**Liverpool LPC Agenda – May 2023**

**Present Attendance Statistics 2022/2023**

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| **Name** | **Designation** |  | **Members** | **May** | **Jul** | **Sep** | **Oct** | **Dec** | **Jan** | **Mar** | **Attendance** |
| Gemma Whitehead (GW) | Member / Chair | GW | Y |  |  |  |  |  |  | 100% |
| Anna Mir (AM) | Member / Vice Chair | AM | Y |  |  |  |  |  |  | 100% |
| James Forshaw (JF) | Member / Treasurer | JF | Y |  |  |  |  |  |  | 100% |
| James Moir (JM) | Member | JM | Y |  |  |  |  |  |  | 100% |
| David Porter (DP) | Member | DP | Y |  |  |  |  |  |  | 100% |
| Sally Lloyd (SL) | Member | SL | Y |  |  |  |  |  |  | 100% |
| Peter Beeley (PB) | Member | PB | Y |  |  |  |  |  |  | 100% |
| Emily Temple (ET) | Member | ET | Y |  |  |  |  |  |  | 100% |
| Dave Jones (DJ) | Member | DJ | Y |  |  |  |  |  |  | 100% |
| Karan Bhatia (KB) | Member | KB | Y |  |  |  |  |  |  | 100% |
| Matt Harvey (MH) | Chief Officer | MH | Y |  |  |  |  |  |  | 100% |
| David Barker (DB) | Engagement Officer | DB | Y |  |  |  |  |  |  | 100% |
| Thomas Wareing (TW) | Engagement Officer | TW | Y |  |  |  |  |  |  | 100% |

**Guests**

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| **Name** |
| Ian Canning – Smoking Commissioner |

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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 Strategy and workplan creation5.2 Visit from Ian Canning, Smoking Commissioner5.3 22/23 Dashboard and Year Review5.4 Pharmacy First Update (Local and maybe national)**LUNCH**5.5 Staff reviews5.6 Remote member attendance5.7 Minor ailments harmonisation5.8 PSNC Meeting update5.9 Contracts update5.10 Officers reports5.11 Regional Joint Working Group update5.12 Forthcoming meeting attendance5.13 Forthcoming holidays | **10:00am****11:00am****12:00pm****12:30pm****1:00pm****2:00pm****2:45pm****3:00pm****3:15pm****3:30pm****3:35pm****3:36pm****3:37pm****3:38pm** |
| **6** | Finance | 6.1 Treasurer’s Report  | **3:40pm** |
| **7** | Any other business |  | **3:55pm** |
| **8** | Date and time of next meeting | Thursday 6th July 2023 – 9:30am – Hope Street Hotel | **Close 4:00pm** |

