



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 28th June 2023 at 7pm (via Zoom)

The meeting of Community Pharmacy Sefton will take place:
 on Wednesday 28th June 7pm via Zoom

AGENDA

1.	Opening of June's CPS Meeting Welcome, signing of paperwork & signing off minutes from 3/5/2023	7pm
2.	Matters Arising - minutes from the LPC meeting held on Wed 3 rd May 2023 For confirmation of accuracy. <ul style="list-style-type: none"> • Actions taken since last meeting 	7.05pm
3.	CEO Business – LM	7.25pm
4.	Chairman's/Vice Chairman's Business –JM/MS <ul style="list-style-type: none"> • LPC employees pay review update • LPC Budget 	7.45pm
5.	Treasurer's Business – TM/JC	8.10pm
6.	Engagement officer update - SD	8.35pm
7.	AOB	8.45pm
8.	Date & Time of next meeting: 2 nd Aug at 2pm Future LPC Meeting: 27 th Sept at 7pm	9:00pm close

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

Signature

Date



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Members	April 23	May 23	June 23	Total
FO	X	/	/	2/3 66%
JG	/	/	X	2/3 66%
JM	/	/	/	3/3 100%
JMU	X	/	/	2/3 66%
LC	/	/	/	3/3 100%
MS	/	/	X	2/3 66%
TM	/	/	/	3/3 100%
UH	/	/	/	3/3 100%
VJ	/	/	X	2/3 66%
Total	7/9	9/9	6/9	

1	Welcome, Apologies for absence, Expressions of Interest	Action
1.1	The meeting started at 7pm. JG, MS, JC, VJ sent their apologies. The previous minutes were signed off as a due and accurate record. JC to add minutes for May 2023 to the website.	Action - JC
2	Matters Arising – minutes from the last LPC meeting	
	Most actions from the previous meeting were completed. The following actions were carried over to the next LPC meeting:	
2.1	Look at applying for a 15K outgoing restriction on LPC Bank Account.	Action – JC
2.2	Pick up branded generics discussion at next Meds Management meeting with Sejal Patel.	Action – LM
2.3/2.4	LC to resend email query to JC for confirmation. JC to respond.	Action – LC/JC
2.5	Send through budget to committee.	Action - JC



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3	CEO Business	
3.1	<p>IP Pathfinder Pilot – nine (9) EOI’s within Sefton have been submitted to Pam Soo. LM will feedback allocated places decisions to committee accordingly.</p>	
3.2	<p>Primary Care Recovery Plan – This has been dropped since the last LPC meeting. Pharmacy First Scheme (Common Conditions Service) is proposed for seven new conditions, will have national PGDs attached. Expansion of blood pressure and oral contraceptive service. LM has queried the blood pressure expansion and has yet to receive clarification. CPE are continuing negotiations on these services.</p>	
3.3	<p>IT Meeting – Blood Pressure service will be automatically linked to MYS by 1st September 2023. Discussed there is a priority list 1st Common Conditions service so hopefully this will be in place when it goes live the BP , then the contraceptive service , which will then be followed by DMS by the end of the year. Fedback that DMS should be considered first but they are awaiting all suppliers to be able to connect , yet the largest i.e. Pharmoutcomes is ready to go . Also NW doing the majority of DMS nationally and therefore are being affected the most. LM stated she has shared hints and tips re coping over DMS etc</p>	
3.4	<p>PQS – Generally CPE not supporting as pharmacy under capacity and no new funding determined yet , hence agreed scaled back PQS and agreed most are the same criteria from last year . All contractors are expected to continue with their minimum requirements; however, CPE have removed all supporting documentation from their website.. Members discussed the stance of the LPC and what level of support that we give our contractors.</p>	
3.5	<p>PGD’s – LM gave members the details of some training that may help with PGDs and diagnosing – from HEE. LM shared that there is some upcoming Dermatology training coming up on 13th July in Sefton. LM shared that dermatology and skin condition PGD’s are being pushed forward. There are still discussions around reimbursement and fees. There are also some discussions still being had on how these local PGD’s sit amongst the national PGD’s.</p>	
3.6	<p>Blood Pressure – 27% of contractors that have signed up to the service still aren’t delivering. 38% of clinical checks should be offered a ABPM but only 4% progressed to ABPM LM gave members a breakdown of the data regarding clinic checks and ABPM. Members discussed the service pros and cons as well as what is right for the patient. LM has (and will continue) to share the pathway with contractors.</p>	



