



Chief Executive Officer - Dr Lisa Manning PhD, M.R.Pharm.S  
 Chair – James Moir BSC (Hons) / GPhC 2051057 / M.R.Pharms  
 Treasurer – Tracy McDonough  
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## Community Pharmacy Sefton LPC Minutes Wednesday 5<sup>th</sup> April 2023 at 7pm (via Zoom)

The Meeting of Sefton Local Pharmaceutical Committee will take place on Zoom  
 on 05/04/23 7pm via Zoom  
 AGENDA

1.	<b>Opening of March CPS Meeting</b> Welcome, signing of paperwork & signing off minutes from 1/3/ 2023	7pm
2.	<b>Matters Arising - minutes from the LPC meeting held on Wed 1<sup>st</sup> March 2023</b> For confirmation of accuracy. <ul style="list-style-type: none"> <li>• Actions taken since last meeting</li> </ul>	7.05pm
3.	<b>CEO Business – LM</b>	7.25pm
4.	<b>Chairman’s/Vice Chairman’s Business –JM/ES</b> <ul style="list-style-type: none"> <li>• Treasurer appointment</li> <li>• LPC Budget</li> </ul>	7.45pm
5.	<b>Treasurer’s Business –</b>	8.10pm
6.	<b>Engagement officer update - SD</b>	8.35pm
7.	<b>AOB</b>	8.45pm
8.	<b>Date &amp; Time of next meeting:</b> Future LPC Meeting: 3/5/23 2pm, 7 <sup>th</sup> June 7pm	9pm close

	Name		Designation
<b>Present</b>	Dr Lisa Manning	LM	CEO
	Sara Davies	SD	Engagement Officer
	Joe Clarke	JC	Business Support Officer
	James Moir	JM	Chair/Member/Ind
	Tracy McDonough	TM	Member/Ind
	Martin Stratton	MS	Member/Ind
	James Glover	JG	Member/Aimp
	Una Harding	UH	Member/Ind
	Victoria Jones	VJ	Member/CCA
	Lucy Corner	LC	Member/CCA
	Faye Orford	FO	Member/CCA
Joanne Murphy	JMu	Member/CCA	



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Members	April 23	Total
TM	/	100% 1/1
JM	/	100% 1/1
JMu	X	0/1 0%
UH	/	100% 1/1
MS	/	100% 1/1
FO	X	0/1 0%
VJ	/	100% 1/1
LC	/	100% 1/1
JG	/	100% 1/1
Total	<b>7/8</b>	

Chair Signature:

Date:

1	Welcome, Apologies for absence, Expressions of Interest/Election of Officers	Action
1.1	<p>Apologies JMu FO</p> <p>All members welcomed themselves to the new LPC members, including the officers, explaining their job roles etc. New LPC members introduced themselves to the committee and explained their job roles. LM shared that the PSNC New Members days will be coming up soon and that LM and/or JC will share the details for new members. New members were asked to send their mobile numbers to SD who will add them to the WhatsApp group.</p> <p>Returning Officer LM then facilitated the appointment of the LPC Officers</p>	<b>Action - SD</b>



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<p>1.2 1.3 1.4</p>	<p>Election of Officers: -  <b>Chair Role</b> – TM nominated JM, which was seconded by MS  <b>Vice Chair</b> – TM nominated MS, which was seconded by UH  <b>Treasurer</b> – JM nominated TM, which was seconded by MS          Therefore, JM (chair), MS (Vice-Chair) and TM (Treasurer) were voted into these roles with no abstentions. JC to add new roles to the website.          JM asked members for any conflicts of interest. UH shared that she was a PCN pharmacist and if needed, she would happily step out of the meeting.          The previous minutes were signed off as a due and accurate record. JC to add the previous minutes to the website.          Send out the Governance docs to all members for 2023-24. All members and officers to respond to Governance docs email by the end of the month 1<sup>st</sup> May deadline.</p>	<p>Action - JC  Action – JC Action - JC</p>
<p>2</p>	<p><b>Matters Arising – minutes from the last LPC meeting</b></p>	
<p>2.1 2.2 2.3 2.4</p>	<p>The following agenda actions are carried over:          JC to sort LPC Levy Holiday with NHSBSA          Create budget for 2023/24. JM shared his proposed budget with members during tonight’s LPC meeting. JC has finalised the accounts for 2022/23 and will work with JM separately to prepare the new LPC budget for 2023/24 with more appropriate numbers before the next LPC meeting. This will then be sent to LM to check.          LM gave members an update of the LPC bank account from Santander to Lloyds. This will be finalised within the coming weeks. Members discussed the possibility of adding a limit on to the account of £15k. JM will look into this will look into this once the account has been set up.          LM shared that new contracts and service specs etc will be shared out accordingly and members will be asked for comments.</p>	<p>Action - JC Action – JM/JC  Action JC</p>
<p>3</p>	<p><b>CEO Business</b></p>	
<p>3.1</p>	<p><b>Blood Pressure Funding</b> - LM shared that we had a small amount of extra funding come in from the Blood Pressure services to help with Blood Pressure engagement. Will go to regional account and distributed to LPCs.</p>	



