11th January 2024

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 | 🗸 | 🗸 |  | 80% |
| James Forshaw (JF) | Treasurer | 🗸 | 🗸 | 🗸 | X | 🗸 |  | 80% |
| James Moir (JM) | Member | 🗸 | 🗸 | X | 🗸 | 🗸 |  | 80% |
| David Porter (DP) | Member | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 |  | 100% |
| Sally Lloyd (SL) | Member | 🗸 | X | 🗸 | X | 🗸 |  | 60% |
| Peter Beeley (PB) | Member | 🗸 | X | 🗸 | 🗸 | 🗸 |  | 80% |
| Emily Jones (EJ) | Member | 🗸 | X | 🗸 | 🗸 | 🗸 |  | 80% |
| Dave Jones (DJ) | Member | 🗸 | X | 🗸 | 🗸 | 🗸 |  | 80% |
| Karan Bhatia (KB) | Member | 🗸 | 🗸 | 🗸 | X | 🗸 |  | 80% |

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 |
| 5.8 | Send members his Officers Report for November 23 to January 24 | MH | Added to Action log |
| 5.9 | Send members the minutes for RJWG | MH | Added to Action log |
| 7 | Sort the meeting dates for the next LPC year | MH | Added to Action log |
| 7 | Sort a meeting to discuss budgets | MH & JF | Added to Action log |

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 TAPR  **Break**  5.2 Finn McCaul – CPE Regional Representative, plus Pharmacy First update  **LUNCH**  5.3 James Woolgar – Sexual Health Commissioner  5.4 Workplan Review  5.5 Dashboard  5.6 Myers Briggs  **Break**  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**  **11:45am**  **12:00pm**  **1:00pm**  **2:00pm**  **2:30pm**  **2:45pm**  **3:00pm**  **3:15pm**  **3:30pm**  **3:32pm**  **3:34pm**  **3:36pm**  **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 11th January 2024, 9:30am @ Hope Street Hotel | **Close 4:00pm** |

