



Chief Executive Officer - Dr Lisa Manning PhD, M.R.Pharm.S
 Chair – James Moir BSC (Hons) / GPhC 2051057 / M.R.Pharms
 Treasurer – Tracy McDonough
 Tel: 07912 043872 Fax: 01704 833346
 Address: Community Pharmacy Sefton, PO Box 226, Liverpool, L374YT
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Community Pharmacy Sefton LPC Minutes Wednesday 2nd August 2023 at 2pm (via Zoom)

The meeting of Community Pharmacy Sefton will take place:
 on **Wednesday 2nd Aug 2pm via Zoom**

AGENDA

1.	Opening of Aug's CPS Meeting Welcome, signing of paperwork & signing off minutes from 28/6/23 Conflicts of interest	2pm
2.	Matters Arising - minutes from the LPC meeting held on Wed 28th June 2023 for confirmation of accuracy. <ul style="list-style-type: none"> • Actions taken since last meeting 	2.05pm
3.	CEO Business – LM	2.25pm
4.	Chairman's/Vice Chairman's Business –JM/MS <ul style="list-style-type: none"> • LPC employees pay review appeal update • LPC Budget 	2.45pm
5.	Treasurer's Business – TM/JC	3.10pm
6.	Engagement officer update - SD	3.35pm
7.	AOB	3.45pm
8.	Date & Time of next meeting: 27th Sept at 7pm AGM <i>Future LPC Meeting: 25/10/23</i>	4:00pm close

	Name	Initials	Designation
Present	Dr Lisa Manning	LM	CEO
	Sara Davies	SD	Pharmacy Services Lead
	James Moir	JM	Chair/Member/Aimp
	James Glover	JG	Member/AIMP
	Joe Clarke	JC	Business Support Officer
Absent	Faye Orford	FO	Member/AIMP
	Tracy McDonough	TM	Member/Ind
	Lucy Corner	LC	Member/CCA
	Martin Stratton	MS	Member/Ind
	Joanne Murphy	JMu	Member/CCA
	Una Harding	UH	Member/Ind

Signature

Date



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Members	April 23	May 23	June 23	Aug 23	Sept 23	Total
FO	X	/	/	/		2/4 50%
JG	/	/	X	/		2/4 50%
JM	/	/	/	/		4/4 100%
JMU	X	/	/	X		2/4 50%
LC	/	/	/	X		3/4 75%
MS	/	/	X	X		2/4 50%
TM	/	/	/	X	X left LPC	3/4 75%
UH	/	/	/	X		3/4 75%
VJ	/	/	X*Left LPC			2/2 100%
Total	7/9	9/9	6/9	3/9		

1	Welcome, Apologies for absence, Expressions of Interest	Action
1.1	The meeting started at 2:10pm. LC, MS, TM, UH, JMu sent their apologies. The previous minutes could not be signed off as members were not quorate at this meeting. LM explained new CCA rep is Salma Iqbal for Boots replacing Victoria Jones	
2	Matters Arising – minutes from the last LPC meeting	
2.1	The following actions were carried over until the next LPC meeting: JC to look into new bank account and applying for a 15K outgoing restriction.	Action – JC



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2.2	Read through TAPR document and send committee details to NHSE and Health and Wellbeing boards etc. LM to send through the details of who to send the letter to (Sefton Place – Deborah Butcher) etc.	Action – LM/JC
2.3	Look at other payroll companies and costings etc.	Action – JC
2.4	Write to SuePr to amend the staff contracts to reflect the holiday entitlement dates.	Action – JM
2.5	Liaise with Formby Fire station regarding AGM f2f meeting 27 th September at 7pm.	Action – LM
2.6	JM to contact payroll to sort out Inland Revenue issues and speak with Alex Grist	Action – JM
2.7	Liaise with payroll regarding lump sum for pension/NEST payments.	Action - JC
3	CEO Business	
3.1	GPCPCS Referral Presentation – LM shared the presentation which has been completed by LM and SD with the three members on the call. This includes a breakdown of referrals, urgent and non-urgent escalations and context of referrals, hypertension data breakdown, ABPM etc. Members had no further comments.	
3.2	Staff Flu Service – LM shared that the service specification has been sent out to all relevant contractors and has been added to LPC comms. The service this year will go back to pre-covid offsite clinics. LM thanked members for their contributions. LM updated that Sefton Council are looking to use our PO template for a fee	
3.3	Directors and Officers Type Insurance – LM sent out EOI info previously, applied on behalf of CP Sefton and then sent out further comms to members. LM shared that it would be a £500 pa cost to the LPC and a replay was required by CPE before the next CPS meeting . JM gave a vote of yes on behalf of the committee which would need ratifying from the rest of the committee.	
3.4	CPE Governance Docs – LM sent through these documents prior to the LPC meeting. To date, only LC has responded. LM has asked members for further comments.	
3.5	CPE National Events – a reminder about the days coming up. FO shared that she was registering for one of the events. JM was asked to register for the chairs event. Any member wanting to attend the CPE Conference on 18 th Oct to contact LM . JM to bring up at MALPS if we could send regional rep as not great value for money	



