**Attendance Attendance Statistics 2023/2024**

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| **Name** | **Designation** | **May** | **Jul** | **Sep** | **Oct** | **Dec** | **Jan** | **Mar** | **Attendance** |
| Gemma Whitehead (GW) | Chair | Y | Y |  |  |  |  |  | 100% |
| Anna Mir (AM) | Vice Chair | Y | Y |  |  |  |  |  | 100% |
| James Forshaw (JF) | Treasurer | Y | Y |  |  |  |  |  | 100% |
| James Moir (JM) | Member | Y | Y |  |  |  |  |  | 100% |
| David Porter (DP) | Member | Y | Y |  |  |  |  |  | 100% |
| Sally Lloyd (SL) | Member | Y | N |  |  |  |  |  | 50% |
| Peter Beeley (PB) | Member | Y | N |  |  |  |  |  | 50% |
| Emily Temple (ET) | Member | Y | N |  |  |  |  |  | 50% |
| Dave Jones (DJ) | Member | Y | N |  |  |  |  |  | 50% |
| Karan Bhatia (KB) | Member | Y | Y |  |  |  |  |  | 100% |
|  | | | | | | | | | |
| Matt Harvey (MH) | Chief Officer | Y | Y |  |  |  |  |  | 100% |
| David Barker (DB) | Engagement Officer | Y | Y |  |  |  |  |  | 100% |
| Thomas Wareing (TW) | Engagement Officer | Y | Y |  |  |  |  |  | 100% |

**Guests**

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| **Name** |
| Finn McCaul – Community Pharmacy England Representative |

**Actions for this meeting**

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|  | **Action** | **Person** | **Update** |
| 3.1 | Add minutes for the previous meeting to the website. | TW | Complete |
| 4.1 | Add the Pay Review documents and Jan 2023 Minutes to Governance Teams. | TW | Complete |
| 4.1 | Add subgroup working into the next agenda. | MH |  |
| 4.1 | Send information to officers about recycling electronic waste. | AM & GW | Complete |
| 5.1 | Send FM Pharmacy First data. | DB |  |
| 5.2 | Inform CPE of our agreement to adopt the new colour scheme. | MH |  |
| 5.3 | Check if Tesco Old Swan is open on Bank Holidays. | MH |  |
| 5.4 | Apply changes to the Staff Handbook. | MH |  |
| 5.5 | Review service expirations and add the dates to the Action Log. | TW | Complete |
| 5.13 | Email members with dates for New Member Days. | MH |  |
| 5.17 | Create a best practice guide for BP and ABPM Case Finding. | Services | Ongoing |
| 5.17 | Find out the conversion rate on ABPMs from other LPCs. | MH |  |
| 7 | Check with PharmOutcomes is the data on there is ours to share | MH |  |
| 7 | Share limited DMS data with PS. | MH |  |
| 7 | To bring DMS data to the next meeting. | TW | Complete |

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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 Visit from Finn McCaul, PSNC Regional Representative    **Break**    5.2 TAPR Toolkit  5.3 Bank Holiday Rota Pharmacy Groupings  5.4 Staff Handbook  5.5 Minor Ailments Harmonisation Update  5.6 Smoking Cessation (Royal) Update  5.7 Contracts Update  5.8 Officer’s reports  5.9 Regional Joint Working Group Update  5.10 Forthcoming Meeting Attendance  5.11 Forthcoming holidays    **LUNCH**    5.12 LPC Insurance  5.13 New Members Days  5.14 CPE Conference  5.15 Workplan Review    **Break**    5.16 PQS Support  5:17 Hypertension Case Finding Data | **09:50am**    **11:00am**    **11:15am**  **11:45am**  **12:15pm**  **12:35pm**  **12:45pm**  **12:50pm**  **12:55pm**  **12:56pm**  **12:57pm**  **12:58pm**    **1:00pm**    **2:00pm**  **2:05pm**  **2:10pm**  **2:15pm**    **3:00pm**    **3:05pm**  **3:20pm** |
| **6** | Finance | 6.1 Treasurer’s Report | **3:45pm** |
| **7** | Any other business |  | **3:55pm** |

