**Liverpool LPC Agenda – April 2022**

**Present Attendance Statistics 2022/2023**

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| **Name** | **Designation** |  | **Members** | **Apr** | **May** | **Jul** | **Sep** | **Oct** | **Nov** | **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% |
| James Moir (JM) | Member | JM | x |  |  |  |  |  |  |  | 0% |
| David Porter (DP) | Member | DP | ✓ |  |  |  |  |  |  |  | 100% |
| John Davey (JD) | Member | JDav | x |  |  |  |  |  |  |  | 0% |
| Leah Davies (LD) | Member | LD | x |  |  |  |  |  |  |  | 0% |
| Peter Beeley (PB) | Member | PB | ✓ |  |  |  |  |  |  |  | 100% |
| Dave Jones (DJ) | Member | DJ | ✓ |  |  |  |  |  |  |  | 100% |
| John Devaney (JDev) | Member | JDev | ✓ |  |  |  |  |  |  |  | 100% |
| Matt Harvey (MH) | Chief Officer | MH | ✓ |  |  |  |  |  |  |  | 100% |
| David Barker (DB) | Engagement Officer | DB | ✓ |  |  |  |  |  |  |  | 100% |
| Thomas Wareing (TW) | Business Support Officer | TW | ✓ |  |  |  |  |  |  |  | 100% |

