# Community Pharmacy Sefton LPC Minutes

# Wednesday 24th April 2024 at 2pm (via Zoom)

**AGENDA**

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| 1 | Opening of 24th April 2024 CPS Meeting  Welcome, Conflicts of interest, Approval of minutes from Mar 27th 2024 | 2pm |
| 2 | Matters Arising -  For confirmation of accuracy/ Actions taken since last meeting | 2.05pm |
| 3 | CEO Business – LM | 2:23pm |
| 4 | Chairman’s/Vice Chairman’s Business –JM/MS | 2.56pm |
| 5 | Treasurer’s Business- UH | 2:57pm |
| 6 | Pharmacy Services Manager update - SD | 2:58pm |
| 9 | AOB | 3:09pm |
| 10 | Date & Time of next meeting: Future Meeting: 24th April at 2pm on Zoom. 29th May TBC. | 3.19pm close |

Signature: Date:

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|  | **Name** |  | **Designation** |
| **Present** | Martin Stratton | MS | Vice-Chair/Member/Ind |
|  | Dr Lisa Manning | LM | CEO |
|  | James Glover | JG | Member/AIMp |
|  | Joanne Murphy | JMU | Member/CCA |
|  | Salma Iqbal | SI | Member/CCA |
|  | Fin McCaul | FM | CPE Regional Rep |
| **Absent** | Sara Davies | SD | Pharmacy Services Manager |
|  | Una Harding | UH | Member/Ind |
|  | Jemma Grossmann | JGR | Member/AIMp |
|  | Lucy Corner | LC | Member/CCA |
|  | Sarah Halpin | SH | Member/Ind |
|  | James Moir | JM | Chairman/Member/AIMp |
|  | Jess Bibby | JB | Admin Support Officer |

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| Members | Apr 24 | Total |
| **JG** | **/** | **1/10** |
| **JM** | **x** | **0/10** |
| **JMU** | **/** | **1/10** |
| **LC** | **x** | **0/10** |
| **MS** | **/** | **1/10** |
| **UH** | **x** | **0/10** |
| **SH** | **X** | **0/10** |
| **SI** | **/** | **1/10** |
| **JGR** | **x** | **0/10** |
| **Total** | **4/10** |  |

