# Community Pharmacy Sefton LPC Minutes

# Wednesday 29th May 2024 at 7pm (via Zoom)

**AGENDA**

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| 1 | Opening of 29th May 2024 CPS Meeting  Welcome, Conflicts of interest, Approval of minutes from Mar 27th 2024 and April 24th 2024. | 7pm |
| 2 | Matters Arising -  For confirmation of accuracy/ Actions taken since last meeting | 7.24pm |
| 3 | CEO Business – LM | 7:44pm |
| 4 | Chairman’s/Vice Chairman’s Business –JM/MS | 8.08pm |
| 5 | Treasurer’s Business- UH | 8:09pm |
| 6 | Pharmacy Services Manager update - SD | 8:10pm |
| 9 | AOB | 8:25pm |
| 10 | Date & Time of next meeting: Future Meeting: 26th June at 2pm on Zoom. 31st July TBC. | 8:35pm close |

Signature: Date:

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

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| Members | Apr 24 | May 24 | Total |
| **JG** | **/** | **x** | **1/10** |
| **JM** | **x** | **/** | **1/10** |
| **JMU** | **/** | **x** | **1/10** |
| **LC** | **x** | **/** | **1/10** |
| **MS** | **/** | **x** | **1/10** |
| **UH** | **x** | **/** | **1/10** |
| **SH** | **x** | **x** | **0/10** |
| **SI** | **/** | **/** | **2/10** |
| **JGR** | **x** | **/** | **1/10** |
| **Total** | **4/10** | **5/10** |  |

