



Chief Executive Officer - Dr Lisa Manning PhD, M.R.Pharm.S
 Chair – James Moir BSC (Hons) / GPhC 2051057 / M.R.Pharms
 Treasurer – Una Harding
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Community Pharmacy Sefton LPC Minutes Wednesday 27th September 2023 at 7pm (F2F)



The Meeting of Community Pharmacy Sefton will take place in person at Formby Fire Station on Wed 27th Sept @7pm

AGENDA

1	Opening of AGM Welcome, Apologies for absence, Conflicts of interest <ul style="list-style-type: none"> • Approval of the minutes of the AGM held on 26th Sept 2022 • Presentation of the 22/23 Annual Report – James Moir • Presentation Financial Declarations (1 April 2022 – 31 March 2023) Currently no treasurer • Questions • Ballot of contractors (in addition to votes received by post or email) • Results declared • Thanking of Previous Treasurers/ AoB Closing of AGM	7pm
2	Opening of Sept CPS Meeting Welcome, signing of paperwork & signing off minutes from 2nd Aug 2023	7.20pm
3	Matters Arising - minutes from the LPC meeting held on Wednesday 2nd Aug 2023 via zoom <ul style="list-style-type: none"> • For confirmation of accuracy/ Actions taken since last meeting 	7.25pm
4	CEO Business – LM	7.40pm
5	Chairman's/Vice Chairman's Business –JM/MS a) Pay review appeal b) Appointment of treasurer	7.55pm
6	Treasurer's Business –	8.20pm
7	Engagement officer update - SD	8.35pm
9	AOB	8.55pm

	Name		Designation
Present	Dr Lisa Manning	LM	CEO
	Sara Davies	SD	Pharmacy Services Lead
	James Moir	JM	Chair/Member/AIMp
	James Glover	JG	Member/AIMp
	Faye Orford	FO	Member/AIMp
	Salma Iqbal	SI	Member/CCA
	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	Nov 23	Total
FO	X	/	/	/	/		4/5 80%
JG	/	/	X	/	/		4/5 80%
JM	/	/	/	/	/		5/5 100%
JMU	X	/	/	X	/		3/5 60%
LC	/	/	/	X	/		4/5 80%
MS	/	/	X	X	/		3/5 60%
TM	/	/	/	X	left LPC		
UH	/	/	/	X	/		4/5 80%
VJ/SI joined Aug 23	/	/	X*Left LPC	X	/		1/250%
Total	7/9	9/9	6/9	3/9	8/8		

Community Pharmacy AGM 2023	Action
<p>New Committee Introductions - The new committee members introduced themselves and shared their roles details</p> <ul style="list-style-type: none"> • Approval of the AGM minutes from September 2022. • Votes declared regarding the annual report and financial declarations 2022/2023 • Approval of the Annual Report and Financial declarations April 2022-31st March 2023 – • Thanking of previous Treasurer's -LB/TM 	



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	<p>The Annual General Meeting (AGM) opened at 19:02No observers were in attendance at today’s AGM. The September 2022 AGM minutes were sent previously to today’s meeting and were approved as a due and accurate record. The annual report and accounts were shared with members and contractors. We have received responses from Asda and Boots, who both approved the annual report and annual accounts. Further votes to approve were received from the committee members. LC voted on behalf of Rowlands Pharmacy and requested that Rowlands Pharmacy have asked for TaPR to be put back as a standing agenda item moving forwards in response to their disappointment that the Mersey Region chose not to change following the outcome of the RSG vote.</p> <p>The AGM was brought to a close at 19:12pm.</p>	
1	Sept Meeting of Community Pharmacy Sefton	Action
1.1	<p>The meeting started at 7.12pm.- Full attendance. No Expressions of Interests were declared The previous minutes for June 23 (Not quorate at the Aug 23 meeting) and Aug 23 were signed off as a true and accurate record</p>	
2	Matters Arising – minutes from the last LPC meeting	
	<p>The following actions were carried over until the next LPC meeting:</p>	
2.1	JM to liaise with to SueHR to amend the staff contracts and sign off	Action – JM/LM
2.2	JM to contact payroll to sort out Inland Revenue issues and speak with Alex Grist	Action – JM
2.3	Liaise with payroll regarding lump sum for pension/NEST payments that are still outstanding.	Action – JM
3	CEO Business	
3.1	Bank Account	
	Ongoing issues with adding JM as signatory on bank account – awaiting card , so may be delay in payments	