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| **1** | **Welcome, Apologies for absence, Expressions of Interest** | **Action** |
| **1.1** | The meeting started at 2:00pm  Fin McCaul Regional CPE representative was welcomed to the meeting.  Apologies received from new AIMp member JGR along with LC, SH, JM, UH, SD, and JB.  No conflicts of interest were declared.  Minutes of the previous meeting – Pending approval as meeting wasn’t quorate. MS to send email regarding any actions that need approval to make quorate | **Action MS** |
| **2** | **Matters Arising – from previous actions last LPC meeting** |  |
| **2.1**  **2.2**  **2.3**  **2.4**  **2.5**  **2.6**  **2.7**  **2.8**  **2.9**  **2.10** | Payroll, recouping interest paid due to HMRC debt - still ongoing. HMRC agreed to pay the recouped interest, but this will be as a credit on our account rather than a transfer. LM emailed last week, and it is still ongoing with HMRC. LM will continue to chase.  Pensions – UH emailed to confirm the contribution amount to be paid to NEST is £6052.62 A payment plan will be set up for affected employees to pay their contribution back to LPC. Pending full approval from all committee members as the meeting wasn’t quorate, MS to send email. (Update approval confirmed)  Adding full signatories to Lloyds account- LM now resolved, UH is now on the account. LM has got £210 in compensation paid, due to the time taken for the issue to be resolved.  Discussion of TAPR and Mersey LPC merger-LC to set up meeting between CPS and HSHK, and Fin McCaul to facilitate discussion. No further update, FM to speak with JM with regards to the next stages.  Levy – Budget has been changed to reflect the increase. FM explained the increase is caused by the pharmacies within the LPC area doing more prescriptions and services. UH has sort further explanation from James woods at CPE and is awaiting a response, FM to speak with UH and JW.  GP Pharmacy First training sessions – Completed. The session was recorded and will be sent out to GP’s that couldn’t join at the time.  Sefton Place Contracts – LM has requested a finance review of commissioned services contracts eg Care at the Chemist consultation payment, as they were not sent to the LPC for scrutiny prior to being sent out. Sejal Patel has now asked for finance review on our behalf -awaiting outcome. LM to feedback  Governance Docs – JB to chase remaining members who haven’t completed the forms and send forms to new AIMp member.  Annual pay review – JM, UH and LC to arrange a meeting. LM and SD still waiting on the outcome.  Corporation tax – LM has sent a letter to HMRC with updated treasurer details, waiting for confirmation of change. | **LM ongoing**  **Action MS**  **Action LC**  **Action UH/FM**  **Action LM or SD**  **Action LM**  **Action JB**  **Action JM, UH & LC** |
| **3** | **CEO Business** |  |
| **3.1**  **3.2**  **3.3**  **3.4**  **3.5**  **3.6**  **3.7**  **3.8**  **3.9**  **3.10** | PNA – LM part of PNA steering group. Streamlined the contractor survey and asked for the patient survey to be streamlined. Due October 2025.  CPE LPC Reserves Guidance – LM shared this with the committee. The reserves need to be revised and liabilities need to be assessed and guidance states LPC to self-determine reserve amount. FM advised that guidance recommends having enough reserves to ensure can still function in worst case scenario e.g. paying the CPE levy (monthly – to be discussed and approved by the committee). Paying employees etc  Assurance report – Has come back from the accountant, pending JM’s signature. Nothing to change.  Finance survey – It was requested that this be completed. LM has done this on behalf of the LPC.  Healthwatch presentation – A lot of queries about Pharmacy First around the lack of materials for LD patients, LM has raised the issue nationally. LM shared a CPE informational poster that specifies services and age restrictions, LM to send poster to SI.  Update on delivery plan for recovering access (PCARP)– LM shared update with the committee, highlights expansion of services and shows some national targets for March 2025.  CPE forum of LPC Chairs term of reference – LM received one comment from LC which will be relayed back, LM asks for further comments to be made before June.  Surveys Re: PF training required and HCFS capacity – Survey on PO has been sent out across the region, looking at preferences for Pharmacy First training format to cover rejections that could have been claimed etc. LM to post reminder in newsletter and Whatsapp. Sefton local survey on HCFS and capacity with the possibility of funding for second APBM machines. LM to post the survey on WhatsApp as a reminder.  CPE Regional Rep FM report – LM shared prior to the meeting. FM highlighted slight mistake in slides shared, the LPC and CPE meeting is on the 23rd May not the 9th as stated in the slides. LM asked about digital health check pilot, FM mentioned it’s early days so further information is pending on it.  Apologies given by FM as he had to attend another meeting.  Pharmacy Contraceptive Service training – LM working regionally on a PCS training event to help relaunch service. To help maximise delivery, attaining a speaker from AXess. LM asked the committee whether contractors would prefer a webinar or f2f. Committee present preferred webinar. 43 /69 contractors currently signed up within Sefton | **Action LM.**  **Action ALL**  **Action LM** |
| **4** | **Chairman’s Business** |  |
| **4.1** | Nothing to report. |  |
| **5** | **Treasurers Business** |  |
| **5.1**  **5.2**  **5.3** | 24/25 Budget – Updated on Dropbox, finance briefing sent out with agenda. Last year’s end balance completed was a minus due to Levy holiday taken for 6 months to reduce reserves.  CPE levy payment – Discussed as a committee the benefits of paying monthly instead of bimonthly. Committee present approved – Further approval emailed by MS to make quorate (Update – approval received)  Pension payments – treasurer gave information as per item 2.3. Committee present approved. Further approval emailed by MS to make quorate (Update – approval received) |  |
| **6** | **Engagement Officer update** |  |
| **6.1** | Team building/ training – SD to attend a meeting with Lynette to discuss LPC needs and get some prices. – Still ongoing. | **Action SD** |
| **7** | **AOB** |  |
| **7.1** | CCA questions - SI asked those in the attendance for responses to some questions remaining. – Now answered and resolved. |  |
| **8** | **Date and time of next meeting** |  |
| **8.1** | The next LPC meeting will be on the 29th May at 7pm on Zoom. 26th June 2pm. |  |

The meeting was brought to a close at 3.19pm.

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

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| Min | **Action** | **Person** | **Update** |
| 2.1 | Payroll recouping interest from HMRC debt. | LM | Ongoing |
| 2.2 | MS to email committee for approval | MS |  |
| 2.4 | LC to set up meeting regarding LPC merger with HSHK, Fin McCaul to facilitate. Date still to be confirmed. | LC | Ongoing |
| 2.5 | UH and FM to seek further explanation re CPE levy rise | UH/FM |  |
| 2.6 | Recorded session to be sent out to GP’s not in attendance. | LM | Completed |
| 2.7 | Sefton Place contracts finance review outcome feedback | LM |  |
| 2.8 | Send reminder for Governance docs and send docs to new member. | JB | Completed |
| 2.9 | JM, LC and UH to arrange a pay review meeting. | JM, LC & UH |  |
| 3.5 | LM to share CPE Healthwatch poster with SI. | LM | Completed |
| 3.7 | Comments required re Forum of LPC Chairs ToR | ALL |  |
| 3.8 | LM to post survey reminder in WhatsApp | LM | Completed |
| 6.1 | SD to attend a meeting with Lynette. | SD | Ongoing |