14th September 2023

Attendance

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| **Name** | **Designation** | **May** | **Jul** | **Sep** | **Oct** | **Dec** | **Jan** | **Mar** | **Attendance** |
| Matt Harvey (MH) | Chief Officer | 🗸 | 🗸 | 🗸 |  |  |  |  | 100% |
| David Barker (DB) | Engagement Officer | 🗸 | 🗸 | 🗸 |  |  |  |  | 100% |
| Thomas Wareing (TW) | Engagement Officer | 🗸 | 🗸 | 🗸 |  |  |  |  | 100% |
| Gemma Whitehead (GW) | Chair | 🗸 | 🗸 | 🗸 |  |  |  |  | 100% |
| Anna Mir (AM) | Vice Chair | 🗸 | 🗸 | X |  |  |  |  | 66.6% |
| James Forshaw (JF) | Treasurer | 🗸 | 🗸 | 🗸 |  |  |  |  | 100% |
| James Moir (JM) | Member | 🗸 | 🗸 | X |  |  |  |  | 66.6% |
| David Porter (DP) | Member | 🗸 | 🗸 | 🗸 |  |  |  |  | 100% |
| Sally Lloyd (SL) | Member | 🗸 | X | 🗸 |  |  |  |  | 66.6% |
| Peter Beeley (PB) | Member | 🗸 | X | 🗸 |  |  |  |  | 66.6% |
| Emily Temple (ET) | Member | 🗸 | X | 🗸 |  |  |  |  | 66.6% |
| Dave Jones (DJ) | Member | 🗸 | X | 🗸 |  |  |  |  | 66.6% |
| Karan Bhatia (KB) | Member | 🗸 | 🗸 | 🗸 |  |  |  |  | 100% |

Actions from this meeting

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| **Agenda Item** | **Action** | **Person** | **Completed** |
| 3.1 | Add minutes for the previous meeting to the website | TW | Complete |
| 4.1 | Add new members onto the next available new members day | MH | Complete |
| 5.1 | Review the Price Concession data for CATC on PO for recent months | MH | Ongoing |
| 5.1 | Create a reminder for pharmacies on how to claim for Supervised Con | TW | Ongoing |
| 5.3 | Meet with representatives for Allied Pharmacy | MH & DB | Complete |
| 5.5 | Add a skill mix for members to the agenda for the next meeting | MH | Complete |
| 7 | Call Dunstan Village GP regarding stopping “Patient only ordering” | MH | Complete |
| 7 | Find information on the NHSBSA Bolton prescription point closing | MH | Complete |

