# Community Pharmacy Sefton LPC Minutes

# Wednesday 27th March 2024 at 7pm (via Zoom)

**AGENDA**

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| 1 | Opening of 27th March 2024 CPS Meeting  Welcome, Conflicts of interest, Approval of minutes from Jan 31st 2024 | 7pm |
| 2 | Matters Arising -  For confirmation of accuracy/ Actions taken since last meeting | 7.05pm |
| 3 | CEO Business – LM | 7.:16pm |
| 4 | Chairman’s/Vice Chairman’s Business –JM/MS | 7.40pm |
| 5 | Treasurer’s Business- UH | 7:41pm |
| 6 | Pharmacy Services Manager update - SD | 7:50pm |
| 9 | AOB | 7:51pm |
| 10 | Date & Time of next meeting: Future Meeting: 24th April at 2pm on Zoom. 29th May TBC. | 8pm close |

Signature: Date:

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

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| Members | April 23 | May 23 | June 23 | Aug 23 | Sept 23 | Nov 23 | Jan 24 | Feb 24 | Mar 24 | Total |
| **FO** | X | **/** | / | **/** | **/** | **/** | **Left LPC** |  |  | **5/9** |
| **JG** | / | **/** | X | **/** | **/** | **/** | **/** | **/** | **/** | **8/9** |
| **JM** | / | **/** | / | **/** | **/** | **x** | **/** | **/** | **/** | **8/9** |
| **JMU** | X | **/** | / | X | **/** | **/** | **/** | **/** | **/** | **7/9** |
| **LC** | / | **/** | / | X | **/** | **/** | **/** | **/** | **/** | **8/9** |
| **MS** | / | **/** | X | X | **/** | **/** | **/** | **/** | **x** | **6/9** |
| **TM** | / | **/** | / | X | **X left LPC** |  |  |  |  | **3/9** |
| **UH** | / | **/** | / | X | **/** | **/** | **/** | **X** | **/** | **7/9** |
| **VJ** | / | **/** | X**\*Left LPC** |  |  |  |  |  |  | **2/9** |
| **SH** |  |  |  |  |  | / | **/** | **/** | **/** | **4/9** |
| **SI** |  |  |  |  | / | / | **/** | **/** | **/** | **5/9** |
| **Total** | **7/9** | **9/9** | **6/9** | **3/9** | **8/9** | **8/9** | **8/9** | **8/9** | **7/9** |  |

