7th March 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 | 🗸 | 🗸 | 🗸 | 83.8% |
| James Forshaw (JF) | Treasurer | 🗸 | 🗸 | 🗸 | X | 🗸 | 🗸 | 83.3% |
| James Moir (JM) | Member | 🗸 | 🗸 | X | 🗸 | 🗸 | 🗸 | 83.3% |
| David Porter (DP) | Member | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | X | 83.3% |
| Sally Lloyd (SL) | Member | 🗸 | X | 🗸 | X | 🗸 | 🗸 | 66.6% |
| Peter Beeley (PB) | Member | 🗸 | X | 🗸 | 🗸 | 🗸 | 🗸 | 83.3% |
| Emily Jones (EJ) | Member | 🗸 | X | 🗸 | 🗸 | 🗸 | 🗸 | 83.3% |
| Dave Jones (DJ) | Member | 🗸 | X | 🗸 | 🗸 | 🗸 | 🗸 | 83.3% |
| Karan Bhatia (KB) | Member | 🗸 | 🗸 | 🗸 | X | 🗸 | 🗸 | 83.3% |

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 |
| 5.6 | Email members the dates for this year’s meetings | MH | Complete |
| 5.7 | Email the response from members to the contracts update | GW | Complete |
| 6.1 & 6.2 | Email James Woods to review CPE payments without including CATC | MH | Complete |
| 6.1 & 6.2 | Add a review date to the action log for hours changes | 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 Finn McCaul – CPE Regional Representative5.2 LPC Governance**Break**5.3 Pharmacy First update5.4 Commissioning update5.5 Workplan review5.6 Dates for 24/25 meetings5.7 Contact Application**Lunch**5.8 NRT contract5.9 Axess Sexual Health contract5.10 James Woolgar – Sexual Health Commissioner5.11 Officer’s reports5.12 Regional Joint Working Group update5.13 Forthcoming Meeting Attendance5.14 Forthcoming holidays **Break** | **10:00am****10:30am****11:00am****11:15am****12:00pm****12:15pm****12:30pm****12:35pm****1:00pm****2:00pm****2:15pm****2:30pm****2:55pm****2:56pm****2:57pm****2:58pm****3:00pm** |
| **6** | Finance | 6.1 Treasurer’s Report6.2 24/25 Budget setting | **3:05pm****3:10pm** |
| **7** | Any other business |  | **3:55pm** |
| **8** | Date and time of next meeting | Thursday 9th May 2024, 9:30am @ Hope Street Hotel | **Close 4:00pm** |

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| **No.** | **Item** | **Action** |
|  | This meeting took place on the 7th of March 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 apologies received for this meeting for:DP – unable to attend.DB – Leading a meeting for GPs but will attend later in the 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 | * MH sent members his outstanding Officer Reports from previous meetings.
* MH sent members his outstanding RJWG Minutes from previous meetings.
* Next year’s meeting dates are to be discussed during this meeting.
* JF and MH met to discuss budgets and finance changes and previous finance actions have been added to the officers Action Log.
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| **5** |  |  |
| 5.1 | Joined by FMWe were joined by Finn McCaul the CPE Regional Representative at this meeting. He provided members with a summary of the most recent CPE meeting, held in February.FM has informed members that he will inform them of what he can prior to LPC meetings that he will attend to ensure we hear news & progress of CPE as soon as it’s available instead of missing the opportunity and discussing it many months later due to the differences in meeting schedules.FM had a presentation for members, which was attended by the full CPE committee and covered the following:* 24/25 negotiations and beyond.
* TAPR Programme and the national forum of LPCs.
* Pharmacy First implementation.
* Cost margins.
* Sector pressures.
* Strategic issues for future negotiations.
* Governance.
* Results from opinion polls.