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| **No.** | **Item** | **Action** |
|  | This meeting took place on the 18th of May 2023 at the Hope Street Hotel, Liverpool City Centre between 9:30am and 4:00pm. |  |
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|  | **Election of Officers**MH extended a warm welcome to the current members, as well as introducing the two new members from the CCA, Emily Temple & Sally Lloyd. Members and officers introduced themselves to the new members.The terms for the Chair, Vice Chair and Treasurer have expired and MH asked for nominations for a new Chair, Vice Chair and Treasurer. GW & JF were present at the time of the nominations and were not challenged in standing again. AM was not present at the time of the nominations, however, she had expressed her desire to remain as Vice Chair to MH prior to the meeting which was agreed upon by the members when put forward. Chair – Gemma Whitehead.Vice Chair – Anna Mir.Treasurer – James Forshaw.**MH to send the new members a list of acronyms.** | **Action – MH**  |
| **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:AM had previous arrangements and attended the meeting when she was available to at 2:30pm. KB arrived late at 9:40am |  |
| **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 | * The minutes for January have been uploaded to the website.
* **MH to review the changes to the handbook. Once confirmed, TW will implement the changes.**
* A final draft of the services pyramid has been drafted for this meeting.
* The calendar updates have been sent out to all members.
 | **Action – MH**  |
| **5** |  |  |
| 5.1 | Strategy and workplanGovernance: DP / JM / AM / MHThe governance group made changes to the workplan. This will be shared with TW who will implement those changes onto the 2023/24 workplan.Services: GW / PB / ET / TWThe services group made changes to the workplan. This will be shared with TW who will implement those changes onto the 2023/24 workplan.Communications: JF / DJ / SL / DB / KBThe communications group made changes to the workplan. This will be shared with TW who will implement those changes onto the 2023/24 workplan. | **Governance to send TW their Workplan file****Services to send TW their Workplan file****Communications to send TW their Workplan file** |
| 5.2 | Visit from Ian Canning, Smoking CommissionerMH was not present for this agenda item as he attended a PSNC meeting. We were joined virtually by Ian Canning who is the Smoking Commissioner for Liverpool City Council. He joined us today to discuss the decommissioning of the Smoking Cessation service and the future commissioning of a new Smoking Cessation service.IC started by discussing the intended timeline. The current Smoking Cessation service seen service levels drop during COVID-19 lockdown periods and as a consequence, the number of pharmacies providing the service dropped from 19 to 7. Those numbers were expected to increase back to “normal” levels once the lockdown periods ended, but they did not. Therefore, the decision has been made to end the current Smoking Cessation service on the 30th June 2023. Any patient presenting at a pharmacy on the 30th June 2023 will be eligible to start and the payments throughout that period will be honoured. As of the 1st July 2023, there will be a new provider of Smoke-Free Liverpool that is contracted to provide the service for 5 years. This new iteration will provide Face to Face and Virtual support for patients, with new service features designed to prevent young people specifically taking up smoking and/or vaping. This will also include the expansion of the Smoke-Free areas in Liverpool, with a pilot commissioned to provide e-cigs to up to 350 patients. The patients will receive a starter pack (1 e-cig and 12 weeks’ worth of liquids) which will not be replaced if the patient loses it, and will be overseen by the new service provider, who is responsible for facilitating training and the upkeep of quality for the service.Additionally, the NRT-V service specification is going to be refreshed. There aren’t many differences from the current version, with exception to the increase of the dispensing fee from £2.22 to £2.50. There is a hope that everything discussed here will be ready to launch as of the 1st of July 2023.IC thanked members for their time and opened the floor to questions.GW gave thanks to IC for attending the meeting and including pharmacy in the next iteration of the Smoking Cessation in Liverpool and for the increase in the dispensing figure from £2.22 to £2.50. Officers had checked on the figures before this meeting and put forward a suitable dispensing fee of £2.70 which was not something IC believed would be possible. LCC have costed this service in line with other areas providing this service and have taken a “ballpark” figure, but it is something they can look at. | **MH – send IC a letter with the figures for Smoking Cessation to support the fee increase.****MH – To check who is providing this service elsewhere nationally.** |
| 5.3 | 22/23 Dashboard and Year ReviewTW gave a presentation on the performance of services for the past year. The overall income for the year is up on last year thanks to Pharmacy First, as well as the work done by MH to compare the Drug Tariff prices & Price Concession prices to correctly remunerate contractors when providing Care at the Chemist and Pharmacy First.Axess services did not perform as well as last year, however, this could suggest effective messaging to educate patients in safer practices.Blood pressure (both GP Referrals & Case-finding) will be a focus of the engagement team this year so we will hopefully see this service continue to grow.We will eventually meet the LCC lead for the drugs team who will be able to provide us with an update to the future of the Needle Exchange & Supervised Consumption services. Both were down compared to the previous year. H state this shouldn’t be the case as supervised levels have hit 40% withing the drug service. This needs to be looked at.NRT-V will be getting a service specification update soon and was only slightly down on the previous year.Not Dispensed service is slightly down on the previous year.DB has chased contractors to ensure they’re claiming their Palliative Care fees.There will be a Pharmacy First update later in the meeting to inform members of the direction of the service since the recent stop placed on some of the PGDs that performed brilliantly well over this year and therefore responsible for a good chunk of service income.As aforementioned, the Smoking Cessation service is set to end this year, but it will finish slightly up on the previous year.Locally Commissioned Services have performed well over the year, with the Locally Commissioned Services Dashboard being used to inform contractors of their performance in the last 3 months of the year and for the year as a whole. This will continue to be provided throughout this year but will form part of a Super Services Dashboard that will include national services to help the engagement team identify trends. TW will also spend more time this year learning from DB before his retirement next year. This is to ensure contractor relationships are established and built upon in a timely manner for continued, effective engagement. |  |
| 5.4 | Pharmacy First Update (Local and maybe national)DB provided member with a presentation on the 22/23 year for GP CPCS. Overall, the referrals reached 16,852 for the year of which 26% (4,405) were face to face, 56% (9,430) were via telephone and 16% (2,778) were dropped. Of those referrals, around half are for Pharmacy First.IIF targets were the driver for GP CPCS taking off as it has done, however, there were some practices that had been slow on the uptake and therefore missed their target as they got involved in the last quarter of the year. Additionally, some of the relationships between these surgeries and their neighbouring pharmacies are strained.Liverpool has some of the highest figures in the country for CPCS which is reflected in the service income for CPCS and additionally, Pharmacy First. A list was shown of the top ten pharmacies that receive the most referrals and those who receive the lowest. This highlights the differences between the pharmacies and their performance depending on their overall workload and drop rates.DB ended on the plan for the upcoming year. There are going to be PCN, GP & Pharmacy reviews to highlight areas of concern. There are plans to produce and distribute a certificate for high-performing pharmacies. Embed the service with the new GP DES (Delivery of Enhanced Services). |  |
| **LUNCH** |
| 5.5 | Staff reviewsDB and TW left the room at this point.MH and members discussed the staff reviews for TW and DB. MH left the room after the discussion had concluded to allow members to discuss his review.Members agreed with the reviews for all officers and subsequent pay reviews.**GW requested that the pay review documents & the section from the minutes in January 2023 for the pay increase limits are kept in the Governance Area.** | **Action – Governance** |
| 5.6 | Remote member attendanceGW addressed the topic of virtual attendance and what reasonable circumstances permit the ability of attending virtually. The following examples were given:* Car crash
* Sickness
* Mitigating circumstances