Agenda

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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 – Services Dashboard  5.2 – CPCS  5..3 – DMS  **Break**  5.4 – Hypertension update  5.5 – Workplan review  5.6 – Sub-group working  **Lunch**  5.7 – LUHFT Collection Points – Martin Fenerty & Martina Sheelan to attend  **Break**  5.8 – NRT Voucher SLA  5.9 – Contracts update  5.10 – Officer’s reports  5.11 – Regional Joint Working Group update  5.12 – Forthcoming meeting attendance  5.13 – Forthcoming holidays | **10:00am**  **10:20am**  **10:40am**  **11:00am**  **11:15am**  **11:30am**  **12:00pm**  **1:00pm**  **2:00pm**  **3:00pm**  **3:10pm**  **3:35pm**  **3:37pm**  **3:39pm**  **3:41pm**  **3:43pm** |
| **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 14th of September 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:   * Anna Mir * James Moir |  |
| **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 the previous meeting minutes to the website. | **Action – TW** |
| **4** | **Matters arising / Action from the previous minutes** |  |
| 4.1 | * Add minutes for the previous meeting to the website – 🗸 * Pay Review docs and Jan 2023 Minutes added to Governance Teams – 🗸 * Add subgroup working into the next agenda – 🗸 * Send information to officers about recycling electronic waste – 🗸 * Send FM Pharmacy First data – 🗸 * Inform CPE of our agreement to adopt the new colour scheme – 🗸 * Check if Tesco Old Swan is open on Bank Holidays – 🗸 * Apply changes to the Staff Handbook – 🗸 * Review service expirations and add the dates to the Action Log – 🗸 * Email members with dates for New Member Days – 🗸 – **MH to add ET, KB & SL onto another New Members Day when available.** * Create a best practice guide for BP and ABPM Case Finding – 🗸 * Find out the conversion rate on ABPMs from other LPCs – 🗸 * Check with PharmOutcomes is the data on there is ours to share – 🗸 – The data is not ours to share. * Share limited DMS data with PS. Cannot happen because of above – 🗸 * To bring DMS data to the next meeting – 🗸 | **Action – MH** |
| **5** |  |  |
| 5.1 | Services Dashboard  TW went through the financial data for Locally Commissioned Services. The data reflects a consistent level of provisions that is comparable to the previous year’s income at this stage of the year. Concerns were raised over the stagnation for the Supervised Consumption service, as the number of patients is known to have increased, yet the figures are similar to the previous year.  **MH to review the last few months’ worth of Price Concession data and amend on PharmOutcomes.**  **TW to create and send out a reminder to pharmacies on how to claim for Supervised Consumption.** | **Action – MH**  **Action – TW** |
| 5.2 | CPCS  DB presented members with a slideshow of the current happenings within CPCS. The loss of the Sore Throat PGD on Pharmacy First was reflected in a graph which showed the staggering downturn in overall referrals to pharmacies since it was cut.  Numbers wise, the referrals have dropped by at least half but the completion rate is consistent. DB has been speaking to GPs to find out any issues and there is a sense of “referral fatigue” and the current need for training for new care navigators.  Additionally, some contractors have moved from PharmOutcomes to a different service provider which means we cannot see their data.  DB also spoke about Infant Feed: contracts have been sent to the wrong emails but 57 contracts have now been returned.  Boots and Tesco are still in the responding process and there will be a launch event. |  |
| 5.3 | DMS  TW showed members DMS data from 1st April 2023 to 31st August 2023. The data shows a good proportion of contractors are accepting and completing the majority of DMS referrals.  The current rate of referrals marked “complete” is between 71% and 78%. This figure is consistent with the previous year’s overall completion rate. However, by removing the contractors that consistently do not engage with DMS, that rate jumps to between 80% and 89%.  Although not ideal, this leaves the remaining 11% to 20% marked as “accepted”, with the data from previous months showing those referrals are likely to be processed at some point when reviewing previous months data for those contractors.  Members had some discussion on if any more could be done to encourage those who are not engaging with referrals and not responding to the efforts by the engagement team. They felt there was little more to be done until MYS links with PharmOutcomes and gives NHSE the data they need to chase contractors who are not actioning referrals.  **After some discussion, it was decided that MH & DB should set up a meeting with Allied Pharmacy representatives now that they have a small cluster of Liverpool contracts.** | **Action – TW** |
| **BREAK** | | |
