28th November 2024

Attendance

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| **Key** | **Full day** | **Half day** | **Absent** |
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| **Name** | **Designation** | **May** | **Jul** | **Sep** | **Nov** | **Feb** | **Attendance** |
| Matt Harvey (MH) | Chief Officer | 🗸 | 🗸 | 🗸 | 🗸 |  | 100% |
| David Barker (DB) | Engagement Officer | 🗸 | 🗸 |  |  |  | 100% |
| Thomas Wareing (TW) | Engagement Officer | 🗸 | 🗸 | X | 🗸 |  | 75% |
|  | | | | | | | |
| Anna Mir (AM) | Chair | 🗸 | 🗸 | 🗸 | X |  | 75% |
| Sally Lloyd (SL) | Vice-Chair | 🗸 | 🗸 | / | 🗸 |  | 87.5% |
| James Forshaw (JF) | Treasurer | 🗸 | X | 🗸 | 🗸 |  | 75% |
|  | | | | | | | |
| Dave Jones (DJ) | Member | / | 🗸 |  |  |  | 75% |
| David Porter (DP) | Member | X | 🗸 | 🗸 | / |  | 62.5% |
| Emily Jones (EJ) | Member | 🗸 | 🗸 | / | 🗸 |  | 87.5% |
| Gemma Whitehead (GW) | Member | 🗸 | 🗸 | X | 🗸 |  | 75% |
| James Moir (JM) | Member | X | 🗸 | 🗸 | 🗸 |  | 75% |
| Karan Bhatia (KB) | Member | 🗸 | 🗸 | X | 🗸 |  | 75% |
| Peter Beeley (PB) | Member | 🗸 | 🗸 | 🗸 | 🗸 |  | 100% |
| Sean Clarke (SC) | Member |  |  |  | X |  | 0% |
| Guests | | | | | | | |
| Finn McCaul | CPE Regional Rep | | | | | | |

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 |
| 5.4 | Create a Contraception Hints & Tips from members contributions | TW | Complete |
| 5.7 | Check when the Data Asset Register was last carried out | TW | Complete |
| 5.8 | Check for training for members on how to sufficiently respond to Contract Updates / Closures. | 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 LPC Conference Update  5.2 NHS 10 Year Plan Representative  5.3 Fin McCaul – CPE Regional Representative  **Break**  5.4 Subgroup Working  - Contraception Hints and Tips  - Governance Policy Review  5.5 Creon Proposal  **Lunch**  5.6 Engagement Officer Update  5.7 Workplan Review  5.8 Contract Update  5.9 Officer’s reports  5.10 Regional Joint Working Group update  5.11 Forthcoming Meeting Attendance  5.12 Forthcoming holidays | 9:45am  10:00am  10:30am  11:00am  11:15am  12:10pm  1:00pm  2:00pm  3:00pm  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 13th 2025, 9:30am @ Hope Street Hotel | Close 4:00pm |