We have returned to somewhat normal, pre-COVID-19 working conditions and it was clarified that practices that were allowed during that period, such as attending a meeting virtually whilst working within the pharmacy, were no longer allowed as this jeopardises patient safety.Further clarification was given for absences. If you miss three consecutive meetings or attend half of the meetings for the year then the committee will invite a reason for those absences that should satisfy any questions surrounding the absence. Additionally, it was stated that members will not be marked as absent if they do attend the meeting at some point, providing that they give apologies in advance.**Governance sub-group to come up with a framework for attendance and half-days.** | **Action – Governance**  |
| 5.7 | Minor Ailments harmonisationMH has sent out the latest version of the Minor Ailments specification to members and they have had a chance to read it prior to this meeting but has not yet received feedback. The biggest issue is the proposed fee structure and there is an LPC response to the this that MH had written and has been verified by the other three LPCs that cover the ICB area.The two main issues are flat funding for Care at the Chemist, which has not seen an uplift since pre-2016; and the proposal not to pay a consultation fee for Care at the Chemist when the patient has been referred via CPCS.MH asked if members were happy to ratify the response paper, which members were happy to ratify. |  |
| 5.8 | PSNC Meeting UpdateMH attended a meeting in the earlier part of this meeting with PSNC who spoke about the £645 million that pharmacy will be receiving as part of the Primary Care Rescue Plan. PSNC are aware this money is not the solution to pharmacies problems and have made ministers aware of this.In addition, they have stated clearly that although this is a positive first step, there is still a lot to lobby politicians about regarding the state of community pharmacy funding. It has also been stated that Pharmacy First is not projected to go live nationally until later in the year, with early 2024 being a more likely date.The independent review for the Community Pharmacy Vision will be out to contractors in the coming weeks. They have concluded that pharmacy will become the first stop for patients who will then be able to refer people onwards to another area of Primary Care. This was likened to being similar to a triage system.  |  |
| 5.9 | Contracts UpdateThere are 2 contract updates to take note of:* Members reviewed a consolidation application from Rowlands, who propose to consolidate two pharmacies in the L8 area. MH had checked the regulations as a previous pharmacy had consolidated into the proposed closing pharmacy. This is allowed. He also checked the distance as these pharmacies are not thought to be close together, however previous applications that had a greater distance between pharmacies had been approved. The committee had no comments to make on the application, and MH will reply as such to PCSE.
* A further application for a change of ownership and relocation of Lloyds currently located in Sainsburys on Rice Lane was reviewed. Again, members had no comments to make and MH is to write to PCSE as such.
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| 5.10 | Officers ReportsReports were circulated prior to the meeting. Members had no further comments or questions. |  |
| 5.11 | Regional Joint Working GroupReports were circulated prior to the meeting. Members had no further comments or questions. |  |
| 5.12 | Forthcoming Meeting AttendanceMH can attend all upcoming meetings but will ask for help when needed  |  |
| 5.13 | Forthcoming HolidaysMH – 29th May to 4th June.GW – 29th May to 5th June.PB – 4 weeksET – 28th June to 9th July – Apologies given.DJ – None.JM – 27th May to 4th JuneJF – None.DP – None.AM – 22nd May to 26th May & 29th June to 3rd July.TW – None. |  |
| **6** |  |  |
| 6.1 | Treasurer’s ReportMembers received the yearly treasurers report prior to this meeting and we have a small overspend for the year. Everything is on track as projected. The budget is to follow once NSHE and PharmOutcomes payments have been confirmed.This will be sent to the accountants too once it has been agreed. |  |
| **7** | **Any other business** |  |
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| 8 |  |  |
|  | Thursday 6th July 2023 – 9:30am – Hope Street Hotel |  |

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|  | **Action** | **Person** | **Update** |
| Election of Officers | Send new members the acronym sheet. | MH | Completed |
| 3.1 | Add minutes to LPC website. | TW | Completed |
| 4.1 | Check the changes made to the handbook and inform TW to implement them. | MH & TW | Completed |
| 5.1 | Communications member to send their workplan to TW to implement the changes. | Communications | Completed |
| 5.1 | Governance member to send their workplan to TW to implement the changes. | Governance | Completed |
| 5.1 | Services member to send their workplan to TW to implement the changes. | Services | Completed |
| 5.2 | Send IC (LCC) figures for Smoking Cessation to support the dispensing fee increase to £2.70 | MH | Ongoing |
| 5.2 | Check who else is offering a similar locally commissioned Smoking Cessation service | MH | Completed |
| 5.5 | Add Pay Review documents & the relevant information from January 2023 minutes pertaining to the pay increase limits to the Governance Group Teams area. | Governance | Completed |
| 5.6 | Develop a framework for attendance & half days | Governance | Ongoing |