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| **1** | **Welcome, Apologies for absence, Expressions of Interest** | **Action** |
| **1.1** | The meeting started at 7:00pm  Apologies given from MS and SD.  No conflicts of interest were declared.  Minutes of the previous meeting were approved and adopted. |  |
| **2** | **Matters Arising – from previous actions last LPC meeting** |  |
| **2.1**  **2.2**  **2.3**  **2.4**  **2.5**  **2.6**  **2.7** | 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 forwarded an email to UH and JM for reference.  Pensions – total owed now determined, CPS will pay NEST the missing employer and employee contribution amount and a re-payment plan will be agreed upon by the affected employees to pay their contribution amount back to LPC. UH to email with a few options and action NEST payment etc.  Adding full signatories to Lloyds account- Currently still ongoing. LM called 3x, and the complaint was reopened, £230 was given as compensation. An official complaints manager has been assigned by Lloyds to work on the issue.  Discussion of TAPR and Mersey LPC merger-LC to set up meeting between CPS and HSHK, and Fin McCaul to facilitate discussion. Likely to be after Easter 2024.  Levy –LM spoke with other LPC’s, and all levies have increased. The actual levy amount is now approx. £33,470 so our budget needs to be amended to reflect this.  Pharmacy First training sessions – Two online training sessions created, one for contractors on 16th April and one for GPs on 17th April. LM to share details and link with the committee.  EHC Payment delay– LM emailed Lynne Hindle, currently invoices paper based but LH stated will be via email to speed up the process. | **LM ongoing**  **Action UH**  **LM ongoing**  **Action LC**  **Action UH**  **Action 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**  **3.12**  **3.13** | Contracts – A few contracts are expiring; LM is waiting for the Sefton Place/MMT ones to be sent over. SH offered to forward. LM raised a few points on other contracts and negotiated for a pay increase for all smoking cessation services. An annual pay review and payment timescale has also been added to EHC contract.  DMS – API issue – Still ongoing. LM advised that the IT digital team are putting focus on Pharmacy First and GP Connect at the moment instead. Although being told will be live 1st April, no new date communicated.  MFA issue – The issue was a cyber-attack. As a result, there is now an option on PharmOutcomes for site admins who can reset for all users. A guide is in the FAQ’s on how to do this. LM also raised with CPE that it cost a lot of contractors and LPCs time and money.  LFD test service – Extended and updated. Those eligible will be those over 75 and those with a high BMI.  Hypertension Case Finding Service – Aide memoir ready to go out to GPs. Regional LPC grp worked out the cost of the printing and postage. Enough in regional budget to share costs. ICS looking at high claims and ABPM vs Clinic checks. Sefton CVD team promoting service but want to understand capacity hence CPS has put out a survey to contractors. Important as may lead to Sefton Place funding more ABPM machines.  PQS – Some issues with contractors not feeling supported. CPE is looking into what support they offer and hopefully updating this.  LPN Merge –Cheshire and Mersey LPNs will now be merging. They are currently agreeing the terms of reference and the chair will be Suzanne Austin. Going forward they will be the feeding mechanism into the Primary Care Provider forum.  Regional Training Events –ICS are looking at doing a regional event on Pharmacy First, hoping to look at improving claims and rejections. Added to this event will be advice on GP Connect. Access records. RJWG exploring a Pharmacy Contraceptive service training event.  IP Pathway pilot – Still ongoing – currently delayed due to IT issues however the ICS are currently doing site visits.  CPAF visits – Currently doing 23/24 round of visits. If you’ve not been contacted by now, then you won’t be getting a monitoring visit. LM will be going out to help some contractors with their visits.  Nitazene – LM emailed the committee referring to this issue. A positive test has shown up in Crosby and an emergency meeting has been held with the council. Asking people to be vigilant and to follow ‘go low and slow’ harm reduction advice. Also to give out Naloxone to everyone.  Governance docs – Reminder for all LPC members to return these to JB as soon as possible.  Annual pay review – LM has requested an annual pay review for LM and SD.  Committee discussed as a closed meeting JM/UH/LC will conduct a pay review and communicate the outcome to LM and SD | **Action SH**  **Action JM & UH**  **Action JM,LC & UH** |
| **4** | **Chairman’s Business** |  |
| **4.1** | Nothing to report. |  |
| **5** | **Treasurers Business** |  |
| **5.1**  **5.2**  **5.3** | Corporation tax – LM advised that this has now been paid. UH advised that this should be going to Haines Watts going forward. UH to ask HW to update HMRC records.  Budget – To be reviewed in April with a comparison against last year’s budget. 24/25/ budget to be updated as funds coming in £17,000 going in for advanced services, £649 for training, £230 compensation.  Assurance report – UH spoke with Andrew who had a few questions about levy payments. UH will report back with information about how payments are made. |  |
| **6** | **Engagement Officer update** |  |
| **6.1** | Team building/ training – SD to attend a meeting with Lynette to discuss LPC needs and get some prices. | **Action SD** |
| **7** | **AOB** |  |
| **7.1** | B12 injections – JG received a call from a pharmacist about stocking B12 injections. LC advised that it does depend on the pharmacy, as they shouldn’t be dispensing at a loss. JG will feedback to report the loss on the CPE website. |  |
| **8** | **Date and time of next meeting** |  |
| **8.1** | The next LPC meeting will be on the 24th April at 2pm on Zoom. 29th May TBC. |  |

The meeting was brought to a close at 8pm.

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**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 | UH to email some re-payment plan options. UH to arrange paying NEST. | UH |  |
| 2.3 | Adding full signatories to Lloyds account – Complaints manager has been assigned. - issue still ongoing. | LM | Ongoing |
| 2.4 | LC to set up meeting regarding LPC merger with HSHK, Fin McCaul to facilitate. Likely to be after Easter 2024. | LC | Ongoing |
| 2.5 | 24/25 Budget needs to be revised to reflect levy increase. | UH |  |
| 2.6 | LM to share GP Pharmacy first training session details with the committee. | LM | Completed |
| 3.1 | SH to forward a contract to LM. | SH | Completed |
| 3.12 | Remaining LPC members to send signed Governance docs to JB. | JM & UH |  |
| 3.13 | LC and UH to arrange pay review meeting with LM. | JM, LC & UH |  |
| 5.1 | UH to work with HW to update HMRC records re corporation tax contact -UH as treasurer | UH |  |
| 6.1 | SD to attend a meeting with Lynette. | SD |  |