16th November 2023

Attendance

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| **Name** | **Designation** | **May** | **Jul** | **Sep** | **Nov** | **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 | 🗸 |  |  | 75% |
| James Forshaw (JF) | Treasurer | 🗸 | 🗸 | 🗸 | X |  |  | 75% |
| James Moir (JM) | Member | 🗸 | 🗸 | X | 🗸 |  |  | 75% |
| David Porter (DP) | Member | 🗸 | 🗸 | 🗸 | 🗸 |  |  | 100% |
| Sally Lloyd (SL) | Member | 🗸 | X | 🗸 | X |  |  | 50% |
| Peter Beeley (PB) | Member | 🗸 | X | 🗸 | 🗸 |  |  | 75% |
| Emily Temple (ET) | Member | 🗸 | X | 🗸 | 🗸 |  |  | 75% |
| Dave Jones (DJ) | Member | 🗸 | X | 🗸 | 🗸 |  |  | 75% |
| Karan Bhatia (KB) | Member | 🗸 | 🗸 | 🗸 | X |  |  | 75% |

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 |
| 5.1 | Add Meyers-Briggs questionnaire to the January agenda | MH |  |
| 5.1 | Send absent members the skills audit to fill out | TW |  |
| 5.3 | Enquire if the LPC accountants can be a trustee for NHSE payments for DBs work | MH |  |
| 5.3 | Provide MH with a timeline of the work carried out each week for NHSE | DB |  |
| 5.3 | Setup a meeting with HSBC and include JF and 1 other member | MH |  |
| 5.3 | Remind JF to claim for time spent doing Treasurer duties outside of meetings | MH |  |
| 5.3 | Provide members with a flowchart on how money moves through the LPC | MH |  |
| 5.4 | Add finance changes to the workplan once actions have been completed | MH |  |
| 5.5 | Check for changes in training, service spec and inform contractors to sign-up for BP before 1st December | TW |  |
| 5.8 | Gather costing data for Community Pharmacy Liverpool and add an hour for discussion to the January meeting | MH |  |

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 – Members Skills and Competencies  **Break**  5.2 Pharmacy Vision Planning  5.3 LPC Finance Guide  5.4 Workplan review  **LUNCH**  5.5 Primary Care Access Recovery Fund  5.6 Contractor Survey Results  5.7 BP/ABPM  5.8 TAPR  **Break**  5.9 Services Dashboard  5.10 IP Pathfinder SLA  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**  **11:00am**  **11:10am**  **11:45am**  **12:30pm**  **1:00pm**  **2:00pm**  **2:30pm**  **2:40pm**  **2:45pm**  **3:00pm**  **3:10pm**  **3:20pm**  **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** |
| **8** | Date and time of next meeting | Thursday 11th January 2024, 9:30am @ Hope Street Hotel | **Close 4:00pm** |