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<p>3.7</p> <p>3.8</p> <p>3.9</p> <p>3.10</p> <p>3.11</p> <p>3.12</p> <p>3.13</p>	<p>New Sefton LPC Logo – New branding has come in from CPE to match the same branding as them (and some other LPC’s). Members discussed the proposed logo and it was decided to go ahead with the new CPE local LPC logo. All members on the call voted unanimously to adopt the new logo and update the website etc. JC to read through the TAPR documentation and the logo processes and action accordingly.</p> <p>Staff Appraisals – LM confirmed that she has led staff appraisals for SD and JC and that follow up dates have been scheduled for 6 months’ time. LM also stated that she was still waiting on her own staff appraisal.</p> <p>Victoria Jones – LM received communications from Victoria Jones stating that, despite just joining the LPC, she has unfortunately has to leave as she is leaving Boots. LM has informed the CCA (Adria) to find a suitable replacement.</p> <p>MALPS – the next meeting is on 19th July and LM is on holiday. JM will be in attendance for Sefton LPC. The meeting is taking place face-to-face. SD will also attend. LM to send the invite to the whole committee via email in case missing members would like to attend.</p> <p>Stakeholder Event – LM shared that the MALPS committee are looking at supporting a stakeholder event and asked members if they would like to support it. Members asked the reasoning behind the meeting and what the benefit for contractors would be. HSHK LPC have questioned the cost of the event, which still hasn’t been confirmed. JM to go back with the CPS response about cost clarifications and finer details at the next MALPS meeting. SD shared that we may want to explore putting on a contract engagement/training event as she had five separate contractors asking for one and it’s been a while since the LPC facilitated an event like this. Members discussed briefly but didn’t come to any conclusions.</p> <p>ABPM training – LM asked members if it would be worth it to put on an ABPM training event for contractors. Members discussed the different machines and problems surrounding this, including the way the data comes through. SD shared that she can help with this issue in her upcoming Hypertension training by including a few extra slides. LM to feedback committee response to RJWG.</p> <p>CPE New Member Days – comms for these training days were previously shared with members. FO to attend the new member days for Sefton LPC. JM reminded that chair training day is 27th September 2023 and TM reminded that the LPC Treasurer Day is on 26th September 2023, registrations aren’t open yet. Meetings are likely to be virtual.</p>	<p>Action - JM</p>
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<p>3.14</p> <p>3.15</p> <p>3.16</p> <p>3.17</p>	<p>Bill Esterson – LM shared the reply that we received back from Bill and wondered if we need to re-respond. The committee agreed that we acknowledge his help and support and thank him.</p> <p>Funding Bids – LM shared that there were transformation monies that became available to all Primary Care providers, and we have submitted two bids within Sefton from LPN’s. One is regarding a PCN community pharmacy link pharmacist (1.5 days a month) to build networks etc. The other bid is for an appointment and booking system where the GP’s can book in and refer patients into community pharmacy. This system also allows pharmacists to book patients into see a GP too. This is being piloted in another area in the country with Sefton potentially becoming another pilot site.</p> <p>Stocks – LM reminded members to use the hub to report stock shortages eg semaglutide . JM asked if there was any funding available to report stock shortages, but LM said it wasn’t in place.</p> <p>CPS Data – LM shared Sefton’s CATC, GPCPCS and HCF data that SD created for CPS, including a breakdown of the biggest outliers, and a breakdown of GPCPCS conditions referral reasons. LM shared that there are a lot of dropped referrals due to an increase of patients being uncontactable. Also it showed those escalated back where in the majority incorrect referrals eg UTIs for a male patient Members looked at the data and reasoning behind the lack of referrals in places. SD shared that a lot of GP staff have moved on and the LPC were supporting them by providing more training for practice staff and from the support of LMC and PCNs via the GP bulletins etc . Members had no further comments.</p>	
<p>4</p>	<p>Chairman’s Business</p>	
<p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>HMRC Issue – JM shared that we have been paying the payroll company all the relevant monies to run the LPC, including tax, pension and wages etc. However, it has come to light that the payroll company have been holding the monies , submitting reports each month to HMRC but not sending the money to them and that LM has been receiving letters from HMRC for CPS for monies owed. JM asked members if we have lost confidence in the payroll company. Members discussed the pros and cons of the current payroll company, at length. JM is tasked with bringing up Haines Watts at MALPS and see if other LPC’s have been having any issues. JC to look at other payroll companies in the meantime.</p> <p>Pensions – JM confirmed that staff pensions need to be backdated from April 2021. JC to liaise with NEST regarding this.</p> <p>Pay Reviews – JM confirmed that he had the letters of the staff pay reviews and will forward to all staff after tonight’s LPC meeting.</p>	<p>Action - JM Action – JC</p> <p>Action – JC Action – JM</p>



