**Liverpool LPC Agenda – March 2023**

**Present Attendance Statistics 2022/2023**

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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 | ✓ | 87.5% |
| James Forshaw (JF) | Member / Treasurer | JF | ✓ | x | ✓ | ✓ | ✓ | ✓ | x | ✓ | 75% |
| James Moir (JM) | Member | JM | x | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 87.5% |
| David Porter (DP) | Member | DP | ✓ | ✓ | ✓ | ✓ | x | ✓ | ✓ | ✓ | 87.5% |
| John Davey (JD) | Member | JDav | x | x | ✓ | x | x |  |  |  | 20% |
| Leah Davies (LD) | Member | LD | x | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 87.5% |
| Peter Beeley (PB) | Member | PB | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 100% |
| Dave Jones (DJ) | Member | DJ | ✓ | ✓ | x | ✓ | ✓ | ✓ | ✓ | ✓ | 87.5% |
| John Devaney (JDev) | Member | JDev | ✓ | ✓ | ✓ | ✓ | ✓ | x | ✓ | ✓ | 87.5% |
| Karan Bhatia (KB) | Member | KB |  |  |  |  |  |  | ✓ | ✓ | 100% |
|  | |  | | | | | | | | | |
| Matt Harvey (MH) | Chief Officer | MH | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 100% |
| David Barker (DB) | Engagement Officer | DB | ✓ | ✓ | x | ✓ | ✓ | ✓ | x | ✓ | 75% |
| Thomas Wareing (TW) | Business Support Officer | TW | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 100% |

**Guests**

|  |  |
| --- | --- |
| **Name** |  |
| IC = Ian Cubbin – PSNC Regional 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 Staff Handbook including working break at 11am  5.2 CPCS Update  5.3 Hearts and Minds piece for Services Dashboard  **LUNCH**  5.4 Sexual Health Service Update  5.5 Inhaler Technique Update  5.6 LPC Elections  5.7 Minor Ailments Harmonisation  5.8 Contracts Update  5.9 Officer’s Report  5.10 Regional Joint Working Group Update  5.11 Forthcoming Meeting Attendance  5.12 Forthcoming holidays  5.13 Visit from Ian Cubbin, PSNC Regional Representative | **10:00am**  **12:30pm**  **12:40pm**  **1:00pm**  **2:00pm**  **2:05pm**  **2:15pm**  **2:20pm**  **2:35pm**  **2:42pm**  **2:45pm**  **2:47pm**  **2:48pm**  **2:50pm** |
| **6** | Finance | 6.1 Treasurer’s Report | **3:50pm** |
| **7** | Any other business |  | **3:55pm** |
| **8** | Date and time of next meeting | Thursday 18th May 2023 – 9:30am – Hope Street Hotel | **Close 4:00pm** |