**Guests**

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| **Name** | **Designation** |
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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 2021/2022 Dashboard  5.2 CPCS / Pharmacy First  Break  5.3 DMS  5.4 Hypertension Case Finding Service  5.5 Sexual Health Service  5.6 Staff Reviews  Lunch  5.7 Review next steps  5.8 PSNC Meeting 12th May  5.9 Subgroup Working:  To plan what work needs to be done and when over the year  Break  5.10 Health Protection Board Update  5.11 Contracts Update  5.12 Officer’s Reports  5.13 Regional Joint Working Group Update  5.14 Forthcoming Meeting Attendance  5.15 Forthcoming Holidays | | **10:00am**  **10:30am**  **11:00am**  **11:15am**  **11:30am**  **11:45am**  **12:00pm**  **1:00pm**  **2:00pm**  **2:15pm**  **2:30pm**  **3:00pm**  **3:10pm**  **3:20pm**  **3:22pm**  **3:25pm**  **3:27pm**  **3:28pm** |
| **6** | Finance | | 6.1 Treasurer’s Report  6.2 Approval of 2022/23 budget | | **3:30pm** |
| **7** | Any other business | |  | | **3:55pm** |
| **8** | Date and time of next meeting | | Thursday 19th May – 9:30am – Hope Street Hotel | | **Close 4:00pm** |
| **No.** | | **Item** | | **Action** | |
|  | | This meeting took place at the Hope Street Hotel, Liverpool City Centre. | |  | |
| **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 | | There were apologies sent for absence by 3 members – LD, JM and JD. | |  | |
| **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 | | Members discussed the actions of the previous meeting.   * Add minutes to the website is complete. * Circulate NMS Guide is complete and has been circulated. * Received confirmation from AI that we’ve been added to the Zoom License. * Added “Data Asset Register” to the agenda for April. **To be returned by 21st April and add to Asana Calendar for a review in October.** * Updated the workplan with the changes. * MH has pushed Axess with the rollout. Quick start and EHC is live for those signed up. * Circulated Hypertension PharmOutcomes template going live. * The magazine has been reviewed and printed. * Emailed selected pharmacies over COVID-19 vaccination in low uptake areas. * Not yet created an information flyer. * Not yet created a survey to run alongside the flyer to capture feedback. * Added review date to calendar. * Removed working from home from the workplan. * Made changes to the formulary and aimed it at counter staff for Pharmacy First. Will be distributed with the magazine. * Not yet created a dermatological flow chart. * Created a Nystatin flow chart. * Not sent documents to MH for approval – deadline to send to contractors 24th March 2022. Not completed. * Not sent documents to TW for formatting – deadline to send to contractors 24th March 2022. Not completed. * Format the documents sent by Services group & MH – deadline to send to contactors 24th March 2022. Not completed. * Circulated Nystatin PharmOutcomes template going live. | | **Action – Members & Officers**  **Action – TW**  **Action – TW**  **Action – Services Group**  **Action – Services & MH**  **Action – Services & TW** | |
| **5** | |  | |  | |
| 5.1 | | 2021/2022 Dashboard  TW showed members a presentation reflecting the performance of the following services:   * CATC * Supervised Consumption * Needle Exchange * Not Dispensed * Smoking Cessation * Palliative Care * NRT Vouchers * EHC * Pharmacy First   Overall, our services have continued the trend to grow year on year. This unrivalled access to primary care has seen our highest numbers of patient engagement and provisions so far, which reflects well on the efforts of our contractors after such a tumultuous year and the remuneration for their efforts.  For the Flu 2021/22 season, our previous total of 21,934 provisions was eclipsed, with Liverpool contractors providing 37,130 jabs.  For PQS 2021/22, the early indications suggest most contractors have submitted their declaration. The data available to us at the time Is not complete and **we will present the full picture for PQS 2021/22 once we have completed data to work with.** | | **Action – TW** | |
| 5.2 | | CPCS / Pharmacy First  DB circulated his presentation before the meeting as his officer’s report. He now has access to “dropped referrals” which has shown a significant number of referrals being ignored. This data is being included in the figures he is producing and has lowered the overall “running completion” numbers. DB presented the income for pharmacies over the 1st year, and how the rate of growth for the service has taken off reflecting excellent numbers for those contractors.  There are 5 GPs that are on the list for getting set up and there 3 others that are now live, with 3 needing re-training.  The top issues for dropped referrals are:   * 60% have no notes or reasoning given * Consistent patterns with particular pharmacies * Duplicate patients * Patient uncontactable * Locums   **Any reports from pharmacies receiving patients asking for the service via GPs or 111 without an actual referral on PO to let DB know.**  Pharmacy First has also seen positive results for both patients and for pharmacy income. There are still improvements to be made with the guides for the most recently included PGDs, but overall, we’re on the right track. | | **Action – All members** | |
| **BREAK** | | | | | |
| 5.3 | | DMS  TW gave a summary of his recent work regarding DMS. Since the last meeting, contractors have been emailed with their performance data for DMS running from Feb 21 to Dec 21. TW has kept a log of those who have replied and the outcome of their conversation, with those who have not engaged being targeted for phone calls.  **MH & TW to discuss finding the missing information for completed referrals.**  MH has provided C+D with a statement in reaction to the glowing review hospitals have received regarding their performance with DMS. | | **Action – TW & MH** | |