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4.4	Contract Amendment – SD shared that the dates of the holiday entitlement on the staff contracts were wrong and that they needed changing to 1 st Jan to 31 st Dec. JM asked if JC could contact SuePr to amend the contracts accordingly. Overtime – Committee approved	Action - JC
5	Treasurers Business	
5.1	JC sent Treasurer’s report with the papers for tonight’s LPC meeting. Members had no further comments.	
6	Engagement Officer update	
6.1	SD created the LPC data breakdown that was shared during tonight’s meeting and members had no further comments.	
7	AOB	
7.1	LC asked if we could potentially meet Face-to-face at some point. It was decided to meet for the September 2023 meeting to coincide with the AGM. LM to liaise with Formby Fire Station.	Action – LM
7.2	SD shared that she is producing some GP CPCS, and Hypertension training for both GP practices and pharmacies to increase comms and referrals. This is likely to happen in July 2023. SD shared that some of the training was aimed at technicians and at lunchtimes so that they can assist with this service.	
7.3	LM asked members to send over their invoices for tonight’s meeting as soon as possible.	
8	Date and time of next meeting	Action - ALL
8.1	The next LPC meeting will be Wednesday 2 nd August 2023 at 2pm. (AGM will be 27 th September at 7pm).	

The meeting was brought to a close at 8:45pm (2 hours).

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



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Min	Action	Person	Update
1.1	Add minutes to the website	JC	Ongoing
2.1	JC to look into new bank account and applying for a 15K outgoing restriction	JC	
2.2	Liaise with Sejal Patel regarding branded generics at next Meds Management meeting	LM	Completed
2.3	Forward email to JC regarding accounts queries	LC	Completed
2.4	Respond to LC's email query	JC	
2.5	Send through draft budget to committee	JC	
3.7	Read through TAPR document and action new logo processes	JC	
3.11	Share CPS response regarding stakeholder event at next MALPS meeting	JM	
4.1	Ask about Haines Watts at upcoming MALPS meeting	JM	
4.1	Look at other payroll companies and costings etc	JC	
4.2	Liaise with NEST regarding pension issues	JC	
4.3	Send staff their pay reviews as requested	JM	
4.4	Write to SuePr to amend the staff contracts to reflect the holiday entitlement dates	JC	
7.1	Liaise with Formby Fire station regarding AGM f2f meeting 27 th September at 7pm	LM	
7.3	Send over invoices to LM/JC for tonight's LPC meeting	ALL	