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| **No.** | **Item** | **Action** |
|  | This meeting took place on the 16th of November 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:   * SL * JF * KB |  |
| **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 – *This has been done.* * Add new members onto the next available new members day – *No new dates yet, MH will offer the opportunity to members when they become available.* * Review the Price Concession data for CATC on PO for recent months – *MH is working through this and has been added to the Officers Action Plan.* * Create a reminder for pharmacies on how to claim for Supervised Con – *This has been added to the Officers Action Plan.* * Meet with representatives for Allied Pharmacy – *DB and TW attended the meeting and had positive outcomes.* * Add a skill mix for members to the agenda for the next meeting – *This has been added to today’s agenda.* * Call Dunstan Village GP regarding stopping “Patient only ordering” – *MH has contacted The Place to inform them of this issue.* * Find information on the NHSBSA Bolton prescription point closing – *There has been a response but nothing happening as of yet.* |  |
| **5** |  |  |
| 5.1 | **Member Skills and Competencies**  MH prepared a skills audit for members to fill out. This is part of the workplan for the year and is to be completed every 2 years. *MH to collate the information and to add the Meyers-Brigg test at the next meeting.*  *TW to email absent members to fill in the skills audit.* | **Action – MH**  **Action – TW** |
| **BREAK** | | |
| 5.2 | **Pharmacy Vision Planning**  MH gave members time to re-read the Pharmacy Vision Summary and asked members about what external stakeholders that may not be aware of the vision should be informed of it, under the understanding that it can be used locally to inform local commissioning and to promote joint ventures to achieve similar goals with those groups.  The workplan will be updated in this meeting to incorporate the objectives of the Pharmacy Vision document and our workplan. |  |
| 5.3 | **LPC Finance Guide**  The finance guide is now part of the constitution and has also made the LPC Budget Template to be enforced from next year onwards.  MH has emailed the LPC accountants to inquire about the information on pages 3 and 4, to determine whether registration with HMRC for corporation tax purposes is necessary.  *Members discussed the topic and have asked MH check if the accountants have the capability to be appointed as a trustee for the fund’ we receive from NHSE for DBs work.*  *Members also asked for DB to provide a timetable outlining the hours he works between the LPC and NHSE.*  The Governance group will review Page 5 of this guide to ensure compliance. Members identified the need to have the Treasurer on the Governance Sub-group, therefore JF will join the Governance Sub-group, and AM will join the Communications Sub-group.  *Members asked MH to set up a meeting with HSBC, and for access to the LPC accounts to be given to 3 people, with 2 of those people being able to operate a “setup and clear” function for transactions.*  Additionally, from this point onwards, all emails regarding pay increases, bonuses or any benefits and expense claims are to be sent to the Treasurer to ensure clarity of such decisions.  *Members also asked to remind JF to submit expense claims for time taken in his Treasurers role.*  *MH to create a flowchart on how money moves through the LPC.* | **Action – MH**  **Action – DB**  **Action – MH**  **Action – MH**  **Action – MH** |
| 5.4 | **Workplan Review**  Members worked through the workplan and incorporated changes to the workplan that reflected the objectives in the Pharmacy Vision document.  *Finance changes will be added in January once current actions are completed.* | **Action - Officers** |
| **LUNCH** | | |
| 5.5 | **Primary Care Access Recovery Fund**  CPE announced details surrounding the national Pharmacy First on the 16th of November, due to be launched on 31st of January 2024, subject to IT systems being ready.  MH read through and pointed out some of the big news items from this announcement before we were joined by Finn McCaul, regional representative for CPE in our area. FM ran through the announcement clarifying some of the details around why the announcement was heavily delayed, (all pathways needed to be signed off before any more progress could be made), and the importance of the referral and self-referral mechanisms of the services.  He discussed the increase in funding which included £30m from the existing contract, £75m from the new contract, and the write-off of fees for over-delivery of services between 21/22, 22/23 and the projected figures for the rest of this year.  CPE have now changed their stance and fully support the rollout of CCS which will include Tier 2 services as of December. Tier 2 involves initiation of treatment as well as the repeat supply of medication, and it is understood that the training for tier 2 should not be too different for Liverpool contractors, considering the training already undertook with our local sexual health service (Axess), but this needs to be confirmed.  The number of ABPM provisions nationally is causing concern and has prompted the decision to re-launch the service in December 2023. This will require contractors to sign-up again as of 1st of December.  *Numbers of how Liverpool contractors will be discussed later in this meeting, however, members have asked for TW to inform contractors of this requirement, and to check on any changes to the service specification with regards to training requirements.*  Pharmacy First will give contractors a £2000 setup payment to those who sign-up in December. This does come with a caveat, as the payment will be reclaimed if contractors do not have 5 provisions per month by March 2024.  There is a limit of 3000 consultations for the first 6 months, with a £1000 of additional funding per month providing contractors achieve a minimum service level. This extra funding will help with implementation, such as purchasing an otoscope for checking ears, as well as time for training, however there is no mandatory training except for people’s personal competencies.  