB ran through the data on the dashboard. Services are up this month across the board compared to the previous month. We are halfway through the year and are on track to match or improve the overall income for pharmacies compared to last year. |  |
| 5.8 | Hypertension Case-finding Service Update  MH attended the CCG cardiovascular meeting and it is now on the CCG radar with MH to feed back to GPs once we have some data to show. Once the service is set up with EMIS, surgeries will be able to go live and to direct patients through to pharmacies who can create an audit trail for patients, back through to the GP. |  |
| 5.9 | CCG Contracts Update  CCG are happy with the Spacer Service. They would like to see data on how services are performing with the possibility to offer long term contracts for each service that belongs to the CCG to get through the CCGs merging. |  |
| 5.10 | Sub-group working  Members reviewed the workplan and set actions to reflect areas they want to improve:  Governance  **Peer review & self-reflection**  **Add skill discussion to next agenda**  **Members to receive and return data asset register for the next meeting and develop policy surrounding it**  Communications  Changes were made to one of the communication groups objectives to better describe the ways and regularity of communications that are sent out.  **Contractor’s survey is due and is to be sent out end of October / beginning of November.**  **Create and circulate a magazine to external stakeholders highlighting new services.**  Services  **Services to create a Chloramphenicol PGD guide with tips.** | **Action – Members**  **Action – MH**  **Action – All**  **Action – TW**  **Action – DB**  **Action – Services** |
| **BREAK** | | |
| 5.11 | LPC Attendance Costs  Review newly qualified pharmacist locum prices before changes are made to member reimbursement. The current average to cover locum costs is around £30. Members are happy for the time being to leave remuneration for their time at this rate. |  |
| 5.12 | Health Protection Board Update  JD reported back to members the thank those on the board have extended to pharmacy throughout the pandemic. Our efforts have not gone unnoticed by the various members on the board from places such as Liverpool City Council.  **JD has put himself forward to engage with the Lead for Winter Pressures at the CCG, to start a conversation between themselves and MH to promote pharmacies capability to help GPs with Winter Pressures.** | **Action - JD** |
| 5.13 | Officer’s Reports  Reports were circulated prior to the meeting. Members had no further comments or questions. |  |
| 5.14 | Regional Joint Working Group Update  Minutes were circulated prior to the meeting. Members had no further comments or questions. |  |
| 5.15 | Contracts Update  There have been no new applications |  |
| 5.16 | Forthcoming Meeting Attendance  MH can attend all meetings. |  |
| 5.17 | Forthcoming Holidays  DJ – 17th to 27th Oct  MH – 25th to 29th Oct  JM – 25th to 29th Oct  GW – 25th to 29th Oct  PB – 25th to 29th Oct  LD – first two weeks of November |  |
| **6** | **Finance** |  |
|  | 6.1 Treasurer’s Report  JF reported to members on the health of the finances along with payments made in and out. Everything is healthy and as expected. |  |
| **7** | **Any Other Business** |  |
|  | * **Add to the November agenda - engagement event, sexual services / award event / fundraising** * **MH to invite James Wood to the next meeting** | **Action – MH**  **Action – MH** |
| **8** | **Date and Time of Next Meeting** |  |
|  | 25th of November with a venue to be decided. **MH to find a venue.** | **Action – MH** |

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|  | **Action** | **Person** | **Update** |
| 3.1 | Add minutes to the website from the previous meeting | TW | Completed |
| 4.1 | Circulate “Historical NMS” guide | TW |  |
| 4.1 | Discuss remuneration with MH review due to his unique working circumstances | GW |  |
| 5.1 | Send figures across for some of the unknown fees that Sexual Health has not dealt with before. | MH |  |
| 5.1 | Send IT requirements to pharmacy IT teams to allow access to the sexual health service websites. | MH |  |
| 5.1 | Send presentation slides from Axess to absent members | MH |  |
| 5.3 | GW has agreed to focus on the Stage 2 issues data as part of a quality improvement project she is doing | GW |  |
| 5.4 | Purchase a Zoom license. | TW |  |
| 5.4 | TW to ask AI for details on speakers, printers and a webcam for future meetings. | TW |  |
| 5.10 | Peer review & self-reflection | All |  |
| 5.10 | Add skill discussion to next agenda | MH |  |
| 5.10 | Members to receive and return data asset register for the next meeting and develop policy surrounding it | All |  |
| 5.10 | Contractor’s survey is due and is to be sent out end of October / beginning of November. | TW |  |
| 5.10 | Create and circulate a magazine to external stakeholders highlighting new services. | DB |  |
| 5.10 | Services to create a Chloramphenicol PGD guide with tips. | Services |  |
| 5.12 | JD to engage with the Lead for Winter Pressures at the CCG and to start a conversation between themselves and MH to promote pharmacies capability to help GPs with Winter Pressures. | JD |  |
| 7 | Add to the November agenda - engagement event, sexual services / award event / fundraising | MH |  |
| 7 | MH to invite James Wood to the next meeting | MH |  |
| 8 | MH to find a venue for the next meeting | MH |  |