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| **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. |  |
| **2** | **Apologies** |  |
| 2.1 | Apologies were received in advance for the following members / officers: who were late:  JDev / KB / MH |  |
| **3** | **Minutes from the last meeting** |  |
| 3.1 | The committee reviewed the minutes of the last meeting and 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 | * Minutes have been added to the LPC website. * MH has sent his Data Asset Register to TW. * IC has been invited to this meeting. * The Communications Group has had their plan added to Asana and is being worked through. * The Services Group has had their plan added to Asana and has been worked through. * Time has been allocated for the “Hearts & Minds” document in this meeting. * Time has been allocated for the Governance Group in this meeting. * The Services Pyramid has been reworked and will be shown in this meeting. * The start date for the new workplan has been added to the agenda. * All previous RJWG minutes have been circulated to members. * Nebula have updated the email address for DJ. |  |
| **5** |  |  |
| 5.1 | Staff Handbook including working break at 11am  Members of the Governance group requested time in this meeting to have all members collaborate on proof-reading the handbook and signing off elements of it.  The governance group allocated groupings for members, along with sections for them to work through and explained what is required. Members worked through a spreadsheet which identified different areas of the handbook, along with a colour guide to indicate priority.  Periodically through the allocated time, members paused to review their suggestions and voted on any changes made. TW was nominated to work through the changes made and apply them to the document, which will need to be kept up to date with the changes from meeting to meeting.  **Members are to add their confirmed selections in the “Actions” tab of the Handbook for TW to then implement.**  **TW to review and cross-reference the correct policy numbers from the handbook and update the spreadsheet.** | **Action – Members & TW**  **Action – TW** |
| 5.2 | CPCS Update  DB gave members a presentation on how CPCS has performed over the last year, highlighting the milestones along the way for some of our contractors. This presentation is also counting as DBs Officers Report for January 2023 to March 2023.  DB showed a range of data showing the overall performance of GPs involved, number of referrals and the revenue given to contractors through this service so far. Additionally, he showed members the performance of contractors over the year, of which there were 9 pharmacies that have provided all of the Pharmacy First PGDs.  DB is going to create an award and create some pomp about the dedication of some of our contractors with Pharmacy First to show some recognition for their efforts.  There are however some upcoming changes to the PGDs that will impact the service for the coming year that will be discussed later in the meeting, however, as it stands, the service is still projected to grow, but not at the same rate as the previous year due to these upcoming changes. |  |
| 5.3 | Hearts and Minds  TW showed members an updated version of the Services Payment Pyramid and asked members for further feedback. Members suggested adding some service stats along with information such as the Green Agenda for Asthma and how the Not Dispensed Service saves the NHS funding and additional medical waste etc.  **TW has noted these suggestions and will return at the next meeting with a final draft for the Hearts and Minds document.** | **Action – TW** |
| **LUNCH** | | |
| 5.4 | Sexual Health Service Update  MH informed members that the engagement event for the enhanced service was held on the 1st March 2023, and there were 15 attendees for the 14 pharmacies commissioned to provide the enhanced service  GW made MH aware that she has questioned as to whether the contractor she represents received the EOI for the enhanced service.  Additionally, Axess will now be updating their website to show that pharmacies now offer either the Core or Enhanced service. |  |
| 5.5 | Inhaler Technique Update  EOIs were received by around 80 pharmacies across St Helens, Liverpool, Knowsley & East Cheshire and are in the process of being signed up to provide this service. |  |
| 5.6 | LPC Elections  LPC Elections are now underway. MH has written to AIM (1 member) and the CCA (4 members), to ask who their nominated representative will be. There are 5 independent members which have been filled by the current 5 independent members. |  |
| 5.7 | Minor Ailments harmonisation  A raft of changes is on the way for the current Pharmacy First service offering. As of the 31st March 2023, the Sore Throat PGD will be stopped, as well as the removal of Trimethoprim as a second line treatment for the UTI PGD. The Impetigo and Brulidine PGDs are also projected to be stopped, however, MH is querying when this will be done.  Despite showcasing the performance of Pharmacy First in Liverpool, how beneficial it is to patients and the integrity / professionalism of the pharmacists providing the service when it comes to the Sore Throat PGD in relation to Anti-Microbial Stewardship in particular, it has been decided that for Pharmacy First to be rolled out across the rest of Cheshire & Merseyside, the aforementioned service offerings need to be changed / stopped.  Members were disappointed by this series of events, considering how hard MH had worked to have this service commissioned in the first place, as well as the efforts taken to push the service with GPs in the area.  The ICB shall inform contractors of this change to the service in due course. |  |
| 5.8 | Contracts Update  MH has received closure notices for:  Cohens Chemist – Childwall Fiveways  Prescot Road Pharmacy  Lloyds Pharmacy - Woolton  Lloyds Pharmacy - East Prescot Road  Greencross Pharmacy - Speke  There are thought to be other change of ownership and consolidation applications being submitted shortly and MH will deal with this virtually with members. |  |
| 5.9 | Officers Reports  Reports were circulated prior to the meeting. Members had no further comments or questions. |  |
| 5.10 | Regional Joint Working Group  Reports were circulated prior to the meeting. Members had no further comments or questions. |  |
| 5.11 | Forthcoming Meeting Attendance  MH can attend all upcoming meetings but will ask for help when needed |  |
| 5.12 | Forthcoming Holidays  GW – 17th March / 21st March to 24th March / 1st April to 10th April /  PB – 7th April to 16th April  DJ – 13th March to 20th March / End of April  KB – First 2 weeks in April  AM – 20th April / 24th April  JM – 1st 2 weeks of April  JF – 23rd April  DP – 3rd March to next Tuesday |  |
| 5.13 | Visit from Ian Cubbin, PSNC Regional Representative  IC visited the meeting to give members an update to the recent goings on at PSNC. There has been a decision at PSNC that going forward they want to work closer with LPCs. Additionally, the number of regional representatives who will engage with LPCs is reducing from 13 to 10, with the positions for Manchester and Merseyside being consolidated by a vote of 10 for and 2 against the consolidation.  Additionally, PSNC have recently reduced their committee size down from 31 to 25 and will be reviewed again in April, with further reviews taking place every 2 years. Of those leaving the committee, 3 are from CCA and 3 are members representing Wales, as they have decided to no longer be a part of PSNC.  As for discussions, it was widely reported on that PSNC rejected the Government on their latest regulatory easements proposal back in Jan/Feb. The proposal was put forth in what was supposed to be a face to face meeting with Government officials but was called off last minute due to the rail strikes. The meeting ran for 3 days and as aforementioned, resulted in no deal being agreed.  The announcement of Lloyds Pharmacy closing numerous branches has put a spotlight on Community Pharmacy, which the Government has acknowledged, and PSNC are trying to drive the message home that the current model is unsustainable and investment is sorely needed in the sector. |  |
| **6** |  |  |
| 6.1 | Treasurer’s Report  PSNC have requested an increased amount in June which will be covered by our reserves. Our year end appears to be underspent for the year but that will equate out with the new PSNC levy and other financial changes into the next financial year. |  |
| **7** | **Any other business** |  |
|  | Officers and Members closed with a farewell to 2 of our members, Jdev and LD who will not be standing for re-election. Both members have contributed to the successes of Liverpool LPC and its contractors over their tenure and will be missed.  **TW to send out the new meeting dates to members for their calendars.** | **Action – TW** |
| 8 |  |  |
|  | Thursday 18th May 2023 – 9:30am – Hope Street Hotel |  |

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|  | **Action** | **Person** | **Update** |
| 3.1 | Add minutes to LPC website. | TW | Completed |
| 5.1 | Updates the Action area of the Handbook for TW to facilitate the changes | Members & TW |  |
| 5.1 | Update the Section numbers of the Handbook Spreadsheet | TW | Completed |
| 5.3 | Use the suggestions and create a final draft of the Services Pyramid for the next meeting | TW | Completed |
| 7 | Send out digital calendar updates for the upcoming years meetings | TW | Completed |