**Liverpool LPC Agenda – September 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 | ✓ | ✓ | ✓ | ✓ |  |  |  |  | 100% |
|  | James Forshaw (JF) | Member / Treasurer | JF | ✓ | ✓ | ✓ | ✓ |  |  |  |  | 100% |
|  | Dave Sanchez (DS) | Member | DS | ✓ | x | ✓ | ✓ |  |  |  |  | 75% |
|  | James Moir (JM) | Member | JM | ✓ | ✓ | ✓ | ✓ |  |  |  |  | 100% |
|  | David Porter (DP) | Member | DP | ✓ | ✓ | ✓ | x |  |  |  |  | 75% |
|  | John Davey (JD) | Member | JD | ✓ | ✓ | ✓ | ✓ |  |  |  |  | 100% |
|  | Leah Davies (LD) | Member | LD | ✓ | ✓ | x | ✓ |  |  |  |  | 75% |
|  | 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** |
| **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 CPCF AnnouncementBreak5.2 Pharmacy Quality Scheme5.3 CPCS / Pharmacy First update5.4 DMS update5.5 NHS Flu service5.6 NHS COVID boostersLunch5.7 LPC Website5.8 Health Protection Board update5.9 PSNC New member days5.10 Sub-group workingBreak5.11 Officers reports5.12 Regional Joint Working Group Update5.13 Contracts Update5.14 Forthcoming Meeting Attendance5.15 Forthcoming holidays | **10:00am****11:00am****11:15am****11:45am****12:15pm****12:30pm****12:45pm****1:00pm****1:30pm****1:40pm****1:50pm****2:00pm****3:00pm****3:15pm****3:17pm****3:19pm****3:21pm****3:23pm** |
| **6** | Finance | 6.1 Treasurer’s Report 6.2 LPC Finance Guide | **3:25pm****3:35pm** |
| **7** | Any other business |  | **3:55pm** |
| **8** | Date and time of next meeting | Thursday 14th October | **Close 4:00pm** |
| **9** | Community Pharmacy Liverpool Annual General Meeting | To receive and accept: LPC Annual Accounts Changes to LPC Constitution | **4:00pm** |

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| **No.** | **Item** | **Action** |
|  | This meeting took place at the Holiday 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 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 attended the meeting initially, but due to an unreliable connection gave apologies. JD opted to attend the meeting virtually due to staffing issues. |  |
| **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 July 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.* Members had asked to raise issues that were identified within the DMS data with the CCG. The aim was to try to reduce the number of discrepancies spotted by pharmacies in stages one and two. MH has had initial discussions with the CCG and has sent raw data over. Meetings are being arranged, but have not been held yet, and suggests further training is needed.
* There has been no update as of yet from the council regarding the future of the EHC service. MH will contact JW for an update and inform members in due course.
* MH has heard nothing from Liverpool Council over the COVID claim.
* We have maintained the current HR package and MH has to complete the contract and send it back.
* MH still to buy 2 new printers.
* PO box change is in process.
 | **Action – MH** **Action – MH**  |
| **5** |  |  |
| 5.1 | CPCF AnnouncementMH asked members to hold a discussion regarding the recently announced deal for year 3 of CPCF. He asked for members to discuss what they would like the officers to focus on.Members discussed the lack Pharmacist availability at the moment and the knock-on effect is not allowing sufficient time for reading and completing required paperwork at the moment. There is an awareness that the creation of the PCN Pharmacist role has further added to a lack of cover.General feedback towards the e-learning aspect of PQS is also adding more work to an already stretched workforce.Members would like officers to support contractors with awareness for the Blood Pressure Service before the service starts on the 1st of October. **To be sent as a separate news item regarding the service once it starts**. Information for the service at the moment is scarce until the service spec comes out.Members happy to signpost contractors to the BP documents and include in communications at the time.**Services group is to create a document over how to claim for historical NMS along with a newsletter with the new medicines that have been added to the list. This can also include the Asthma Action Plan.****MH will look into the new PhAS scheme to see whether any pharmacies in Liverpool are eligible. In the current scheme just one pharmacy is.** | **Action – TW** **Action – TW** **Action – MH** |
| 5.2 | Pharmacy Quality SchemeTW gave a presentation to members titled “What we are doing to support contractors with PQS for 2021-22”. DB is giving TW support on how to approach the various stages of PQS and the best way to provide a consistent source of information with guides and tips.**MH to determine times for LPC led events for PCN Leads for meeting the criteria for PQS.** | **Action – MH**  |
| **BREAK** |
| 5.3 | CPCS / Pharmacy First updateDB gave a presentation to members showing the work he has been doing over the past couple of weeks. We are now almost over the projected 30% mark of GPs that are up and running with GP CPCS, with more on the way to going live over the next few weeks.  |  |
| 5.4 | DMS updateTW gave a presentation to members showing the figures for DMS through August and September highlighting the difference between multiples and independent contractors. He is using DBs method to engage with contractors to ensure the delivery of the service is as prompt as possible. |  |
| 5.5 | NHS Flu serviceFlu season is underway and there are pharmacies in Liverpool receiving stock and have started to provide vaccinations. MH asked members if there’s anything members would like the officers to focus on during this time that may help drive flu vaccine uptake.Members discussed that the support the LPC could give depends on the how patients react to GPs not having a supply of flu vaccines yet. The possible increase demand, as well as patients deferring their flu jab to a later date to receive both the flu and COVID booster at the same time, could cause problems either way but there is nothing we can actively do regarding this matter.**Send the up-to-date flu resources out with weekly newsletter.****Check the Flu guides are up to date along with “At risk” groups on the website.** | **Action – TW** **Action – TW**  |
| 5.6 | NHS COVID boostersCurrently, there is no information on who has been contacted regarding the next stage of provision. The LPC is aware that some pharmacies will be asked to step in if they have expressed an interest prior to this phase of the rollout and their respective PCN is not taking part. |  |
| **LUNCH** |
| 5.7 | LPC websiteTW missed the latest national meeting on the LPC website development meeting held today due to his involvement in this LPC Meeting. **He will request and distribute the minutes to members following today’s meeting once they’re available.**There is no further update to provide at the moment, however, TW anticipates there will be something to report at the next meeting. | **Action – TW** |
| 5.8 | Health Protection Board updateJD informed the members that there have been no meetings for the past couple of weeks. The minutes for the meetings prior to this have been sent to MH. |  |
| 5.9 | PSNC New member daysMH checked with members who has booked onto the day. At the moment, PB has successfully booked on, however AM was forced to cancel due to unforeseen circumstances and DP is unable to provide an update due to his absence. MH has offered to provide assistance to those struggling to book onto the event. |  |
| 5.10 | Sub-group working**Governance**The Governance group reviewed a series of documents, making text and branding changes to the following:* Expenses Policy – Any expenses must be approved by the treasurer and another officer and deleted a paragraph on locum costs in the expenses policy to make sense.
* Disciplinary Procedure
* Expenses Claims – To be claimed within 3 months of expenditure. Copies of receipts are acceptable.