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<p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p> <p>3.7</p> <p>3.8</p> <p>3.9</p> <p>3.10</p>	<p><b>CPAF</b> - LM shared that some contractors have been asked for further support with CPAF from the LPC (a mixture of CCA and Independent contractors) for their CPAF visits.</p> <p><b>Contraceptive Pilot</b> - PGD's have been extended Tier 1 until June 30<sup>th</sup>, Oct for Tier2 for the OCMS pilot. LM shared that the discussions around the national pharmacy contraceptive service PCS suggest that it won't go ahead due to the lack of funding for new services from the Year 5 contract and therefore PSNC pushing back. SD shared that there are talks around the Pilot being extended until 2024.</p> <p><b>Lloyds Knowsley Rd</b> – Now Sharief Healthcare (Allied Pharmacy @ North Park) has taken over this branch.</p> <p><b>Lloyds Sainsburys</b> – Closing on 23<sup>rd</sup> April 2023.- Takes us to 69 contractors.</p> <p><b>IP Pathway</b> - Each ICS was asked to submit an EOI to take part in each pathway (C&amp;M ICS – Tier 1 minor infection Prescribing (mandatory), Tier 2 respiratory and SSRI reviews (optional), Tier 3 contraception (optional). EOI's will go out to each contractor in Sefton who wishes to be part of the IP pathfinder pilot. Already trained Independent Prescribers are required.</p> <p><b>Diagnosis Skills Training</b> – Training has been released for development for examination/diagnosis skills to help with the various PGD's and MAS Harmonisation. LM would encourage pharmacists to undertake this training to open up delivery of further PGDs down the line. LM will send out details in her weekly updates.</p> <p><b>PharmOutcomes Licence Extension with NHSEI</b> – LM shared that the NHSEI/RJWG Licence will continue as normal.</p> <p><b>GP CPCS</b> – Monies for LPC support have been granted to C&amp;M LPC's from NHSEI which will be shared around each LPC via the regional account. Monies will be distributed by Alison Williams depending on the numbers of GP Practices.</p> <p><b>Sub-Groups</b> – LM shared the names of Subgroups within CP Sefton, including the past sub-group leads. MS suggested that the Subgroups don't work and that we come together as available members of the LPC, when available, to meet a particular target/project, with comms, finances, and services etc. After discussion, it was decided to trail NOT having subgroups for the next three meetings (12 weeks) and if we need any subgroup actions we ask for volunteers and/or nominate for that particular action/project.</p> <p><b>MAS Harmonisation</b> – SLA was shared previously with the LPC members. LM shared that all C&amp;M LPC's were preparing a joint response. There are anomalies around the service fee for the varying tiers and that was the focal point of the joint LPC response. LM</p>	
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<p>3.11</p> <p>3.12</p>	<p>asked for feedback from the committee as to the response and if they want to add to i. It was agreed to support the response and a few points added that LM will take back to regional LPCs. LM will share the findings with LPC members accordingly.</p> <p><b>Proposed LPC Meetings</b> – LM asked members to change the LPC meetings from the first Wednesday in the month to the final Wednesday of the month to avoid clashes. Members were in agreement with this. LM shared the payment structure with members (£120.00 per meeting and £30 per hour for any other meetings, representing Community Pharmacy Sefton. It was decided to move the June meeting to the end of June. The next LPC meeting will take place on 3<sup>rd</sup> May 2023 to allow for pay reviews to take place promptly.</p>	
<p>4</p>	<p><b>Chairman’s Business</b></p>	
<p>4.1</p> <p>4.2</p>	<p><b>SuePR</b> – JM explained that there were some issues around the appointment of SuePR in that there are always outstanding actions and there was a lack of communication with employees etc. LC and LM shared that all LPCs have access to Clyde &amp; Co for free or pay a nominal fee for bespoke HR services. After discussion, it was decided that this would be an agenda item for the next LPC meeting and for LM to speak to Sue to provide a quote on a sessional basis.</p> <p><b>Staff Pay Reviews</b> – JM shared that the employees have requested a pay review and that historically the finance subgroup would decide on this. JM asked members the next steps with this action. After discussion, it was decided that JC and JM will sort the finances/Budget before the next LPC meeting so that JM is fully informed regarding the staff pay reviews. The LPC members will meet at 1:30pm on 3<sup>rd</sup> May ahead of the LPC meeting to discuss the proposed staff pay reviews.</p>	
<p>5</p>	<p><b>Treasurers Business</b></p>	
<p>5.1</p> <p>5.2</p>	<p>LM shared the LPC account totals with members. JC shared that he has completed the annual accounts digitally (Excel) and will send them off to payroll company to prepare the annual accounts.</p> <p>JC will send out the new expense forms, with BACS details, for all members to fill in. Members were asked to wait a few weeks whilst we change over the bank account to online banking before submitting their expense claim for April 2023.</p>	<p>Action - JC</p> <p>Action - JC</p>
<p>6</p>	<p><b>Engagement Officer update</b></p>	
<p>6.1</p>	<p>Sara Davies shared service data to PCN etc and had no further updates and members had no further comments for her.</p>	



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<b>7</b>	<b>AOB</b>	
<b>7.1</b>	No other business was discussed by members during the meeting.	
<b>8</b>	<b>Date and time of next meeting</b>	
<b>8.1</b>	The next LPC meeting will be Wednesday 3 <sup>rd</sup> May 2023 @2pm 28 <sup>th</sup> June 7pm	

The meeting was brought to a close at 8:35pm (2 hours).

**Action Log:** Highlighted actions are carried over from previous meeting.

Min	Action	Person	Update
1.3	Add minutes to the website	JC	Ongoing
2.1	Sort 6-month levy holiday with NHSBSA	JC	Ongoing
1.1	Add new LPC roles to the Website	JC	Completed
1.1	Add new members to the LPC WhatsApp group	SD	
1.4	Send out new governance docs to all members to complete by 1 <sup>st</sup> May	JC	Completed
1.4	Send all Governance docs to JC by the end of April 2023	All	
2.2	Meet to sort out the final numbers for 2023/24 LPC budget	JM/JC	
2.3	JC to look into new bank account and applying for a 15K outgoing restriction	JC	
5.1	Send the final accounts to Payroll company	JC	Completed
5.2	Send out updated expense forms to members with BACS details	JC	