| 5.4 | | Hypertension Case Finding Service  Members had a discussion on providing the service and the feedback on any difficulties experienced.  It’s early in the service life, but there has been a small number of patients that have used the service and have been happy with it so far. | |  | |
| 5.5 | | Sexual Health Service  All those who have returned contracts are now able to provide the service for EHC and Quick Start. The training has been held and the recordings are now available online through the LPC website and YouTube channel.  There are some pharmacies that have not been accredited yet due to what is assumed to be an administration error, however, they are working to get this fixed.  The PGD that we are using is set to expire in May 2022 and it is not set to be renewed. There is an alternative that can be used, but the wording is being reviewed and tweaked in order to be agreed for use. | |  | |
| 5.6 | | Staff reviews  During this time all officers were asked to leave the room so members could discuss the reviews and their outcomes.  Members were happy with the performance of officers for the year and agreed with the performance scores as assessed by the line managers (MH for DB & TW; and GW for MH). | |  | |
| **LUNCH** | | | | | |
| 5.7 | | Review next steps  The proposals for the Wright Review are set to be circulated on the 23rd of April. Pharmacy contractors will be given time to read it and then will be asked to vote on the proposals.  There will need to be a discussion over the outcome of these proposals in the future. Members agreed to disseminate information sent out by the RSG on the proposals to contractors.  **Officers to create a list of contractors to prepare for the contractor vote. Votes must be made by the contractor.** | | **Action – Officers** | |
| 5.8 | | PSNC Meeting 12th May  This will be a dual-running event and there has been a request for 1 member to attend. Members had a discussion and no members present were able to attend face to face. MH will attend virtually.  **MH to email LD, JD, and JM to check if they would like to attend face to face or virtually.** | | **Action – MH** | |
| 5.9 | | Subgroup working:  Communications:  Send out an update in April that we going to circulate a contractor survey that will run throughout May. This will be supported by weekly reminders and taking the opportunity to prompt contractors if we have an event during May.  A flyer has not yet been created but it will be worked on in the next 2 months. We will use it to target patients to help them understand the services available through pharmacy. Draft copy by next meeting.  Services:  Focus for reach month of the year. 1) DMS 2) No smoking 3) NMS 4) Dermatology 5) Mental Health 6) DMS 7) Vaccinations 8) Know your numbers 9) EHC & Quick Start 10) Sore Throat 11) PQS 12) Weight Management.  **Add dates to Asana and add it to the agenda per meeting**  Governance:  List of all policies that make up the staff handbook and make a list of when they need to be updated. | | **Action – TW (4.1)**  **Action – TW (4.1)**  **Action – TW & MH**  **Action – Governance** | |
| **BREAK** | | | | | |
| 5.10 | | Health Protection Board Update  JD is not present at the meeting to provide an update. | |  | |
| 5.11 | | Contracts Update  There are no updates at this time. | |  | |
| 5.12 | | Officer Reports  Reports were circulated prior to the meeting. Members had no further comments or questions. | |  | |
| 5.13 | | Regional Joint Working Group Update  Reports were circulated prior to the meeting. Members had no further comments or questions. | |  | |
| 5.14 | | Forthcoming Meeting Attendance  MH can attend all upcoming meetings. | |  | |
| 5.15 | | Forthcoming Holidays  AM – 23rd April  PB – 16th April to 24th April  JDev – 20th May to 7th June  GW – 19th April to 22nd April  DJ – 28th April to 6th May | |  | |
| **6** | | **Finance** | |  | |
|  | | Treasurer’s Report  JF produced a report to show members the Q4 data which has all added up and the accounts look healthy.  **MH to find out what will happen with the CCG Training Fund.**  JF showed members the new format for keeping track of the budget. There is a lot more data to enter to keep clearer views on what is being spent where.  Members voted to agree they’re happy with the budget.  VOTE: 7 Yes / 0 No / 0 Abstain | | **Action – MH** | |
| **7** | | **Any Other Business** | |  | |
|  | | **Data asset to be completed and sent to TW in 2 weeks from today** | | **Action – All (4.1)** | |
| **8** | | **Date and Time of Next Meeting** | |  | |
|  | | Thursday 19th May @ 9:30am – Hope Street Hotel. | |  | |

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|  | **Action** | **Person** | **Update** |
| 3.1 | Add minutes to the website. | TW | Completed |
| 4.1 | Data Asset Register to be completed and returned to TW by 21st April 2022 | All | Ongoing |
| 4.1 | Create a flyer | TW |  |
| 4.1 | Create a survey to run alongside flyer | TW |  |
| 4.1 | Send Sub-Group documents to MH to review | Services | Completed |
| 4.1 | Send reviewed Sub-Group documents to TW to format | MH | Completed |
| 4.1 | Circulate Sub-Group documents | TW |  |
| 5.1 | Present PQS data to members once the data is complete | TW |  |
| 5.2 | Any reports from pharmacies receiving patients asking for the service via GPs or 111 without an actual referral on PO to let DB know. | Members | Ongoing |
| 5.3 | Discuss how to proceed with identifying the required data for DMS errors | MH & TW | Completed |
| 5.8 | Email LD, JD, and JM to check if they would like to attend face to face or virtually. | MH | Completed |
| 5.9 | Add dates to Asana and add it to the agenda per meeting | TW | Completed |
| 5.9 | List of all policies that make up the staff handbook and make a list of when they need to be updated. | Governance |  |
| 6 | MH to find out what will happen with the CCG Training Fund. |  |  |