From the 24 PGDs announced, it is understood that 7 will be regularly used. The extra PGDs per service is a failsafe to ensure ongoing stock issues and shortages are accounted for. This is because an SSP cannot be used in conjunction with a PGD.  Members thanked FM for his time and invited him to the next Community Pharmacy Liverpool meeting in January.  Members discussed the announcement on a whole and agreed that although this is a positive step for community pharmacy, there is going to be difficulty for contractors to deliver straight away.  MH asked members on how officers should tackle supporting contractors and what priorities are going forward.  Members discussed the rollout of support and agreed to start the support of Pharmacy First in January, and to delay the handover of Axess to CCS until March 2024, in an attempt to mitigate the difficulties of promoting these services and managing winter pressures. | **Action – TW** |
| 5.6 | **Contractor Survey Results**  TW presented the results to the Contractor Survey to members. The survey was held at the end of the Infant Feed training evening, and then published on Google Forms and sent out to contractors during October.  The questions asked and their responses are below:   1. Are you satisfied with the work done by Community Pharmacy Liverpool?    * Very satisfied – 12    * Satisfied – 7    * Not satisfied – 2 2. Are you aware of, and do you use, the Community Pharmacy Liverpool website?    * Yes – 16    * No – 4    * Abstained – 1 3. Do you read the Community Pharmacy Liverpool weekly newsletter?    * Yes – 20    * No - 1 4. Do you read the Community Pharmacy Liverpool monthly tracker?    * Yes – 12    * No – 9 5. Would you like to return to Face-to-Face events for future training events?    * Yes – 20    * No – 1 |  |
| 5.7 | **BP/ABPM**  TW presented the results comparing ABPM & BP figure for 22/23 and so far during 23/24. Overall, the number of BP provisions have increased by 61.74% and that number will continue to grow over the course of the year.  ABPM provisions have increased by 47.67%, but this is not in line with the increase of BP provisions and is causing concern regarding the confidence of pharmacists offering this follow-up step of the service. The total number of eligible patients for an ABPM so far in 23/24 is 1985, but only 516 have been offered an ABPM, and only 344 have taken the opportunity.  This data and the concerns of members coincide with the national picture and is the reason for re-launching the service. A renewed push nationally, plus further support locally will hopefully steer this part of the service in the right direction.  AM has some hints and tips that have been shared with TW to benefit his approach with contractors who’re struggling with BP to ABPM conversion. |  |
| 5.8 | **TAPR**  MH was approached around the time of the AGM in October by representatives from the CCA who have asked Community Pharmacy Liverpool to relook at the TAPR framework.  It is understood that what was asked at that time was not what was discussed at this meeting, as the conversation today centred on whether members were happy to have a discussion on the topic and to then reevaluate whether the national wave of CCA closures have impacted our LPC and its value for money.  The idea is that Finn McCaul chairs a discussion between Liverpool, HSHK and Sefton LPCs to re-discuss TAPR, and to ensure that all options have been explored to mitigate increasing costs for our contractors locally.  After much discussion, an agreement was reached to *gather the costing data for Community Pharmacy Liverpool for the next meeting, and for MH to allocate an hour for this information to be discussed, alongside the other areas for discussion initially proposed by the CCA.* | **Action – MH** |
| **BREAK** | | |
| 5.9 | **Services Dashboard**  TW presented a quick update on the monthly services dashboard. Since this was last shown to members, the number of services shown now covers all services that have reports available instantly without a time delay, i.e. NMS service figures are delayed by 2 months.  This increase means the time taken to complete the newer dashboard has increased significantly from month to month and adds complexity to the setup and input of data. TW has been working on a fix for this and has managed to incorporate it into the document.  Each service has 2 extra pages, with the 1st page taking raw .csv file information and transferring it into the 2nd page which distributes that data into a table for the allocated month. That then feeds into a neater display table that consolidates the data, before redistributing it into pharmacy groupings, which allow the data to be sent out to pharmacies.  In theory, this should reduce the time taken to fill out the spreadsheet by about 2 to 3 hours.  Members and officers were impressed by the effort to reduce time in the long run and improve accuracy. |  |
| 5.10 | **IP Pathfinder SLA**  IP Pathfinder is being rolled out as a way to understand how prescribing would work in a community pharmacy setting. Members spent time reviewing the document and pointed out some areas that need clarification.  MH asked member to send any additional queries to him by Tuesday 21st. |  |
| 5.11 | **Contracts update**  There are 6 Boots pharmacies closing in the coming weeks, Castle Street, Childwall, Penny Lane, Greenbank, London Road, Landford Avenue.  There have been no further applications as of yet.  There has been a change of ownership approved for one of our DSP pharmacies. |  |
| 5.12 | **Officers report**  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 meetings but will ask members should he need any assistance. |  |
| 5.15 | **Forthcoming holidays**  MH – 1st week of Jan  GW – 5th Jan  ET – 6th Dec to 13th Dec & Christmas to New Year  PB – 1st week of Jan  AM – wk 27th Nov / 1st week Jan |  |
| **6** | **Finance** |  |
| 6.1 | **Treasurers report**  The treasurer’s report was sent out before today’s meeting and no members had any questions. |  |
| **7** | **Any other business** |  |
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| **8** |  |  |
|  | **Date and time of next meeting**  Thursday 11th January 2024, 9:30am @ Hope Street Hotel. |  |