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| **No.** | **Item** | **Action** |
|  | This meeting took place on the 11th of January 2024 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 | There were no apologies received for this meeting. |  |
| **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.  Add the previous meeting minutes to the website. | Action – TW |
| **4** | **Matters arising / Action from the previous minutes** |  |
| 4.1 | * Add minutes for the September meeting to the website – Done. * Add Meyers-Briggs questionnaire to the January agenda – Done. * Send absent members the skills audit to fill out – Done. * Enquire if the LPC accountants can be a trustee for NHSE payments for DBs work – Ongoing. * Provide MH with a timeline of the work carried out each week for NHSE – Ongoing. * Setup a meeting with HSBC and include JF and 1 other member – Ongoing. * Remind JF to claim for time spent doing Treasurer duties outside of meetings – Done. * Provide members with a flowchart on how money moves through the LPC – Ongoing. * Add finance changes to the workplan once actions have been completed – Ongoing. * Check for changes in training, service spec and inform contractors to sign-up before 1st December – Done by CPE whilst I was taking leave. * Gather costing data for Community Pharmacy Liverpool and add an hour for discussion to the January meeting – Done. |  |
| **5** |  |  |
| 5.1 | **TAPR**  Rowlands asked MH in Autumn 2023 at the Community Pharmacy Liverpool AGM to add TAPR as an item on the November agenda. Since then, that request had changed and the CCA wanted to open a discussion on the feasibility of a Merseyside LPC merger.  This has been actioned and members will be going through the weighting system and scoring as prescribed by CPE, again to ensure that the option to not merge is still the most popular among members of the LPC.  Members were sent all relevant documents to read prior to this meeting, which included costing proposals and merger options from both MH and from the CCA. It should be noted that the costings from both MH and the CCA mirrored each other very closely.  MH started by going through the background of TAPR, a recap of the Wright Review and the main objectives that were then dealt with by the Review Steering Group.  MH then went through the questions asked by the TAPR report regarding size, finances and then onto local process. He explained the different types of merging options and included the guidance from TAPR documents on matching boundaries, staffing capabilities, number of contracts etc.  MH explained that the costings he has provided to members is based on a completely new LPC. This is because the costings can be wildly different, based on operating costs such as staff costs, contractor levies etc.  MH went through the spreadsheet of costings that he made and described each section to members, explaining how he got to those figures and opening the floor for questions from members.  MH then went through the current level of staffing, hours and how that would then feed into a Merseyside and a Cheshire & Merseyside LPC. There are plenty of caveats and assumptions, however this is the only viable way of gauging the requirement for both of these merging options.  MH explained how members will work through the various parts of the scoring system, and that it will be anonymous to ensure all members can answer openly and honestly. MH, DB and TW were asked to leave the room so discussions could take place. GW raised a DOI on this issue.  Members received Google Form requests to fill in to give their scores on the weighting system. MH will collate this information and present back to members later today.    MH collated the scoring provided by members and entered the information into the weighting system. The results are as follows:   1. Do nothing – 12.787 2. Form around 2 geographies (Cheshire & Merseyside LPCs) – 12.183 3. Federation of back office – 9.504 4. Single Cheshire & Merseyside LPC – 8.168 5. Complete federation – 7.874   Members discussed the outcome of the weighting and voiced their opinions on the outcome. Some members felt the close call between 1st and 2nd place meant it would be worth having a conversation with neighbouring LPCs to discuss possible merging options.  Other members felt that the highest scoring option is therefore the option to be taken forward. Members decided to hold a vote on the next step:  **VOTE: To enter into a conversation with neighbouring LPCs within Merseyside (Sefton, HSHK) with Finn McCaul and an independent party to discuss merging options.**  **Yes: 4**  **No: 6**  **Abstain: 0** |  |
| **BREAK** | | |
| 5.2 | **Finn McCaul – CPE Regional Representative, plus Pharmacy First update**  We were joined by FM. He spoke about the November CPE meeting of the committee, the recovery plan deal (what’s been agreed, how we get there, guidance and implementation support, & initial considerations for LPCs)  CPE November meeting – The full committee met and considered implementation issues relative to Pharmacy First and the negotiation priorities for 24/25. They discussed the recent sector opinion polls, hearing from 4100 premises and that feedback was used to help shape the committee discussion of development for the CPE strategy.  The polling centred around pushing for more core funding, professional discretion, funding distribution, easing of workload through operational changes, and how priorities and red lines will be revisited once we have received the mandate for these negotiations from DHSC and NHSE.  CPE have worked since 2022 to get to the position we’re currently in and believe ‘re now in a position that government is becoming more understanding on the pressures of community pharmacy, and that we can continue to provide support to other areas of primary care, providing the payment structure is agreeable.  It is now known that Pharmacy2U are part of the CCA and have been given a place on the CPE board. AIM have asked for their disapproval of this decision to be brought forward to the LPC via their nominated member.    DB gave an update on Pharmacy First. He has been attending many meetings with NHSE colleagues focusing on how information is distributed to colleagues across the board. He has also been having meetings with area managers from both independent and multiples.  For GPs, DB has informed them of the upcoming services which they have already been made aware of and to prepare them for some difficulties due to the possibility of overwhelming some community pharmacies. FM was asked about CPE resources on Pharmacy First for GPs by DB and what has been produced as he has not yet produced any information for GPs to save duplication of work.  Training events for CPPE have been set up and the morning has been fully booked with the afternoon slots starting to fill up as well. |  |
| **LUNCH** | | |
| 5.3 | **James Woolgar – LCC Sexual Health Commissioner**  JW was not able to join the meeting. |  |
| 5.4 | **Workplan Review**  Members and officers went through the workplan and added into areas that have been worked upon since the last meeting. |  |
| 5.5 | **Dashboard**  TW went through the services dashboard. The overall service performance is good, all services trending positively. |  |
| 5.6 | **Myers Briggs**  Due to extra time taken to complete the TAPR agenda item, there was no time to complete this agenda item, so it will be moved to the following meeting. |  |
| **BREAK** | | |
| 5.7 | **Contracts update**  The remaining Boots pharmacies have now closed.  No new contract / closure notifications have been received.  The pressures of the recent spate of closures have been highlighted at HealthWatch, ICB System Primary Care and Liverpool Place meetings. |  |
| 5.8 | **Officers report**  Reports were circulated prior to the meeting. Members had no further comments or questions. MH to send his out. | Action – MH |
| 5.9 | **Regional Joint Working Group update**  Reports were not circulated prior to the meeting. MH to send it out. | Action - MH |
| 5.10 | **Forthcoming Meeting Attendance**  MH can attend all meetings but will ask members should he need any assistance. |  |
| 5.11 | **Forthcoming holidays**  MH – Non  DB – Non  TW – Non  GW – 19th Jan / 16th Feb  AM – 1st week of Feb  JF – 12th to 15th Feb  JM – 9th to 19th Feb  DP – Non  SL – 2nd Feb / 19th 22nd Feb  PB – Non  ET - Non  DJ – Non  KB – Non |  |
| **6** | **Finance** |  |
| 6.1 | **Treasurers report**  During the discussions with Finn McCaul, it was made know to members that we could pay CPE on a month-to-month basis instead of every 6 months. Members asked to hold a vote to change this during the Treasurers report section.  **VOTE: To change to monthly direct debit payments for CPE.**  **Yes: 10**  **No: 0**  **Abstain: 0** |  |
| **7** | **Any other business** |  |
|  | Organise Meeting dates for next year for the next meeting.  MH & JF to meet about budgets | Action – MH  Action – MH & JF |
| **8** |  |  |
|  | **Date and time of next meeting**  Thursday 7th March 2024, 9:30am @ Hope Street Hotel. |  |