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<p>3.6</p> <p>3.7</p> <p>3.8</p> <p>3.9</p> <p>3.10</p>	<p>Pharmacy Independent Prescriber Pathway – still waiting to hear about the funding. Second EOI’s have gone out in some areas to potential sites confirming workforce issues and premises. One of the areas is South Sefton. LM asked JG if he has a second EOI through but to date, JG still had not received any info through.</p> <p>100-hour pharmacy reductions – we have had acknowledgments through that two of our 100hr pharmacies have been allowed to reduce to 75 hours. One is Bridge Road Chemist and the other is ASDA (The Strand).</p> <p>Blood Pressure Case Finding Service –ICB exploring pilot working with the Ambulance service who would triage the patients that don’t need to use A&E but high BP and need a further check , to be referred to a local community pharmacy and undergo HCFS. This service is still at the exploratory stage and LM will share further comms accordingly.</p> <p>PharmOutcomes provider Pays – reminder to contractors that haven’t signed up to PO for CPCS to sign up to provider pays. We can only access the PO reports of those contractors who have signed up to PO. The contractors not signed up will be removed from the service as they are in breach of their contract to provide the service without an IT supplier</p> <p>MALPS update – LM feedback that regional stakeholder event has been paused and no other LPCs have had issues with our current payroll company</p>	
<p>4</p>	<p>Chairman’s Business</p>	
<p>4.1</p>	<p>JM needed to have a separate meeting outside of today’s LPC meeting with members and therefore had no further comments or agenda items.</p>	
<p>5</p>	<p>Treasurers Business</p>	
<p>5.1</p>	<p>JC sent Treasurer’s report with the papers for tonight’s LPC meeting. Members had no further comments.</p>	
<p>6</p>	<p>Engagement Officer update</p>	
<p>6.1</p>	<p>SD asked if we could include some information in the newsletter regarding the Inhaler Technique service pilot and lack of sign-ups. LM informed SD that we are not commissioned for this service for Sefton, despite LM’s protestations.</p>	



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6.2	SD gave members an update regarding SCS and has included info for contractors in the joint LPC newsletter.	
7	AOB	
7.1	LM asked members if they were having payment problems regarding the dressing service as it has been raised by another contractor. SD will speak to Mehraan and Whitworths in Moore St. FO to check with Hillside branch if they're having problems and will feedback to LM who will then liaise with Meds Management.	Action - SD Action – FO
7.2	JM asked JC for comments. JC explained that to date, not one single member of the LPC had contacted him to ask why he had submitted his letter of resignation. JC explained that he was putting in a grievance against the LPC committee and that the committee was failing its staff. JC shared that emails to JM and SuePR were going unanswered and actions were not being completed.	
7.3	RE HR issues , staff still need amended contracts sending . eg holidays to run Apr to Apr , correct hours and pay etc . JM to chase HR	
8	Date and time of next meeting	
8.1	The next LPC meeting will be Wednesday 27 th September at 7pm (AGM). LM still securing Formby Fire station community Room as they require lots of documents eg PL insurance etc	

The meeting was brought to a close at 15:10pm (1 hour).

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

Min	Action	Person	Update
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2.1	JC to look into new bank account and applying for a 15K outgoing restriction	JC	Ongoing
2.2	Read through TAPR document and send committee details to NHSE and Health and Wellbeing boards etc. LM to send through the details of who to send the letter to (Sefton Place – Deborah Butcher) etc.	JC	
2.3	Look at other payroll companies and costings etc	JC	Ongoing
2.4	Write to SuePr to amend the staff contracts to reflect the holiday entitlement dates	JM	Ongoing
2.5	Liaise with Formby Fire station regarding AGM f2f meeting 27 th September at 7pm	LM	Ongoing
3.3	Respond to insurance vote/ratify JM's vote regarding insurance	JM/All	
3.4	Respond to LM regarding Governance docs from CPE	All	
3.5	JM to bring up at MALPS if we could send regional rep to CPE/LPC conference	JM	
7.1	Liaise with Moore Street (Whitworths) and Mehraan (Care Plus Chemist) regarding payments for the dressing service and feedback to LM.	SD	
7.1	Speak with Hillside branch regarding payments for the dressing service and feedback to LM.	FO	
7.3	JM to chase HR to get correct contracts to staff	JM	