# Community Pharmacy Sefton LPC Minutes

# Wednesday 15th November 2023 at 2pm (via Zoom)

**AGENDA**

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| 1 | **Opening of Nov 2023 CPS Meeting****Welcome** **Conflicts of interests** **Signing off minutes from 27th Sept 2023** | 2pm |
| 2 | **Matters Arising -** For confirmation of accuracy/ Actions taken since last meeting | 2.05pm  |
| 3 | **CEO Business – LM**  | 2.25pm  |
|  4 | **Chairman’s/Vice Chairman’s Business –JM/MS** | 2.45pm  |
| 5 | **Treasurer’s Business- UH****Update on Finance subgroup** | 3.00pm  |
| 6 | **Pharmacy Services Manager update - SD** | 3.20pm  |
| 9 | **AOBCompletion of CCA quarterly report** | 3.40pm |
| 10 | **Date & Time of next meeting:** Future Meeting: 31th Jan 2024 7pm, 28th Feb 2024 2pm | 4pm close |

Signature:

Date:

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|  | **Name** |  | **Designation** |
| **Present** | Martin Stratton | MS | Vice-Chair/Ind |
|  | Dr Lisa Manning  | LM | CEO |
|  | Una Harding | UH | Member/Ind |
|  | Lucy Corner | LC | Member/CCA |
|  | James Glover | JG | Member/AIMp |
|  | Joanne Murphy | JMu | Member/CCA |
|  | Faye Orford | FO | Member/AIMp |
|  | Sarah Halpin | SH | Member/Ind |
|  | Salma Iqbal | SI | Member/CCA |
| **Absent** | Sara Davies | SD | Pharmacy Services Lead |
|  | James Moir  | JM | Chair/Member/Aimp |
|  | Kathy Smith | KS | Business Support Officer |

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| Members | April 23 | May 23 | June 23 | Aug 23 | Sept 23 | Nov 23 | Total |
| **FO** | X | **/** | / | **/** | **/** | **/** | **5/6**  |
| **JG** | / | **/** | X | **/** | **/** | **/** | **5/6**  |
| **JM** | / | **/** | / | **/** | **/** | **x** | **5/6**  |
| **JMU** | X | **/** | / | X | **/** | **/** | **4/6**  |
| **LC** | / | **/** | / | X | **/** | **/** | **5/6** |
| **MS** | / | **/** | X | X | **/** | **/** | **4/6** |
| **TM** | / | **/** | / | X | **X left LPC** |  | **3/4**  |
| **UH** | / | **/** | / | X | **/** | **/** | **5/6** |
| **VJ** | / | **/** | X**\*Left LPC** |  |  |  | **2/2** |
| **SH** |  |  |  |  |  | / | **1/1** |
| **SI** |  |  |  |  | / | / | **2/2**  |
| **Total** | **7/9** | **9/9** | **6/9** | **3/9** | **8/9** | **8/9** |  |