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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>Taken an extreme amount of time to remove Joe Clarke from account and add James Moir</p> <p>Harmonisation of MAS services LM explained This has been paused due to lack of allocated funding from ICB. LM has worked with ICB for 10 months with a disappointing response from the ICB. Discussed that LPC can respond with disappointment at the ICB's decision</p> <p>Pharmacy Independent Prescriber Pathway Funding been declared although national pharmacy stance is that CPE and regional LPCs have not been involved any consultation regarding the fees, although national team are declaring they have. SS picked as a potential pilot sight – 3 contractors involved will be business decision if they wish to proceed and if they meet requirements. Concerns expressed regarding integration of service providers e.g., GP, Hubs etc. Concerns expressed regarding IT eg if provider pays etc Concerns expressed re financial risks for contractors.</p> <p>CCS update Discussed hoping for a soft launch Jan 24. National PGDs being worked on and asking for training requirements ASAP so contractors can be ready.</p> <p>HCFS Discussed SD delivered drop in training sessions for pharmacy teams SD to share further dates JG expressed issues with PO template and text box regarding 'refusal of ABPM machine' not transferring to GP systems – To escalate to PO team</p> <p>Contractor / Committee changes Formby Rowlands change of ownership to Allied Chapel lane.</p>	<p>Action – SD Action – SD/LM</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>Tracy McDonough has sadly left the committee due to capacity issues-previously minuted. JM/LM has liaised with TM and thanked her for all her valuable contributions to the LPC. LC expressed that going forward the Committee is informed of any changes immediately.</p> <p>CATC Contracts LM updated members that contracts for 23/24 have gone out and we are awaiting details of the new contract and who potentially may need reminding to sign.</p> <p>PGD expires in Jan 24 – LM working with MMT to hopefully adopt the national UTI PGD</p> <p>Hub Principles LM discussed guidance eg Hub to be used for alignment of scripts, OOS etc. Urgent concerns are not suitable for this service EG Safe-Guarding</p> <p>GPCPCS Training LM shared that SD has been doing an excellent job and presented at two care navigator events as part of the PLT. Had excellent feedback</p> <p>Other training planned for 23rd Nov 2023</p> <p>Provider Pays for CPCS Discussed LM and SD have reminded those contractors numerous times who have yet to find an IT solution for provider pays. The committee agreed that can only remind so many times then contractors responsibility.</p> <p>Independent Member Vacancy Discussed two nominations for the vacancy received, and as per the constitution, the committee had a vote to determine which nomination was successful. Sarah Halpin (Alexanders pharmacy) was successful . LM to inform all candidates of the outcome</p> <p>Pharmacy Vision LM discussed 10 year vision and highlighted the potential contract changes eg COVID/FLU becoming essential services.</p> <p>LPC Merger</p>	<p>Action -LM</p>
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<p>3.14</p> <p>3.15</p> <p>3.16</p>	<p>LM discussed feedback from MALPs regarding LPC mergers. All LPCs in same position but willing to look at revisiting the RSG calculation toolkit. HSHK tasked to look at splitting up area LC expressed she would like this to be an ongoing agenda item at MALPs to discuss. LM to take to MALPS</p> <p>Provider company LM fed back MALPS position. No provider company nothing locally (GM , Lancs nearest), it would be considered prudent to extend an existing company (That is Sefton could be an arm of an existing provider company) This remains an ongoing discussion. Discussed mechanism to receive funding from ICB being explored, if future issues it may be essential that a provider company is sort.</p> <p>LPC Finance committee LM attended the treasurer’s day and it was recommended that a Finance subcommittee be set up with a member from each representative group Firstly nominations for a new treasurer were sort and UH was JM proposed JG seconded- voted unanimously to approve Finance Subcommittee members proposed -UH/JMu/JM (to include Kathy Smith) Discussed LM to set up a quarterly meeting LC expressed that governance subcommittee should be in place and proposed herself to sit on the committee MS and FO were also proposed and approved to sit on the gov subcommittee TOR to be proposed by sub-groups by next meeting</p> <p>MDS commissioned service LM fed back this has been paused as a priority by the ICB Although we have the MAAS pilot in sefton -little data yet</p>	<p>Action LM</p>
<p>4</p>	<p>Chairman’s Business</p>	
<p>4.1</p>	<p>Discussed regional rep to attend the LPC Conference to save costs was discussed at MALPs and agreed. Ian Cubbin offer to attend the next LPC meeting to feedback on the conference. LC and SD attending an offered feedback</p>	



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4.2	Payroll review appeals SD and LM left the meeting Committee discussed, JM to contact SD and LM	Action JM
5	Treasurers Business	
5.1	No Business	
6	Engagement Officer update	
6.1	SD gave update on current work streams	
6.2	Smartcards still a major issue . LM feedback this was raised at the weekly ICB meeting -Jackie Jasper looking into	
7	AOB	
7.1	JG enquired about other members stance on the PCS service. Other members fed back	Action - LM Action LC
7.2	FO asked about a recent Flu issue from a GP practice – LM to bring up at the next MMT meeting	
7.3	LC asked for the next meeting if we could discuss more F2F meetings	
8	Date and time of next meeting	
8.1	The next LPC meeting will be Wednesday 15 th Nov 2pm via zoom	

The meeting was brought to a close at 9.15pm

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



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Min	Action	Person	Update
2.1	JM to liaise with to SueHR to amend the staff contracts and sign off	JM	Ongoing
2.2	JM to contact payroll to sort out Inland Revenue issues and speak with Alex Grist	JM	Ongoing
2.3	Liaise with payroll regarding lump sum for pension/NEST payments that are still outstanding	JM	Ongoing
3.5	SD to share further Drop in HCFS Training dates JG expressed issues with PO template and text box regarding 'refusal of ABPM machine' not transferring to GP systems – To escalate to PO team	SD SD/LM	
3.13	LM to take to MALPS an ongoing agenda item to review merger position	LM	
3.i5	Discussed LM to set up a quarterly meeting of Finance sub committee (to include Kathy Smith)	LM	
4.2	JM to contact SD and LM regarding the pay review appeals	SD	
7.2	FO asked about a recent Flu issue (notice) from a GP practice – LM to bring up at the next MMT meeting	LM	
7.3	LC asked for the next meeting if we could discuss more F2F meetings	LC	