# Community Pharmacy Sefton LPC Minutes

# Wednesday 31st July 2024 at 7pm (via Zoom)

**AGENDA**

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| 1 | Opening of 31st July 2024 CPS Meeting  Welcome, Conflicts of interest, Approval of minutes from June 26th 2024. | 7pm |
| 2 | Matters Arising -  For confirmation of accuracy/ Actions taken since last meeting | 7:44pm |
| 3 | CEO Business – LM | 7:07pm |
| 4 | Chairman’s/Vice Chairman’s Business –JM/MS | 8:19pm |
| 5 | Treasurer’s Business- UH | 8:20pm |
| 6 | Pharmacy Services Manager update - SD | 8:25pm |
| 9 | AOB | 8:27pm |
| 10 | Date & Time of next meeting: Future Meeting: No meeting in August. AGM 25th Sept 2pm F2F, meeting in Oct TBC. | 8:36pm 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 |
|  | Joanne Murphy | JMU | Member/CCA |
|  | Sara Davies | SD | Pharmacy Services Manager |
|  | Jess Bibby | JB | Admin Support Officer |
| **Absent** | Sarah Halpin | SH | Member/Ind |
|  | Jemma Grossmann | JGR | Member/AIMp |
|  | James Glover | JG | Member/AIMp |
|  | Martin Stratton | MS | Vice-Chair/Member/Ind |

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| Members | Apr 24 | May 24 | June 24 | July 24 | Total |
| **JG** | **/** | **x** | **/** | **x** | **2/10** |
| **JM** | **x** | **/** | **/** | **/** | **3/10** |
| **JMU** | **/** | **x** | **/** | **/** | **3/10** |
| **LC** | **x** | **/** | **/** | **/** | **3/10** |
| **MS** | **/** | **x** | **/** | **x** | **2/10** |
| **UH** | **x** | **/** | **/** | **/** | **3/10** |
| **SH** | **x** | **x** | **/** | **x** | **1/10** |
| **SI** | **/** | **/** | **/** | **/** | **4/10** |
| **JGR** | **x** | **/** | **/** | **x** | **2/10** |
| **Total** | **4/9** | **5/9** | 9/9 | 5/9 |  |

