# Community Pharmacy Sefton LPC Minutes

# Wednesday 6th November 2024 at 2pm (via zoom)

**AGENDA**

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| 1 | Opening of 6th November 2024 CPS Meeting  Welcome, Conflicts of interest, Approval of minutes from Sep 25th, 2024. | 2:00pm |
| 2 | Matters Arising  For confirmation of accuracy/ Actions taken since last meeting | 2:01pm |
| 3 | CEO Business – LM | 2:20pm |
| 4 | Chairman’s/Vice Chairman’s Business –JG/MS | 3:40pm |
| 5 | Treasurer’s Business- UH | 3:45pm |
| 6 | Pharmacy Services Manager update - SD | 3:46pm |
| 9 | AOB | 3:52pm |
| 10 | Date & Time of next meeting: | 4:00pm close |

Signature: Date:

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|  | **Name** |  | **Designation** |
| **Present** | James Glover | JG | Chairman/Member/AIMp |
|  | Dr Lisa Manning | LM | CEO |
|  | 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 |
|  | Sarah Halpin | SH | Member/Ind |
|  | Jemma Lees | JL | Member/ IPA |
|  | Martin Stratton | MS | Vice-Chair/Member/Ind |
| **Absent** | James Moir | JG | Member/IPA |

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| Members | Apr 24 | May 24 | June 24 | July 24 | Sept 24 | Oct 24 | Total |
| **JG** | **/** | **x** | **/** | **x** | **/** | **/** | **4/10** |
| **JM** | **x** | **/** | **/** | **/** | **/** | **x** | **4/10** |
| **JMU** | **/** | **x** | **/** | **/** | **/** | **/** | **5/10** |
| **LC** | **x** | **/** | **/** | **/** | **/** | **/** | **5/10** |
| **MS** | **/** | **x** | **/** | **x** | **/** | **/** | **4/10** |
| **UH** | **x** | **/** | **/** | **/** | **/** | **/** | **5/10** |
| **SH** | **x** | **x** | **/** | **x** | **/** | **/** | **3/10** |
| **SI** | **/** | **/** | **/** | **/** | **/** | **/** | **6/10** |
| **JL** | **x** | **/** | **/** | **x** | **/** | **/** | **4/10** |
| **Total** | **4/9** | **5/9** | 9/9 | 5/9 | 9/9 | 8/9 |  |