Resulting actions are:**Review the expenses claim form – fit for purpose.****Add to Asana at the beginning of the financial year to review meeting rates.****Review the costs of pharmacist cover and add as an agenda item to the next meeting.** **MH to send TW any new documents from this. It will then be circulated for all members to then sign and return** **at the next meeting****Services & Communications Joint Working**The Services and Communications group worked on a future communication that would be sent out to aid contractors in completing historical NMS, along with the new list of NMS conditions that have been added. **This is to be completed by the Services group and sent to TW for circulation.** | **Action – Governance****Action – MH****Action – MH** **Action – MH & TW** **Action – Services Group & TW** |
| **BREAK** |
| 5.11 | Officers ReportsReports were circulated prior to the meeting. Members had no further comments or questions. |  |
| 5.12 | Regional Joint Working Group UpdateMinutes were circulated prior to the meeting. Members had no further comments or questions. |  |
| 5.13 | Contract’s updateLloyds Tuebrook change of ownership to shareef healthcare approved – No date for the change as of yet.**MH to forward the details of changes to R.B. Healthcare Ltd to TW who will update the contractor documents.** | **Action - TW** |
| 5.14 | Forthcoming Meeting AttendanceMH can attend all meetings. |  |
| 5.15 | Forthcoming HolidaysDJ – 17th September to 27th September.AM – Will not be able to attend the next meeting – 27th September for 2.5 weeks. |  |
| 6 | **Finance**  |  |
|  | 6.1 Treasurer’s Report There is nothing major to report. Everything looks healthy with the finances at the moment.**JM proposed for members to agree for the treasurer to review the finance guide, to ensure the committee’s next annual report will mirror the proposed PSNC format.** **VOTE: Yes 9 | No 0 | Abstain 0*** **MH to check the finance guide for compliance**
 | **Action – JF****Action - MH** |
| 7 | **Any Other Business** |  |
|  | * The PSNC Conference is on the 16th September. Members agreed that JD and MH will attend.
* DB & TW worked to achieve a 100% uptake on the PNA
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| 8 | **Date and Time of Next Meeting** |  |
|  | 14th October. Venue to be announced. |  |

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| 1 | **AGM** |  |
|  | **LPC Accounts:**2020/21 accounts had been circulated to all contractors 30 days prior to the meeting. Voting papers had been received from Boots, Lloyds, Rowlands and Well. These had all approved the accounts; however, Lloyds did challenge why they did not follow the new PSNC format. All those present also voted to approve the accounts.**Changes to the LPC Constitution – Changes to delay election of members until 2023**A voting paper was also sent to all contractors to allow the LPC to postpone the member elections until 2023. Voting papers had been received by Boots, Lloyds, Rowlands and Well. These all approved the change. All those present also approved the change unanimously. |  |

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|  | **Action** | **Person** | **Update** |
| 3.1 | Add minutes to the website from the previous meeting | TW | Completed |
| 4.1 | MH to return HR contract  | MH | Completed |
| 4.1 | MH to purchase 2 new printers | MH |  |
| 5.1 | MailChimp for Blood Pressure Service once it starts | TW |  |
| 5.1 | Services group to create historical NMS guide | Services | Completed |
| 5.1 | Look into the new PhAS scheme to see whether any pharmacies in Liverpool are eligible | MH |  |
| 5.2 | Decide times for future PCN PQS meetings | MH |  |
| 5.5 | Add flu guide links to the newsletter | TW | Completed |
| 5.5 | Check all flu guides are up to date on the website | TW | Completed |
| 5.7 | Circulate minutes from PSNC Website Upgrade meeting | TW | Completed |
| 5.10 | Governance group to review the Expenses Form | Governance |  |
| 5.10 | Add “Review Meeting Rates” to Asana for the beginning of each financial year | MH |  |
| 5.10 | Add agenda item “Review newly qualified pharmacist locum prices before changes are made to member reimbursement” | MH | Completed |
| 5.10 | MH to send TW any updated documents that need to be circulated to members for signing | MH & TW |  |
| 5.10 | Services to send TW “Completing historical NMS” document and then to circulate | TW |  |
| 5.13 | MH to send TW updates to R.B. Healthcare Ltd and for TW to update relevant documents | MH & TW | Completed |
| 6 | JF to review the format of the finances to mirror the PSNC format | JF |  |
| 6 | MH to check the finance guide for compliance | MH |  |