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| **No.** | **Item** | **Action** |
|  | This meeting took place on the 6th July 2023 at the Hope Street Hotel, Liverpool City Centre between 9:30am and 4:00pm. |  |
| **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:   * Sally Lloyd * Peter Beeley * Emily Temple * David Jones |  |
| **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 | ● Send new members the acronym sheet – Complete.  ● Add minutes to LPC Website – Complete.  ● Check changes made to the handbook – Remaining details will be discussed today.  ● Subgroups to send workplan changes to TW – Complete.  ● Send IC (LCC) figures for Smoking Cessation to support a fee increase – Complete.  ● Check other regions for similar Smoking Cessation services – Complete.  ● **Add Pay Review documents & January 2023 minutes to Governance Group area on Teams** – Ongoing, TW to take over this and implement.  ● **Develop attendance framework** – Ongoing. Request for subgroup working at the next meeting.  **AM & GW to pass on information for recycling electrical waste.** | **Action – TW**  **Action – MH**  **Action – AM & GW** |
| **5** |  |  |
| 5.1 | Visit from Finn McCaul, Community Pharmacy England (CPE) Regional Representative  We were joined via Teams by Finn McCaul who is our new Regional Representative for Community Pharmacy England. Finn replaced our previous PSNC Regional Representative Ian Cubbin.  Finn had a presentation which he shared with members to update them of the current changes at CPE. As we now know, PSNC has become CPE in the new rebranding exercise to create a streamlined focus on the goals of pharmacy across the country. This is reflected by the Community Pharmacy (local) branding that is being made available for LPCs.  The new committee is made up of 10 representatives who are on LPCs across the country to provide a stronger link between CPE and LPCs. Discussions for the Contractual Framework are taking place with the hope that it can be sorted early and with a clear benefit for contractors.  FM listed the numerous ways CPE have been engaging with ministers in order to boost the funding issues in pharmacy. Pharmacy First is seen as the primary way to get money into Pharmacy when other healthcare professionals are not having a response from the government regarding pay rises.  Discussions are ongoing in CPE on whether to advise contractors to provide the National Contraception Service and PQS considering the funding difficulties. They have estimated that the money given to pharmacy through CPCF isn’t enough to cover the work required in Y4 and Y5.  It is almost certain that Pharmacy First will go live in January 2024 because of the IT not being up to standard.  **DB to send FM the data for Pharmacy First.**  Members Questions:  JM: Is National Pharmacy First going on PharmOutcomes? A: Yes. The delay is caused by CPE refusing to allow a service that doesn’t go through MYS so contractors can be paid straight away.  GW: Atorvastatin issues.  A: Overuse of generic Atorvastatin because Lipitor was out of stock. A manufacturing issue has added to this and it is thought the issue will be over within a few weeks.  AM: £635 million. Can any information be shared around the timeline.  A: It’s an “up to £635 million”. If pharmacy doesn’t deliver Pharmacy First, it is going to come back on us negatively and we need to make it work. Hypertension, Contraception and Pharmacy First.  GW: In the Workforce plan, what will the Pharmacist Degree Apprenticeship look like?  A: Haven’t looked through it yet and there’s not much information available as it’s new across the board. CPE have not been consulted on it. | **Action – DB** |
| **BREAK** | | |
| 5.2 | TAPR Toolkit  We are now onto Stage 4 of the TAPR Toolkit. MH sent out various emails to the committee prior to the meeting for discussion to show the work needed to meet the requirements of Stage 4. Fortunately, not a lot of the requirements do not apply to us because we did not merge.  MH went through the document showing the new branding that CPE has chosen to adopt and provide to LPCs for free. There was a vote on whether to adopt the new branding:  **Vote: To adopt the new colour scheme provided to us be CPE:**  **Yes: 5**  **No: 1**  **Abstain: 0**  **MH will complete the necessary paperwork in order to use the new branding and the LPC team will change over to the new branding in due course.** | **Action – MH** |
| 5.3 | Bank Holiday Rota Pharmacy Groupings  MH sent out details of the proposed rota groupings prior to the meeting. The rota for Christmas was sent to MH and he was asked if any gaps have been created due to the recent closures. MH looked into it and noticed there were discrepancies on the rota that were not completely caused by the slew of recent pharmacy closures. As such, MH reviewed the boundaries to ensure a fair representation of pharmacies that are open on bank holidays.  Upon members viewing the map and understanding the thought behind the process, MH asked if members were happy to agree that the new groupings can be taken forward and given to NHSE which all members agreed to.  Additionally, members agreed that the new groupings and rota is fair, but expressed concern over Tesco in Old Swan, as their DoS could be incorrect. **MH will check on this.** | **Action - MH** |
