9th May 2024

Attendance

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| --- | --- | --- | --- |
| **Key** | **Full day** | **Half day** | **Absent** |
|  | 🗸 | / | X |

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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% |
|  |
| Anna Mir (AM) | Chair | 🗸 |  |  |  |  |  | 100% |
| Sally Lloyd (SL) | Vice-Chair | 🗸 |  |  |  |  |  | 100% |
| James Forshaw (JF) | Treasurer | 🗸 |  |  |  |  |  | 100% |
|  |
| Dave Jones (DJ) | Member | / |  |  |  |  |  | 50% |
| David Porter (DP) |  | X |  |  |  |  |  | 0% |
| Emily Jones (EJ) |  | 🗸 |  |  |  |  |  | 100% |
| Gemma Whitehead (GW) | Member | 🗸 |  |  |  |  |  | 100% |
| James Moir (JM) | Member | X |  |  |  |  |  | 0% |
| Karan Bhatia (KB) | Member | 🗸 |  |  |  |  |  | 100% |
| Peter Beeley (PB) | Member | 🗸 |  |  |  |  |  | 100% |
| Guests |
| Finn McCaul | CPE Regional Rep |

Actions from this meeting

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| **Agenda Item** | **Action** | **Person** | **Completed** |
| 2.1 | Governance Sub-group to review existing policy / create a new policy to clarify half day attendance, absence procedure and raising issues by absent members. | Governance | Ongoing |
| 3.1 | Add minutes for the previous meeting to the website. | TW | Complete |
| 5.1 | Provide TW with the Governance sub-groups workplan | SL | Ongoing |
| 5.1 | Provide TW with the Services sub-groups workplan | PB | Complete |
| 5.1 | Update the main workplan on Teams. | TW | Ongoing |
| 5.1 | Send the Staff Handbook to members. | TW | Complete |
| 5.1 | Members to review who will chair the sub-group at the next meeting. | Members | Ongoing |
| 5.1 | Contractor feedback on Pharmacy First (as a questionnaire). | TW | Ongoing |
| 5.1 | Contact Nebula to update the distribution groups. | TW | Complete |
| 5.1 | Update the website to reflect the changes of officers.  | TW | Complete |
| 5.1 | Put the new Governance sub-committee document on the website. | TW | Complete |
| 5.2 | Promote CPE surveys & audits. | TW | Complete |
| 5.3 | Members to send any additions to MH by Thursday 6th June. | Members | Complete |
| 5.5 | Link contractors to the new Pharmacy First leaflets / supporting documents. | TW | Complete |
| 5.10 | Write to PCSE stating the support for one pharmacy in this area and asking NHSE to consider the applications on their merit. | AM | Ongoing |
| AOB | Social Media Policy, Declaration of Interest, Code of Conduct documents to be brought to the July meeting and completed by members.  | TW | Complete |
| AOB | Karan to be added to the members page on the website. | TW | Complete |

Agenda

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|  | **Item** | **Detail** | **Time** |
|  | Election of Officers | Election of the Chair, Vice Chair and Treasurer | **9:30am** |
| **1** | Welcome, introductions and housekeeping | Declarations of interest, Nolan principles, fire safety and turn mobiles off. | **9:40am** |
| **2** | Apologies for absence | To receive. | **9:42am** |
| **3** | Minutes of the last LPC meeting | To confirm as a true and proper record. | **9:43am** |
| **4** | Actions of minutes | To discuss. | **9:45am** |
| **5** | LPC business | 5.1 Workplan for 24/25**Break**5.2 Finn McCaul – CPE Regional Representative5.3 CPE Chairs Forum Terms of Reference5.4 CPE LPC Questionnaires 5.5 Pharmacy First update **Lunch**5.6 Services Dashboard5.7 Staff Reviews**Break**5.8 David Contract5.9 Directed Rota Changes5.10 Contract Application5.11 Officer’s reports5.12 Regional Joint Working Group update5.13 Forthcoming Meeting Attendance5.14 Forthcoming holidays  | **10:00am****11:00am****11:15am****12:00pm****12:15pm****12:30pm****1:00pm****2:00pm****2:30pm****3:00pm****3:10pm****3:25pm****3:30pm****3:40pm****3:41pm****3:42pm****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 4th July 2024, 9:30am @ Hope Street Hotel | **Close 4:00pm** |