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| **1** | **Welcome, Apologies for absence, Expressions of Interest** | **Action** |
| **1.1** | The meeting started at 2:00 pm. Apologies received from KS, SD and JM. LM welcomed Sarah Halpin new independent member – all members introduced themselves.No conflicts of interest were declared.Minutes of the previous meeting were approved.  |  |
| **2** | **Matters Arising – from previous actions last LPC meeting** |  |
| **2.1****2.2****2.3****2**.42.52.62.72.8 | LM reported all staff contracts have now been signed and in place.LM updated that accrued debt with HMRC has been paid and has instructed payroll to ensure the interest on said debt is reclaimed As the issue laid with HMRC it is hopeful the interest will be recouped. LM to continue to chase payroll.Haines Watts confirmed pensions can be back paid from the start of April 2021 . Big piece of work to calculate employee and employers contributions.Issue re ABPM refusal data not transferring from PO into GPs system has been flagged to Pinnacle but JG to provide further evidencePay Review Appeals – JM has spoken to LM and SD with the committee’s decision both not too happy with the outcome will wait for April for a further reviewHCFS – Further drop-in sessions for pharmacy staff hosted by SD have been arranged and advertised. MALPS update – LM reported the next meeting will be held on 27th November 2023 – the position of the merger is on the agenda. See also AOBFinance Subcommittee - The first meeting of the Finance subcommittee has taken place with some good progress being made.Face to Face Meetings – LC asked members thoughts on more Face to Face meetings. All agreed this would be beneficial although we need to consider travel. The committee agreed to plan the April and September meetings as FtF. | **Action – LM****Action -LM** **Action JG/LM**  |
| **3** | **CEO Business** |  |
| **3.1****3.2****3.3****3.4****3.5****3.6****3.7****3.8****3.9****3.10****3.11** | **Regional ICB Funding** – LM reported the funding promised from NHSE transferred to ICB to help with the LPC support of advanced services has now been approved. They are in the process of calculating and transferring the monies across to the regional bank account to be shared amongst LPCs.Independent Prescriber Pathway – South Sefton to go ahead, Allied North Park and Allied Crosby Road identified. Currently working on putting systems in place should be commencing shortly. CEO supporting contractor. JG discussed mech for other CP to refer to the IPs , not currently in spec but may be explored in the future Finance subcommittee – Following the new Finance Guide the subcommittee have reviewed and agreed the ToR and Expenses Policy. KS to share with the committee.The contractor levy holiday ends on 29th Dec 2023, the subcommittee agreed to return to the levy at 0.2% from January and will review next year when the budget has been set and our financial position is known.Services Price Review – The CCA has produced a document recommending local services have a price review every 2 years. LM will ask commissioners to include a clause in their new commissioning documents going forward.HCFS C&M work – SD and David Barker have produced a poster for surgery staff for reference when signposting patients to the service. LM asked the committee for approval to joint fund with the other LPCs the production of the poster and sending to GP practices. All agreed this was sensible. PNA - LM to present at HWB. HWB concern over closures, LM reported still adequate cover.A discussion over supplementary statements took place. LC to share document with the committee. LM to also present the current services within SeftonSmartcards- LM explained that all new cards issued will only work with upgraded IT systems . LM supporting contractors with issues MP work – LM updated committee and sent invite to the next APP on 6th Dec with a briefing ICB PC strategy – will be referred to this at the HWB event , also LM updated the committee that CP was not mentioned in Sefton PCNs access and capacity plans , this has now be remedied by LM CPE - Clyde & Co tasked by CPE to review HR documents, all free to access.. Training session for all employees and members to attend 12th March 12.20pm – details sent by LM to the committee for those that wish to register.Whitworths – media coverage of sale of business – 3 branches within Sefton , discussed with area manager – no news yet | **Action – KS****Action – LC** |
| **4** | **Chairman’s Business** |  |
| **4.1** | No report |  |
| **5** | **Treasurers Business** |  |
| **5.1** | UH and KS have met to review and discuss current accounting spreadsheets.UH feels the accounts from April do not have enough detail and asked the committee if they are willing to draw a line at this point and start a new system going forward or do they require the previous months to be detailed. This would need extra hours for KS to sort. LM has now uploaded invoices/receipts for September/October/November into a folder to cross reference with bank transactions.The committee agreed that the accounts should be fully detailed from April.A discussion on overtime for staff members took place. Currently LM and JM allowed to authorise up to 2 hours per week. The committee were asked to vote on two options:1. LM and JM to authorise 10% or
2. All overtime to be approved by the committee.

The committee voted and agreed that all overtime has to be approved by the committee in advance . This will be done via Whatsapp and must have 5 votes to be quorate.The committee did agree at this meeting to authorise KS to have 2 hours per week to sort accounts. This will be revisited at the meeting in January.It is noted that monies from the advanced services can pay the unpaid overtime for SD from Jan to Oct 2023 . This is a one-off payment for this year.  |  |
| **6** | **Engagement Officer update**  |  |
| **6.1****6.2** | LM gave members an update on services. An increase in GPCPCS and HCFS and noted still a number of inappropriate referrals for UTI.LM & SD do present updates to PCNs, Sefton Place and HWB.Rumours There will be a “soft” launch of Pharmacy First in January 2024 |  |
| **7** | **AOB** |  |
| **7.1****7.2** | LC asked the committee if they want to join the discussions around the merger of the North Mersey LPCs. Fin McCaul has offered to facilitate a meeting, items for discussion include revisiting the options calculator, if things have progressed/changed , barriers, benefits, case studies. HSHK has already agreed to discussing again. The committee voted unanimously to be included in discussions.LC to take back. Expected Jan 2024 sometime. The committee completed the CCA questions. LC to submit.  | **Action -LC****Action - LC** |
| **8** | **Date and time of next meeting** |  |
| **8.1** | The next LPC meeting will be Wednesday 31st January at 7pm via zoom / 28th Feb 24 @2pm/ |  |

The meeting was brought to a close at 15:43pm

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

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| Min | **Action** | **Person** | **Update** |
| 2.2 | LM to continue to chase payroll re recouping interest paid on accrued debt | **LM** |  |
| 2.3 | Haines Watts confirmed pensions can be back paid from the start of April 2021. Big piece of work to calculate employee and employers’ contributions. LM to chase  | **LM**  |  |
| 2.4 | ABPM – It has been noted that the message on the textbox on PharmOutcomes is not seen at the surgery. LM has reported this to Kevin Noble but still has not resolved. JG to send screen shots to LM to forward to Kevin. | **LM/JG** |  |
| 2.8 | Face to Face Meetings – LO asked members for thoughts on more Face to Face meetings. All agreed this would be beneficial although we need to consider travel. The committee agreed to plan the April and September meetings as FtF. | **LM** |  |
| 3.3 | Finance subcommittee – Following the new Finance Guide the subcommittee have reviewed and agreed the ToR and Expenses Policy. KS to share with the committee | **KS** |  |
| 3.6 | PNA - LM to present at HWB. HWB concern over closures, LM reported still adequate cover across Sefton .A discussion over supplementary statements took place. LC to share document with the committee. | **LC** |  |
| 7.1 | LC to report that CPS our open to discussions re TAPR merger and support facilitation of this via joint meeting Jan 2024  | **LC** |  |