FM stressed that they’re looking into and will be pushing for support considering the outcome of the most recent contractor poll. Where approximately 45% of participants stated that they are “worried or extremely worried” about the pharmacy business in 2024, whereas 55% were more positive, however it is to be noted that the positivity stemmed almost entirely from the introduction of Pharmacy First, and not from the ongoing issues with the core business model of pharmacies. When asked whether they have a negative or positive perception of Pharmacy First, contractors voted overwhelmingly with 96% of contractors finding it to be a positive.CPE will be looking to use these results to push for a review of the medicines supply chain, including margins, and other aspects of the core business model.FM informed the committee that the 2024/25 negotiations have started. There is no sharable information as this is an active negotiation. He did state that there are some concerns over the timeline of these negotiations considering the upcoming general election. If there is a general election called for May, negotiations will stop and resume afterwards into September, if it’s called as late as possible then CPE are pushing to have as much agreed as possible. |  |
| 5.2 | LPC GovernanceCPE have sent out documents to LPCs which covers their new Governance Framework which can now be adopted by LPCs as well. Members were given the documents to read before the meeting. The aim is to establish a consistent set of values and behaviours for both CPE and LPCs.**VOTE: All in favour of accepting the new Governance Framework:**YES 9 | NO 0 | ABSTAIN 0**VOTE: All in favour of accepting the new Code of Conduct:**YES 9 | NO 0 | ABSTAIN 0**VOTE: All in favour of accepting the LPC Governance Subcommittee:**YES 9 | NO 0 | ABSTAIN 0 |  |
| **BREAK** |
| 5.3 | Pharmacy First UpdateDB spoke with members about the transition from the local to the national Pharmacy First and described it as smooth. There has been great uptake in the service with improved engagement from GPs who previously dropped off referring into pharmacies for the local service. 95% of pharmacies in Liverpool have received a referral and there has been overall positive feedback.Reports at the moment aren’t very clear, with most of the data being difficult to read. DB will be working towards understanding the reports in the coming weeks, however, thanks to officers in neighbouring LPCs, some of the early data for February shows 1957 referrals in Liverpool, with 1548 being completed, 333 rejected, 39 accepted and 37 still marked as referred.DB has kept notes of the low engagement pharmacies and is trying to push them to ensure everyone achieves their initial targets to guarantee the extra payments and to avoid having to pay back the initial setup fee. Using tables on a spreadsheet, DB showed members the high and low performing pharmacies to inform his next steps of engagement. As expected, UTI and Sore Throats are performing well above the other PGDs and are continuing to progress in similar numbers as seen previously in the local Pharmacy First service.DB summarised that the service currently is progressing well, but until the data is cleared up, there are concerns that we could be doing more, considering GPs and Pharmacies in Liverpool have had a similar service implemented since 2021.  |  |
| 5.4 | Commissioning UpdateMH has submitted a request to LCC to be included in a bid for funding to support drug user services in the city which has been approved and we are awaiting information on whether the bid has been successful. If successful, there will be scope to initiate novel drug user services in one PCN area of the city to test if they work. MH will also be working with the council to scope new SLAs for the needle exchange and supervised consumption services; as well as initiate a naloxone service within the city.Axess Sexual Health has updated the contract so that Tier 2 services are now open to be repeated. MH had tried to increase the fee for EHC but was informed that the budget had no room for it as it had already been allocated at the time of asking.Additionally, the pilot service for Implants provided by Axess is almost ready to be signed off and members should expect an update on this by James Woolgar later in the meeting.MH informed members that Pharmacy First locally is set to continue, however it will only support the PGDs for hydrocortisone. The Nystatin and Chloramphenicol PGDs will be stopped due to changes in guidance and licensing changes. There is a possibility of changes to the CATC formulary to include Daktarin so it’s still available to patients. MH will be working with Place colleagues on how the local Pharmacy First service can be expanded.  |  |
| 5.5 | Workplan ReviewMembers and officers reviewed the workplan and added to it. |  |
| 5.6 | Date for 24/25 meetingsMH gave members the following dates for the Community Pharmacy Liverpool meetings for 2024/25:* 9th May 2024
* 4th July 2024
* 19th September 2024
* 28th November 2024
* 13th February 2025