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| **1** | **Welcome, Apologies for absence, Expressions of Interest** | **Action** |
| **1.1** | The meeting started at 7:00pm.  Fin McCaul Regional CPE representative was welcomed to the meeting.  Introductions were given to our new AIMp member Jemma Grossman.  Apologies received from MS, JMU, SH and JG.  FM had to leave due to another meeting, requested that members encourage as many MP visits as possible and please can members encourage everyone to complete the upcoming Pharmacy advice audit. Capture what work we do for free and therefore best to do it on the busiest day. LM previously circulated CPE report.  No conflicts of interest were declared.  Minutes of the previous two meetings – Approved. |  |
| **2** | **Matters Arising – from previous actions last LPC meeting** |  |
| **2.1**  **2.2**  **2.3**  **2.4**  **2.6**  **2.7**  **2.8** | 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 – LPC Approval confirmed to pay pension deficit and employees contributions owed to come out of wages. UH to action and will be resolved by the end of June.  Discussion of TAPR and Mersey LPC merger - FM to spoke with JM with regards to the next stages. – Small working group to be put together over the next few weeks to look at merger. LC, JM and UH volunteered to attend the meeting. FM to email to arrange a date. JB to send FM email addresses.  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 still. UH to chase again.  Sefton Place Contracts – LM has requested a finance review of commissioned services contracts eg CATC 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 – New Sefton Place service specs have been shared and uploaded to the website. Still awaiting contract.  Annual pay review – LC to contact HR to send out a formal response of outcome of pay review and a new contract.  JM, UH and LC to arrange a meeting to finalise details with employees.  CPE forum of LPC Chairs term of reference – LM has received two comments and will relay back LC comments concerning allowing a duty to attend in the chair’s absence. | **LM ongoing**  **Action UH**  **Action FM, JB**  **Action UH**  **LM ongoing**  **Action LC**  **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** | Pharmacy advice audit – Please can the committee get as many people as possible to complete this.  Pharmacy First patient facing video – Now available to be shared and displayed on video platforms. CPE will be holding a webinar re case studies and claiming. – Date pending.  Pharmacy Pressure Audit results – LM shared comms with all MPs, emailed Peter Dowd MP to arrange a visit. LM is sharing information.  Bank Holiday Rota’s – Needs revising. Discussed ICB proposal for current ASDA rota SLA (rota for all BHs except Xmas and Easter day) to be adopted by other supermarket pharmacies. There is also a potential change to having just two pharmacies open for a 3-hour slot rather than current rota 3 pharmacies open over 2 hours. The preference is for two pharmacies to be open for longer. LM to feedback committee preference for two pharmacies open over longer period e.g. 3 hours, payment to be increased, prefer ASDA SLA to be offered to all contractors. Formby Sunday rota to be reviewed as well.  AIMp name change – Will now be known as IPA. Will have full and associate members. Has also changed its requirements on who can become a member i.e. anyone with a contract who isn’t CCA. Only full members can become members of LPCs. Will need to have constitution changed etc. Advice from CPE is to do nothing for now.  PCN CP Engagement Role Lead funding – Funded for 8 hours per quarter to deliver the PCARP agenda eg PF/PCS/HCFS. LM contacted JM and SH who have been acting as PCN CP leads, to ascertain if happy to take on this role and both confirmed they were. LC raised that 8 hours doesn’t go very far – to be mentioned in next PCN meeting. LM to send job description to JM.  Northwest Pharmacy First webinar – Details have gone out, to be held on 26th June 7-8:30pm. Covers case studies, examples of claiming correctly etc.  PNA Meeting – Went through contractor survey, takes about 5 minutes as less questions , Live 5th June to 27th July on PharmOutcomes.  PCS Training event – LM met with regional team on Tuesday, looking at putting on a training event to relaunch now that there is referral EMIS PCS button. Scheduled for the first two weeks in July, a F2F event, potentially in the Village Hotel, Whiston. Will include training from sexual health service on consultations etc  Bruce Prentice has funding to include some MECC training for vaccinating pregnant women which we can piggy-back onto the PCS training event and help neutralise costs.  Closures- DSP contractor closing 12/7/24 which brings us down to 68 pharmacies, no further changes to note.  Northwest contractor event – CEO and Chairs invited in the day to the event but later it will be opened up to all contractors. From CPE on 10th July in Haddock. To be further promoted. | **Action ALL**  **Action LM**  **Action LM** |
| **4** | **Chairman’s Business** |  |
| **4.1** | Nothing to report. |  |
| **5** | **Treasurers Business** |  |
| **5.1**  **5.2** | PO Box renewal – The PO Box annual cost renewal has been paid and will stay open due to GDPR reasons.  LPC reserves – UH needs to have a meeting with LC to finalise what was agreed on the pay reviews. UH can then work out what reserves will be needed. LM to email over the LPC reserves guidance. | **Action UH and LM** |
| **6** | **Engagement Officer update** |  |
| **6.1**  **6.2**  **6.3**  **6.4**  **6.5** | Smartcard – SD has been working with Phillip Bond and Emma Knox to develop a step-by-step guide for contractors. SD is also working on getting an RA management role assigned to her smartcard so that she can assist SD has also collected a list of local sponsors. Guide to be uploaded onto the website, pending approval from PB.  Pharmacy First rejections – SD working through these. Improvement has been noted after SD has spoken to pharmacies.  SCS service – SD working with Pam Soo (ICB), looking into accredited pharmacies and what’s being delivered.  Team building/ training – SD has spoken with Lynette. The committee needs to determine what they want from the training and whether they would prefer to arrange it virtually or f2f. SD to email promotional information across and costing examples across.  Presentations - SD working on presentation to do some training for a LD grp via Healthwatch and Ainsdale practice asked for presentation to their practice patient group. | **Action SD**  **Action SD** |
| **7** | **AOB** |  |
| **7.1**  **7.2** | MALPS – LC wondering about the volume of people that are being sent and whether there is a benefit to sending that many members. LM explained MALPS meets 4 times a year, no formal cost to LPCs just members meeting attendance costs. Benefits to attending as learn about other LPCs updates, changes in services , programs of work (not discussed at RJWG as only regional projects discussed). Agreed to continue attendance  Healthwatch – LC wondering about the national report published by Healthwatch and who will be responding to it. LC to maybe raise query on the national forum. LM explained have good working relationship with Sefton Healthwatch and discuss any issues . Main issues are stock shortages and MDS |  |
| **8** | **Date and time of next meeting** |  |
| **8.1** | The next LPC meeting will be on the 26th June at 2pm on Zoom. 31st July 7pm TBC. |  |

The meeting was brought to a close at 8.35pm.

**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 organise pension payment to Nest and payroll to recoup employees contribution from wages | UH |  |
| 2.3 | Fin McCaul to arrange a date with LC, JM and UH. Potentially after the summer. JB to send email addresses to FM. | FM/JB | Ongoing |
| 2.4 | UH to chase James Wood for a response. | UH |  |
| 2.6 | Sefton Place contracts finance review outcome feedback | LM | Ongoing |
| 2.7 | LC to contact HR to send out formal outcome of pay review. | LC |  |
| 2.8 | LC comment to be shared re a deputy for the Forum of LPC Chairs ToR | LM |  |
| 3.1 | Pharmacy advice Audit to be completed and shared by the committee. | ALL |  |
| 3.4 | LM to report committee feedback to ICB on Bank Holiday rota changes. | LM |  |
| 3.6 | LM to send job role to JM | LM | completed |
| 5.2 | UH to arrange a meeting with LC. LM to email reserves guidance to UH | UH & LM |  |
| 6.1 | Smartcard guide to be shared | SD |  |
| 6.4 | SD to email promotional information and costing ideas across to the committee. | SD |  |