| 5.4 | Staff Handbook  MH has gone through the amendments from the March 2023 meetings and made some changes to clear up areas of confusion and to remove references to areas that duplicate policies.  The current edition does not have an area for compassionate leave. This has been included in previous editions and MH showed members the aforementioned section from the previous editions, with the request that it is reinstated into the current handbook.  Changes made: Compassionate Leave will be pro-rata for part time employees, remove 'to attend funeral' for more distant relatives, and remove the 12-month period requirement.  **Members discussed and agreed the changes made by MH, who took notes on the changes members wanted and will implement them into the handbook members.** | **Action – MH** |
| 5.5 | Minor Ailments Harmonisation Update  The harmonisation plan is still ongoing with the current discussion focusing on fees but not much more to discuss at this moment in time.  **Review the expiration dates on services and add them to the Action Log.** | **Action – TW** |
| 5.6 | Smoking Cessation (Royal) Update  The National Smoking Cessation service went live last August. There has been very little activity on this service and as a result, there has been a change of management and team that are working on this service  DB has been tasked with managing the ongoing referrals to ensure that those pharmacies who originally signed up to provide the service do so once the referrals start to come through. |  |
| 5.7 | Contracts Update  All Lloyds in Sainsbury’s are closed. Cherry Lane has been sold to RB Health. Speke has been sold to Paxton Ltd and change of ownerships of Langley Close and Lower House Lane have been received.  Rowlands Lodge Land consolidation was rejected. Orrel Park and Station Pharmacy consolidation has been approved. |  |
| 5.8 | Officers Reports  Reports were circulated prior to the meeting. Members had no further comments or questions. |  |
| 5.9 | Regional Joint Working Group  Reports were circulated prior to the meeting. Members had no further comments or questions. |  |
| 5.10 | Forthcoming Meeting Attendance  MH can attend all upcoming meetings but will ask for help when needed. |  |
| 5.11 | Forthcoming Holidays  AM – 10th July to 17th July. May miss the next meeting but will inform us in advance.  GW – 21st August – 1st September.  JM – 18th August – 25th August.  KB – 7th July to 14th July & 7th August to 14th August.  DB – No holidays.  TW – 14th August – 18th August.  JF – 10th July to 17th July.  DP – No holidays.  MH – 6th July to 18th July & – August bank holiday. |  |
| **LUNCH** | | |
| 5.12 | LPC Insurance  Members had the documents sent out before the meeting. The proposal by CPE covers the liability for members so that a claim against the LPC would not be against the members and is paid out by the insurance company instead.  **Vote: To put forward an EOI to CPE to be included in this insurance policy:**  **Yes: 6**  **No: 0**  **Abstain: 0** |  |
| 5.13 | New Member Days  KB is the only new member that is present today and has been briefed on the event.  **MH to email the new members with dates for the new member days. End of August is the deadline for this.**  GW has asked the committee for approval to go to London for the Chair’s event with backpay  JF has been asked by the committee to go to the treasurer’s day | **Action – MH** |
| 5.14 | CPE Conference  Members discussed who would like to attend this event and decided upon GW, DP (checking dates before confirming) AM and MH. |  |
| 5.15 | Workplan Review  TW showed members the new workplan which was asked for last year and has been completed on time. Members liked the concept and agreed that this is fit for purpose.  Members and officers reviewed the current completed tasks for July and ticked them off as they went. |  |
| **BREAK** | | |
| 5.16 | PQS Support  CPE has stated previously that due to the burden community pharmacy is shouldering at the moment and with the addition of the National Contraception Service, they aren’t providing support for contractors to complete PQS.  The officers are asking the committee to clarify their stance on this and whether officers should dedicate time towards supporting contractors with PQS or not. After some discussion, members felt that there is enough support from CPE and enough experience with contractors completing PQS in the past to warrant only reminders of key dates and links. |  |
| 5.17 | Hypertension Case Finding Data  AM, DB and TW took time on discussing the data that they attained through the .csv file showing the year-to-date performance of the Hypertension Case Finding service.  **Members would like to support contractors by creating a best practice guide and having the latest version of the BP and ABPM Case Finding service specification shared with contractors.**  **Members would like to know the ABPM conversion rate in other LPCs.** | **Action – Services**  **Action – MH** |
| **6** | | |
| 6.1 | Treasurer’s Report  CPE money has been issued from the account and members have been brief on the increases previously. Overall, the finances are on track. |  |
| **7** | **Any other business** |  |
|  | MH brought up a request from PS to share DMS data with NHSE as they cannot see anything except the claiming data that appears on NHSBSA. MH asked members to vote on whether to share all of the PharmOutcomes data, some of the PharmOutcomes data or none of the PharmOutcomes data:  JM also raised whether it was our data to share. All of this was predicated that it was our data to share. **MH to check with PharmOutcomes.**  **Vote: How much of the PharmOutcomes data on DMS should be shared with PS from NHSE:**  **Share no data: 0**  **Share limited data: 6**  **Share all the data: 0**  **MH will share limited data with PS.**  **Members have asked TW to bring DMS data to September meeting to review.** | **Action – MH** |
| 8 |  |  |
|  | Thursday 14th September– 9:30am – Hope Street Hotel |  |