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| **1** | **Welcome, Apologies for absence, Expressions of Interest** | **Action** |
| **1.1** | The meeting started at 7:00pm.  No conflicts of interest were declared.  Apologies sent from JG, MS, JGR and SH.  Minutes of the previous meeting 26/6/24 – Approved.  Fin McCaul was welcomed to the group at 7:20pm. |  |
| **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**  **2.11** | Payroll, recouping interest paid due to HMRC debt - still ongoing. LM has had a response from Alex that said the gateway account has been cleared, so we have paid everything that was owed and now the LPC can start recouping the interest.  Discussion of TAPR and Mersey LPC merger – still ongoing. A meeting has been arranged for August.  CPE Levy – UH has had a response from James Wood and received the figure for the payment that needs to be made in October, going forward UH will set up a standing order for monthly payments from Sept 24.  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 asked for a finance review on our behalf -awaiting outcome still. The contracts, however, have been sent based off the old payment amount. LC to send an email containing a letter that another LPC have used advising this does not get signed by contractors. LM to raise with Meds management. LM to draft comms to contractors re consider viability of services  Annual pay review – still ongoing. LC contacted HR about an amendment to LM’s contract. Adam to speak with LM regarding SD review. LC to instruct HR re contract amendments  LPC reserves – UH has worked out the reserves, main expenses are the wages, pension and the CPE levy. Works out to approximately around £49,539 for the quarter required  LC to send details of the risk register re LPC reserves mentioned previously -still outstanding  LC to send AGM governance doc to LM  Dev learning days- Still ongoing. SD has emailed and called but has had no response from Lynette yet. SD to continue chasing.  SD to find out more info re funding costs for LD groups  Social media – Twitter and LinkedIn have been created. LC suggested committee members send JB information they feel should be posted to contractors. JB to send a monthly reminder. | **LM ongoing**  **LC, UH, JM ongoing**  **Action LC and LM**  **Action LC**  **Action LC**  **Action LC**  **Action SD**  **Action SD**  **Action ALL** |
| **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** | Regional CPE event at Haydock – Main message was that LPC’s need to focus on the PCARP services; Hypertension case finding, PF, PCS. Less on old services NMS etc. LM mentioned DMS and API and when it will be happening, currently still delayed due to IT focus being placed on GP connect. LM also asked about any potential for national MDS service? – CPE’s response is that they will not be supporting any service that involves MDS due to safety issues. LM shared some slides with the committee that show what CPE has planned for future negotiations etc. Found on slide 3. CPE also provided an MP briefing for the LPC’s to use.  PCN Role – Had some feedback, still sitting with ICB at the moment as they want to have a bit of control over what the funding delivers and scope of the role etc.  LA commissioned services– LA Sexual Health Services -LM had a meeting with EHC lead who have advised they are sticking with the same commissioner- Sefton sexual health service. LM asked for the service to be expanded to more pharmacies, along with specific expansion based on the Liverpool model e.g. chlamydia testing, injections etc. OST services - In October LM will be asking for a pay uplift from CGL when the contract comes to an end.  MP Visits – From 4th July, a new Labour MP has been instated in Southport and all other MPs remain across the patch. LM has a meeting with Bill Esterson. Patrick Hurley (Southport MP) has agreed to do a visit, LM has put forward two Rowlands pharmacies for this. JMU waiting for her line manager to respond back with some available dates. JMU to look at MP briefing.  Employer Allowance – We are eligible to claim employer allowance for four tax years. LM has sent this across to Alex Grist at Haines Watts which will be credited to our account which amounts to approximately 5K and HMRC will take a reduction each month until 5K credit is used.  Independent prescriber path finder – Looks like this will be going ahead in September as IT is now in place. Two branches in South Sefton are all on board and going through training.  Pharmacy First – SD provided training for non-medical prescribers, which went really well, and we had great feedback. Another session is scheduled in August for the Meds Management team. LM continues to share data and news with the PCN’s, Place and LMC’s. Another LPC created a promotional poster which has been escalated to ICB to see if we can create our own local version to use. Potential poster printing funding?? – Pending a response. Potential upcoming pilots for Northwest include opt toms referring into Hypertension case finding service and referrals from UECs to PF  ICB Update - LM shared slides from the RJWG with updates from the ICB. 50 million in deficit already and allowing by the end of the year 150 million in deficit. A lot of things are being a bit stagnated, such as LPN feeding into the provider is still waiting on terms of reference etc.  Change of address – Minor relocation, Allied Knowsley Road, approved and actioned.  LPC insurance – Need to approve that we want to continue with usual CPE package. We have also agreed to pay for extra insurance that covers management liability insurance, costs £500 annually. – Committee approved. LC wondered where our data is held to cover loss prevention and keep our insurance validated, the LPC uses Nebular Cloud, we’ve also completed a GDPR workbook, and we pay ICO.  Governance forms - E.g. code of conduct, have been published and uploaded to our website.  Rule to Work – GP’s have been voting about what they’ll be adopting under the rule to work. Jackie Jasper asked if there was any support LPCs specifically need. Some items that may potentially be adopted include: Switching off RXswitch from EMIS systems , switching off GP Connect update record, only dealing with 25 contacts per day. FM reiterated CP stance that supportive of RTW unsure of impact on CP. FM cautioned that the workload could be too excessive and encouraged that the ICB should provide support for this additional workload. Reminding GPs that can increase referrals to PF and HCFS.  AGM – LM to invite LMC, MMT and other stakeholders. | **Action LM** |
| **4** | **Chairman’s Business** |  |
| **4.1** | James Moir announced that he will be sadly stepping down as chair at the AGM but will remain a member of the committee. A big thank you for all his hard work was expressed by the committee members. Nominations for the chairman’s position to be sent to LM. |  |
| **5** | **Treasurers Business** |  |
| **5.1**  **5.2**  **5.3** | Quarterly Budget – JB has sent a new s/sheet that shows a comparison between what we have taken to what we have budgeted. Currently under budget. Any queries send to UH. Could lead to a potential levy holiday to be discussed in the next quarter.  NEST pension backpay– UH has received confirmation that everything has now been settled. UH sent confirmation to LM and cc’d Alex Grist in.  Yearly accounts for AGM – Everything has been sent to accountants but we’re waiting for a response from MALPS on how much the PharmOutcomes license costs the LPC and whether this incurs any admin fees that can be written off against the corporation tax. |  |
| **6** | **Pharmacy Services Manager update** |  |
| **6.1** | Smartcard guide – Seems to be working well since it was put out in the newsletter as SD has had fewer queries. |  |
| **7** | **AOB** |  |
| **7.1**  **7.2** | Update from FM -Hiatus and reduction – FM advised that due to the new government changes negotiations won’t resume until after sept 24. Issues with 20 billion shortfall and 9million OFF DT price mistake. Welcomed the PF Aug reduction in the threshold from 20 to 15 consultations  October LPC meeting – LM unable to attend the October meeting. A vote will be put in the WhatsApp group with alternative dates and times. |  |
| **8** | **Date and time of next meeting** |  |
| **8.1** | The next LPC meeting. No meeting in August. AGM 25th Sept 2pm F2F in Formby Fire Station. Oct TBC. |  |

The meeting was brought to a close at 8.36pm.

**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 | Discussion of TAPR and Mersey LPC merger. | LC, UH, JM and FM | Ongoing |
| 2.4 | Sefton Place contracts – LC to send email. LM to raise with MM. LM to draft comms | LC/LM |  |
| 2.5. | LC to carry on instructing HR re contract amendments | LC |  |
| 2.7 | LC to send details of the risk register re LPC reserves mentioned previously -still outstanding | LC |  |
| 2.8 | LC to send AGM governance doc to LM | LC |  |
| 2.9 | SD to continue chasing Lynette for development day costs. | SD |  |
| 2.10 | SD to find out more info regarding funding costs for LD groups | SD |  |
| 2.11 | Committee members to send JB information they would like to see on social media. JB to send a monthly reminder. | ALL |  |
| 3.13 | LM to send AGM invite to LMC and MMT. | LM |  |