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| **No.** | **Item** | **Action** |
|  | This meeting took place on the 28th of November 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 | Apologies were sent for this meeting by the following members / officers:   * AM * SC |  |
| **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** |  |
|  | * Add minutes - Done * Send CATC changes proposed formulary changes to ICB - Done * Ask Fin McCaul on guidance for engaging with MPs who have not yet engaged with us - Done * Review PF Hints & Tips document - Done * Respond to Hunts Cross relocation application - Done * Attach RJWG minutes to next meeting papers - Done * Let members know of any meeting attendance issues - Ongoing |  |
| **5** | | |
| 5.1 | LPC Conference Update  MH and AM attended the LPC Conference at CPEs offices in London on 7th November which lasted for 3.5 hours. There was not much to comment on that has not already been commented on before in previous conferences and recent CPE comms.  There were however some speakers from NHSE who took time to speak about the 10-year plan which members will be discussing and feeding back on in this meeting. |  |
| 5.2 | NHS 10-Year plan  MH talked members through the NHS 10-Year plan and allowed members time to read through the accompanying document. Organisations have until this coming Monday 2nd December to send a response.  Members will submit answers on an attached sheet that they’ll work on in groups and submit to MH who will then collate the responses and send a reply.  Q1 – Full group discussion.  Q2 – EJ & SL.  Q3 – GW & JM.  Q4 – KB, PB & JF.  Q5 – Full group discussion. |  |
| 5.3 | Fin McCaul – CPE Regional Representative  We were joined by FM who gave member an update on the recent happenings at CPE.  FM gave members a presentation including slides only received the day prior outlining the recent CPE meeting. It outlined CPEs plans for the 2024/25 negotiations and their intended work alongside those negotiations.  The full CPE meeting met and discussed the CPCF negotiations for 24/25 and 25/26, as well as the implications from the upcoming spending review in April 2025, and how to influence it. CPE also discussed the NHS 10-Year plan.  CPE have finalised the results from the Pharmacy Owner Poll which received 3500+ responses, citing the overwhelming worry from pharmacy owners. Frustrations reflecting the upcoming impact of winter pressures will add further strain on an already struggling sector, with many if not all of those pharmacy owners furious at the lack of news on funding for 24/25.  In brighter news, the rate of closures has started to reduce, however this does add to the burden of neighbouring pharmacies that are struggling to keep up with the increased demand for services, with CPE pointing out the importance on local ICB commissioning to try and bridge funding gaps locally to ease the pressure on contractors.  CPE have given LPCs multiple ways to gain local MP support:   1. LPCs to write to local MPs to suggest a visit. 2. LPCs can ask contractors to write tailored letters to MPs using CPE guidance. 3. Follow up asks of MPs could be as per the guidance:    1. Meet with CPE for an urgent discussion on funding.    2. Request a meeting with Ministers on behalf of local pharmacies.    3. Ask parliamentary questions and raise the serious issues pharmacies face and table a parliamentary debate.   Patient facing campaign expected to re-launch in the New Year with further details to follow.  There are some governance changes being made to the committee at CPE. It is still 50:50 between independents and multiples, however there are two observers being added to the committee, both are to be community pharmacy owners with 10 or more pharmacies.  There are still attempts being made to fix previous issues with committee composition that are being worked on, but they require constitutional changes and further consultation with LPCs and trade bodies. |  |
| **BREAK** | | |
| 5.4 | Subgroup working  Services Group – Contraception Hints and Tips:   * Bag stuffers * Booking patients in when they receive their prescription * Promote your booking system * Drug reports to contact patients to book in * Stickers * Schedule text reminders * Do not claim for Hypertension unless over 40 & POP only * Tie in the contraception consultation with the EHC service. * Use of the UKMEC calculator for risk calculation on initiation and ongoing supply. * Promote with your local GPs.   **This is to be made into a guide similar to the Pharmacy First guide that members created in the September meeting and go out to contractors and be used by EOs on their visits.**  Governance Group – Policy Review  There weren’t enough members available to go through this part of the agenda item. | **Action – TW** |
| 5.5 | Creon Proposal  MH has sent members a document regarding the proposal for issues on the supply of Creon and members were given time to read through it.  LUHFT Pharmacy has proposed that pharmacies place an order through PharmOutcomes to themselves for Creon stock, as their procurement options for this medication are more far-reaching that pharmacies at the moment. This is an attempt to ensure patients can access some of the medication to prevent hospital admission. This is intended to be a small-scale pilot along the lines of “proof-of-concept” before any expansion can be considered.  We were then joined by Chris Haigh and Victoria Keers via Teams to discuss the proposal, after which members were able to ask questions.  **GW**: Who will cover the delivery fee?  **A**: They will look into OOP expenses in future instances, but for a pilot LUHFT look to absorb the cost in the short term.  **SL**: How often will the costings be reviewed?  **A:** This will be reviewed constantly to ensure pharmacy is not out of pocket.  **ET**: How will the deliveries be carried out?  **A:** Embedded in the existing transport network. The existing transport system is not at capacity so there is room for the time being to bolt it on, but if the Pilot evolves into something more, then it’ll be reviewed.  **JF**: How will we know the stock will arrive?  **A:** Trusts have a larger stock holding to ensure requests can be fulfilled, with further options available to Trusts to make changes should there be a problem.  **GW**: As it gets rolled out, is there anything to ensure there’s no stockpiling of stock?  **A:** They will be keeping an eye on the requests for trends.  **MH**: What is the method to select pharmacies for the pilot?  **A:** At the moment they’ll be asking to see who’s interested via an EOI. 10 sites for now ideally again as proof-of-concept to see how the system reacts.  **GW**: What will happen in the event of missing deliveries or damaged stock?  **A:** The existing transport mechanism has the usual systems pharmacies are used to built in, but we’ll need to ensure the pharmacies have that information to hand in the event of this happening.  Members thanked CH and VK for coming to speak to them and held a vote on whether to proceed with the proposal.  Members voted and were happy to proceed:  **VOTE: 7 YES | 1 No | 0 Abstain** |  |
| **LUNCH** | | |
| 5.6 | Engagement Officer Update  TW updated members on the Services Dashboard & services figures.  DB updated members on the progress of Pharmacy First locally. |  |
| 5.7 | Workplan Review  Officers and members worked through the updated workplan.  **Check when the last Data Asset Register was carried out.** | **Action – TW** |
| 5.8 | Contract Update  MH has been made aware of the proposed closure of Greencross Pharmacy on Breck Road but has not yet received any confirmation on this yet.  **MH to check if there can be some training for members on responses in future meetings.**  There has been no further news on the Penny Lane and Landford Avenue applications; nor the relocation application for Hunts Cross Pharmacy.  There has been no further PNA development since the last meeting. | **Action – TW** |
| 5.9 | Officer’s Reports  Members received the Officers Reports prior to this meeting and have no issues. |  |
| 5.10 | Regional Joint Working Group  Members received the RJWG minutes prior to this meeting and have no issues. |  |
| 5.11 | Forthcoming Meeting Attendance  MH can attend all upcoming meetings but will ask if he needs any help. |  |
| 5.12 | Forthcoming holidays  Notes were taken at this point but IT issues caused the information to be lost. |  |
| **6** | **Finance** |  |
| 6.1 | Treasurers report  JF gave feedback to members. The financial figures look on target and there are no issues presenting, except for some late payments to go out to members for their meeting remuneration.  There will be a need in the future to move NHSE finances to a new pot, to ensure the funding for David is separated away from the LPCs reserves for clarity. |  |
| **7** | **Any other business** |  |
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