| 5.4 | Hypertension update  TW discussed with members the current data available for the year for BP and ABPM case finding. Early projections indicate that we should increase the overall BP provisions compared to last year, however, ABPM provisions are still struggling and steps have been taken to try to identify what those struggles are and what help is needed to overcome them.  During some pharmacy visits, pharmacists reaffirmed the difficulties identified by members in previous meetings such as patient reluctance for an ABPM for social or convenience reasons or their preference to visit their GP instead.  TW has identified the 40+ pharmacies that have not yet recorded 1 BP provision for the year and will be visiting them over the coming weeks to support them in making that first step by handing out BP monitors provided to us from The Place (formerly Liverpool CCG), as well as adding to the bigger picture to identify what pharmacy can do to tackle this problem  As for ABPM & BP GP Referrals, DB has been working alongside Sara from Sefton LPC to create a slideshow and a poster for GPs to aid in GPs sending more referrals to pharmacies. |  |
| 5.5 | Workplan review  Members and officers went through the workplan for 2023-24 and filled in the areas that have been worked on since the previous meeting and to further identify where we are lacking.  **MH to add skill mix for committee members to the next meeting agenda.** | **Action – MH** |
| 5.6 | Sub-group working  The Communications group worked on the contractor survey questions that are to be used at the upcoming evening meeting which will see the launch of the Infant Feed service.  The Governance group worked reviewed the expenses policy to ensure it is fit for purpose.  The Services group worked on making a best practice guide for the ABPM & BP Case Finding service. |  |
| **LUNCH** | | |
| 5.7 | LUHFT Collection Points – Martin Fenerty and Martina Sheelan to attend  We were joined by Martin Fenerty (Operational Support Manager) and Martina Sheelan (Deputy Operational Support Manager) from Axess.  Axess have had 3 Pharmacy Collection Units installed in 3 locations, Linda McCartney, The Beat and South Liverpool Treatment Centre and are still in possession of 2 units. These units will allow the collection of prescriptions when the pharmacy is closed and allows for medication to be accessed outside of those primary locations, with the main hope that they would be situated in an area of depravation in the north and the south of the city.  This conversation is to gauge interest and to identify areas of difficulty that would prevent this progressing any further.  Members identified difficulties such as modification to buildings to accommodate the unit, the decommissioning of a part of the pharmacy and how that is dealt with if a contractor sells their business, upkeep of the machine, installation fees and legal issues that are presented in “hub & spoke” models being eerily similar to the proposed situation.  Members gave plenty food for thought on this issue and both Martin and Martina have gone away with plenty to work on before they come back with a feasible proposal. |  |
| **BREAK** | | |
| 5.8 | NRT Voucher SLA  The new specification for the NRT-V service came though to MH and was circulated to members before the meeting to read. MH has asked and attained any amendments or concerns from members and will feed them back to Liverpool City Council (LCC).  Noteworthy changes that MH has already sought clarification on are the changes to the levy which has increased from £2.22 to £2.50. |  |
| 5.9 | Contracts update  Closed:  Station Pharmacy  Allied Pharmacy (Old Swan)  Bought:  Lloyds (Old Swan) – Now called Allied Pharmacy.  Lloyds (Langley Close) – Now called Allied Pharmacy.  Lloyds (Lower House Road) – Now called Lower House Pharmacy.  Lloyds (Speke) – Now called Speke Pharmacy. |  |
| 5.10 | Officers’ reports  Reports were circulated prior to the meeting. Members had no further comments or questions. |  |
| 5.11 | Regional Joint Working Group  Reports were circulated prior to the meeting. Members had no further comments or questions. |  |
| 5.12 | Forthcoming meeting attendance  MH can attend all meetings but will ask members should he need any assistance. |  |
| 5.13 | Forthcoming holidays  MH – 30/09/2023 to 07/10/2023  DB – 14/09/2023 to 28/09/2023  TW – 27/10/2023 to 03/11/2023  GW – 30/10/2023 to 01/11/2023  JF – 30/10/2023 to 06/11/2023  ET – 09/11/2023 to 11/11/2023  SL – 26/10/2023 to 28/10/2023  DJ – No holidays  KB – 20/10/2023 to 24/10/2023  DP – No holidays  PB – No holidays |  |
| **6** | **Finance** |  |
| 6.1 | Treasurers report  Members received the report prior to the meeting and have no questions on the report. We are still anticipated some funds to be deposited, but we are in a good, stable condition. |  |
| **7** | **Any other business** |  |
|  | MH proposed a date of 19th October 2023 for the upcoming AGM and held a vote as to whether members were happy for this date, as well as for members to not be paid for attending as it is not going to be a lengthy process:  **To hold the AGM on the 19th October 2023 and for members not to be paid for attendance:**  **Yes – 8**  **No – 0**  **Abstain – 0**  **MH to call Dunstan Village regarding “Patient only ordering”.**  **MH to find information to clarify the NHSBSA closure in Bolton.** | **Action – MH**  **Action – MH** |
| **8** |  |  |
|  | Thursday 16th November 2023 @ Hope Street Hotel from 9:30am to 4:00pm. |  |