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| **No.** | **Item** | **Action** |
|  | This meeting took place on the 9th of May 2024 at the Hope Street Hotel, Liverpool City Centre between 9:30am and 4:00pm. |  |
|  | **Election of Chair, Vice-Chair and Treasurer** |  |
|  | GW informed members of her intention to step down as Chair. Members thanked her for her tireless work over the past four years. Members then discussed with GW the work involved in being chair. The committee subsequently went on to elect new officers for the 24/25 year.GW and AM put JF forward to be the Treasurer:Yes 6 | No 0 | Abstain 0AM and JF put SL forward to be the Vice-Chair:Yes 6 | No 0 | Abstain 0PB and SL put AM forward to be the Chair:Yes 6 | No 0 | Abstain 0The minutes document for this meeting reflects these changes. |  |
| **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:* David Porter – Unable to make the meeting.
* James Moir – Unable to make the meeting.
* David Jones – Will be leaving around lunchtime.
* Karan Bhatia – Will be leaving around 3pm.

Members discussed the etiquette of how members should be informing of any absence or if there is a need to leave at some point during a meeting. This was handed to the Governance Group to review a policy to encapsulate the following:* If a member is going to be late to a meeting, it is expected that the member informs MH via a phone call or a WhatsApp.
* If a member is not able to attend a meeting, it is expected that the member informs MH via email at least 7 days before the meeting. Short-notice personal issues are understandable and will be reviewed on a case-by-case basis.
* If a member is not able to attend a meeting and wants to raise an agenda item or would like to express their view on an item on the agenda, they must inform the Chair or Vice-Chair of their point who will then bring that issue on their behalf. Members did not agree that it be permissible to pick and choose what parts to attend.
* Half-day attendances are to be counted as 0.5 of a day and counted towards the year / rolling calendar total.

Governance Group to review the relevant policy / create a policy for the above | Action – Governance |
| **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 previous meeting to the website – Done.
* Emails members the dates for this year’s meetings – Done.
* Email the response from members to the contracts update – Done.
* Email JW to review CPE payments without including CATC – Done.
* Add a review date to the action log for hours changes – Done.
 |  |
| **5** |
| 5.1 | Workplan for 24/25Members review the existing workplan from 2023/24 and split into groups to create a workplan for 2024/25. Members agreed to remove the Communications group from sub-group workings, and to divert members into the remaining Governance and Services groups. Communications will remain as part of the workplan, but these objectives will be reviewed by the full committee, as it does not need to be reviewed that often because barely ever changes, but it will stay on the Workplan for Officers to update throughout the year.The following is a list of which members are a part of each sub-group:Governance:* DJ
* DP
* JF
* JM
* SL

SL was nominated to fill out the workplan and will send to TW.Services:* AM
* EJ
* GW
* KB
* PB

PB was nominated to fill out the workplan and will send to TW.TW to receive the workplans from members and to update the main workplan on Teams.Send the Staff Handbook to members.Members to review who will chair the sub-group at the next meeting.Contractor feedback on Pharmacy First (as a questionnaire).Contact Nebula to update the distribution groups.Update the website to reflect the changes of officers. Put the new Governance sub-committee document on the website. | Action – SL Action – PBAction – TWAction – TW Action – MembersAction - TWActon – TW Action – TW Action – TW  |
| **BREAK** |
| 5.2 | Finn McCaul – CPE Regional RepresentativeWe were joined by FM who sent the slides for the most recent CPE meeting ahead of time so that members could receive them with the usual pre-meeting documents. FM talked members through the presentation. DHSC are set to introduce new changes to the Category pricing in an attempt to “recoup” more money from pharmacies. This is particularly concerning when paired with an increase on dispensing figures for 2024/25 by 4%, as well as the changes made in March / April 2024 to the Price Concessions.Furthermore, this comes at a time when an Independent Economic Review is also due which was a part of the recent 5-year deal. CPE has not been given input into this report, and as such, it is expected that the report will focus heavily on what DHSC wants, and not the real-world financial difficulties that our contractors face. This is in spite of a recent survey conducted by CPE that identified only 5% of pharmacies who took part have stated they are profitable.In response, CPE are running multiple audits & surveys to capture as much information as possible to use in their case for financial support for pharmacy and members asked that officers support this by setting up communications as appropriate.Promote CPE surveys & audits.Finally, there is some new information set to be released in the coming months on how OPD can be provided by pharmacies, specifically rules pertaining to providing patients with full packs of medication, providing the quantity is within 10% of a full pack. | Action – TW  |
| 5.3 | CPE Chairs Forum Terms of ReferenceMembers were given time to read through the supporting documents for this agenda item and were asked the following with summarised answers:MH: Do the draft terms of reference cover all the areas you think they addressed?Yes.MH: Do you have any suggestions?Not at this stage.MH: Anything of concern?The notice period is too short, there is no availability for a Vice-Chair to attend in the event that the Chair cannot attend, and a there has been no thought to whether LPCs have budgeted for additional representative meetings considering the short notice.MH: Anything you cannot support within this?No.Members to send any additions to MH by Thursday 6th June. | Action - Members |
| 5.4 | CPE LPC QuestionnairesMH has asked to defer this item to a later date due to the lack of clarity of what is being asked to which members agreed. |  |
| 5.5 | Pharmacy First updateDB made members aware of the difficulty in isolating the data on the Pharmacy First reports as each pathway shares the same .CSV file. However, he showed members a presentation containing data from between February 2024 and April 2024.DB made members aware that they should assume there is a difference of around ± 10% on these figures:* Completed 4,111
* Rejected 753
* Accepted 176
* Referred 290
* Total 5,330