MH will email members the dates to ensure everyone is able to attend.  | Action – MH  |
| 5.7 | Contracts updateThere has been one contract update since the last meeting, with an application for a pharmacy to open in the premises of the recently closed Boots Pharmacy on Penny Lane.Due to a declaration of interest, MH and TW left the room whilst discussions took place between members to decide on whether the community was being underserved by the lack of pharmacy in the area.Members debated the issue and will make their comments in their response which is to be made by GW. | Action – GW  |
| **BREAK** |
| 5.8 | NRT ContractMembers received the contract prior to the meeting and read through it again as a group and everyone was happy with the specification, although member were disappointed that the council had decided to produce their own contract which may be difficult for some contractors to sign up to. Members asked for MH to liaise with the smoking commissioner to get the contract sent to pharmacies. | Action - MH |
| 5.9 | Axess Sexual Health contractMembers received and read beforehand and gave feedback on errors in the spec in the financing and lack of safeguarding flowchart on Tier 1. MH will write back with the comments made by members regarding remuneration and supply of products.  |  |
| 5.10 | James Woolgar – Sexual Health CommissionerJW joined us in person for this meeting after being unable to join our last meeting due to unforeseeable circumstances. JW came to discuss System-wide Sexual & Reproductive Health and HIV Strategy for Liverpool 2023-2030. He hopes to utilise pharmacies as a key partner in tackling this issue in Liverpool over the coming years.The scope for this project is a huge undertaking as it is aiming to achieve the following:* Reduce the prevalence and onward transmission of STIs.
* Eliminate HIV in Liverpool by 2023.
* Reduce the inequalities and improve outcomes for under-served members of the community.
* Improve the reproductive health in woman and reduce unintended pregnancy.

There will be data monitoring to track the progress over time with indicators to outline the success of the strategy, as well as a commitment to deliver an implant pilot as committed to by Axess which will be a world first for the insertion / removal of implants in a pharmacy setting. There had been concerns recently whether the service provider would need to sort their own indemnity cover, however this will now not need to be sorted on the pharmacy side. Members will receive the details of the service in full now that the indemnity concerns have been addressed. |  |
| 5.11 | Officers reportReports were circulated prior to the meeting. Members had no further comments or questions. |  |
| 5.12 | Regional Joint Working Group updateReports were not circulated prior to the meeting. Members had no further comments or questions. |  |
| 5.13 | Forthcoming Meeting AttendanceMH can attend all meetings but will ask members should he need any assistance. |  |
| 5.14 | Forthcoming holidaysMH – None.DB – 25th March to 29th March / 10th to 12th April.TW – None.GW – 21st & 22nd March / 3rd to 5th April.AM – 15th March to 2nd April.JF – None.JM – None.DP – Absent from meeting.SL – 14th March / 11th to 12th April.PB – 29th March to 7th April.EJ – 25th to 28th March / 15th April.DJ – None.KB – 27th March to 7th April. |  |
| **6** | **Finance** |  |
| 6.1 & 6.2 | Treasurers reportJF has sat with MH and calculated the budget for the upcoming year. Because payments to CPE have increased to £56k, at the moment the current spend is estimated to be around £144k for the year. Income is likely to be around £120k-£130k and means we are eating into our reserves at a rate that is quicker than projected. MH has come up with multiple ways to reduce costs and members are to decide which they approve of and vote on them.Liverpool LPC’s CPE contribution has increased by more than originally expected. This is due to Liverpool contracts earning more than other LPC areas. MH will ask James Wood whether Care at the Chemist payments could be excluded as it is an anomaly that these are paid through the BSA.MH to ask James Wood if they can exclude CATC**VOTE: To remove the pre-reading fee from future meetings.**YES 9 | NO 0 | ABSTAIN 0**VOTE: For Matt to reduce his hours to 12 and then review in the future if this proves difficult.** YES 9 | NO 0 | ABSTAIN 0**VOTE: Reduce the number of meetings per year to 5.**YES 9 | NO 0 | ABSTAIN 0These changes are to be reviewed at the September meeting (add to action log). | Action – MH Action – MH  |
| **7** | **Any other business** |  |
|  | None. |  |
| **8** |  |  |
|  | Date and time of next meetingThursday 9th May, 9:30am @ Hope Street Hotel. |  |