DB showed members a list of the top 10 providers (Pharmacies & GPs) and a list of those who need some further support.Additionally, he gave members an insight to some of the feedback GPs have provided him with, and how a close working relationship with Pam Soo and Tom Knight has allowed some of those barriers to be broken down. DB and PS are now looking at rejection indications to identify patterns and themes where a patient could have been treated using an alternative pathway / minor illness pathway. They are planning to meet with the lowest performing practices to try and boost numbers as well.There will be new Pharmacy First leaflets available by CPE which members have asked to be distributed by officers to contractors. Link contractors to the new Pharmacy First leaflets / supporting documents. | Action – TW  |
| **LUNCH** |
| 5.6 | Services DashboardTW gave members a presentation on Locally Commissioned Service Figures for both income and provisions per service for 2023/24.Locally Commissioned Services provided contractors with £1,944,754.94 in 2023/24. This is £4,943.52 less than the previous year. However, there were mitigating circumstances for this, including the loss of 14% of the Liverpool pharmacy estate and the cessation of local smoking cessation service and the loss of local Sore Throat and UTI PGDs due to the implementation of the national Pharmacy First.However, these losses were offset by the new spacer provision and infant feed services, along with a strong year for Care at the Chemist where concession prices were allowed.Members asked the officers some questions regarding the changes and losses but were happy with the outcome for the year.MH added that he is working on improvements to some of the locally commissioned contracts but there are no dates as to when this will be sent to contractors. |  |
| 5.7 | Staff ReviewsMH, DB and TW left the room whilst members discussed the officer reviews. |   |
| **BREAK** |
| 5.8 | Davids ContractDB and TW left the room whilst MH and members discussed this agenda item. |  |
| 5.9 | Directed Rota ChangesThis agenda item was deferred as MH had not yet received information from the ICB in time to discuss. |  |
| 5.10 | Contract ApplicationThere has been an application for the old Boots site on Smithdown Place. This site has already received a contract application at the previous meeting that the committee supported. Members did no support two pharmacies in this location. Due to MH declaring an interest in this agenda item, AM will write to PCSE stating the support for one pharmacy in this area and asking NHSE to consider the applications on their merit. | Action – AM |
| 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 holidaysGW – 27th May to 31st May / 17th June to 21st JunePB - NoneSL – 27th May / 21st to 24th June EJ – 28th June to 2nd JulyAM – 27th May to 4th June / 4th JulyJF – 27th May to 2nd June |  |
| **6** | **Finance** |  |
| 6.1 | Treasurers reportJF talked members through the Treasurers Report and there is no concerns at the moment. |   |
| **7** | **Any other business** |  |
|  | No additional business was brought up.Additional actions from the meeting that weren’t part of an agenda item:Social Media Policy, Declaration of Interest, Code of Conduct documents to be brought to the July meeting and completed by members. Karan to be added to the members page on the website. | Action – TW Action – TW  |
| **8** |  |  |
|  | Date and time of next meetingThursday 4th July, 9:30am @ Hope Street Hotel. |  |