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| **1** | **Welcome, Apologies for absence, Expressions of Interest** | **Action** |
| **1.1** | The meeting started at 2:00pm.  JM was absent  No conflicts of interest were declared.  Minutes of the previous meeting 25/9/24 – Approved. |  |
| **2** | **Matters Arising – from previous actions last LPC meeting** |  |
| **2.1**  **2.2**  **2.3**  **2.4**  **2.5**  **2.6** | Payroll, recouping interest paid due to HMRC debt - still ongoing. LM spoke to Alex Grist from Haines Watts. They have spoken to HMRC and there is a credit on our PAYE account for the employment allowance owed. A cheque will be coming to LM for 10k regarding the over paid interest, LM unsure how long it will take to arrive.  Discussion of TAPR and Mersey LPC merger – still ongoing. UH has sent the figures needed to Fin McCaul and HSHK LPC but a spreadsheet will be created and completed by both LPCs as UH is still awaiting figures from HSHK LPC. There is another meeting scheduled in another four weeks’ time. UH to fill in spreadsheet. JG to attend as chair  Annual pay review – still ongoing. LM still awaiting contract. LC wanted to confirm dates for when changes take effect from. LC to send updated letter to LM to sign and return.  Social media – JB to create an Instagram account and ask CPE about updating social media on our website.  PNA Results – LM to share with members when received.  MP visits – JB still trying to coordinate 3 visits – 1 now conducted and will be shared via social media, JB to chase others | **LM ongoing**  **LC, UH, JG ongoing**  **Action LC**  **Action JB**  **Action JB** |
| **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**  **3.14**  **3.15** | Hub and Spoke – The legislation was due to change around January 2025 but this has now been delayed. There is a bit of an issue around the Hub sending medication/information to the patient which is causing the delay. - Still awaiting a further update.  Flu message – Previously JMu raised that some GPs have sent messages advising patients that they have already bought their flu jab so don’t go to local pharmacies. JMu has sent proof of GP messages to LM who has raised this with Jan Leonard who has supported. No further incidences reported  PEM issue – National IT issue, comms being sent. around which practices are involved. 84 cases of HCFS in Sefton. These have now been cleared but it was raised that there may potentially be other notifications in the system along with the issue of GPs needing to verify their email. Currently working with pinnacle on the issue. LM raised with MMT  Flu PEM issue – LM has sent an email out to the committee regarding comms that will be shared about the issue. Example of the problem is it shows the patient as being not registered. The ICB will send out further information (LM has added feedback) and an emergency meeting has been organized with an EMIS representative to talk about the issue.  PF – National campaign that will link to Ask Your Pharmacy Week. Looking at doing a regional campaign to go out to schools to remind parents and carers promoting PF. LM shared negative feedback on the campaign poster that was shared but this was negated. LM has shared the campaign with Healthwatch. CCA shared an insights document with LM who forwarded the information onto LMC, PCNs and Sefton Place. Held training for a number of practices on PF and have more requests coming in.  RE PF and CLOT meeting notes – NHSE were in attendance, at the last CLOT Meeting and after looking at the data they raised 7 issues. LM has shared her notes with the committee detailing the specific issues. The NHSE will be sending out some comms. Examples of some of the issues include:   * After cross checking information they will be sending out comms reminding people to stick to the PDG. Working to make PharmOutcomes template more restrictive. LM raised that a lot of LPC’s don’t have access to the same data so it will be hard for them to support. CPE also to create and share comms. * Urgent med pathway – A lot of schedule 4 &5 are going through. E.g. Individual being alerted, one individual had 35 alerts around codeine use and they were still getting supplies. They want to remind people about checking quantities, checking patient records, they have involved the CDAOs. LM raised the methadone incident, and they explained people calling NHS 111 were not always speaking to a person but an automated response system. Rob Hendon will be talking to NHS 111 about it being changed. LM raised issue about staff safety. * NHSBSA raised a reduction in pending claims. They explained that sometimes contractors may delete or amend claims but once the data is uploaded it’s sent to GP straight away and you only have 10 minutes to change the claim, or the GP won’t see any amendments. Example being making a change to a consultation. * HCFS, some pharmacies have potentially been claiming twice. Once as PF referral and again as part of the Hypertension case finding service. Comms to be sent to GPs around appropriate referrals. * Consultation outcome, pharmacies are ticking the other option and filling it out rather out than filling in form which is causing an issue when looking at the data. * Loss of focus on the minor aliments part of PF, a lot of pharmacies are only focusing on the clinical pathways.   Covid – EOI has gone out for April 2025 campaign. RSV Vaccination pilot has gone ahead in the Northwest. Looking at doing something in Cheshire and Merseyside but still awaiting further detail on that.  PCN engagement role – National team released money for this role which has been sent to the ICB, guaranteed until March 2025. The ICB have advised that it has gone to the ICB board for sign off.  PNA – Meeting on the 13th November, all contractor surveys have gone in. Unfortunately, we didn’t achieve 100% despite chasing, the public survey is now open, and LM has shared comms. The public survey will close on the 2nd December however this is just a provisional date it may run potentially until the 31st December. LM to share a draft PNA when received.  IP Pathfinder – The next working group meeting is the 19th November. IT system is in place, Sefton sites setup and ready. NMP guidance is going around. LM to update when it goes live.  CGL – LM raised end of contracts (oct 24) in August. NSP uplift agreed, and the new SLA is ready and has been sent out to contractors. The Naloxone SLA is delayed as they want to put on F2F training, current SLA extended until the 30/11/2024. Supervised consumption looked at the data and a lot of service has been delivered to residents outside of Sefton. LM checked SLA and it doesn’t specific that is has to be a Sefton resident only. This has been altered now to ask if the patient is a Sefton resident. LM advised if contacted by CGL recouping monies to non-Sefton residents to pushback as it doesn’t specify on the SLA. MS was contacted and advised that they will claim back any over payment. MS to update LM if anything comes back. LM still pushing for pay increase for supervised consumption, they advised they will be sending new contracts LM to share. Current SC SLA extended until 30/11/2024.  PCS – National NW training pilot that LM is delivering in collaboration with CPPE 13th NOV. LM has got this event to be cost neutral, x3 sponsors will be also recruited. Ian Cubbin to be the expert speaker. CPPE said they are happy to work in collaboration with the LPC in January, February or March next year. The LPC would have to provide a speaker, food and venue. The committee agreed to host a CPPE/LPC training event 2025 within Sefton for contractors. LM to organise.  Thank you - LM thanked LC for her help with the interviews for a new engagement officer. The new hire is due to start on the 18th November and training will be covered by LM, SD and JB.  The LPC committee completed the risk register. JB to share risk register. JB to upload Budget to the website and send a skills matrix form to committee members. To be reviewed yearly with expense policy – April 2025. JB to send skill mapping exercise  HCFS Posters – New posters have been created and are ready to send out to GPs. LM shared comms to all GPs | **Action LM**  **Action LM**  **Action LM**  **Action LM**  **Action JB** |
| **4** | **Chairman’s Business** |  |
| **4.1** | JG spoke to other LPCs and would like to send out a survey to members for feedback on how LPC meetings work. JG would also like to speak with contractors and introduce himself. JB to send out survey. | **Action JB** |
| **5** | **Treasurers Business** |  |
| **5.1**  **5.2**  **5.3** | Savings account – Committee agreed to put 50k reserves in the instant access savings account. 1% interest will be accrued. UH to action.  Account changes – LM received a letter from the bank to say that the LPC account will be changing. LM to send to UH to look into.  Levy holiday – forms have been submitted will be for 6 months 1st Nov to 30th April | **Action UH**  **Action LM** |
| **6** | **Pharmacy Services Manager update** |  |
| **6.1**  **6.2** | PEM issue – SD working on PEMs issue along with new Flu PEMs issue. Working with Alison Williams to see what the numbers are in our locality; a meeting has been scheduled for Friday 8th to look at how to support contractors. Looks like issue is down to a MESH system error, LM sent comms to committee that will be going out from the ICB.  PF presentations to GP teams – SD to carry on with presentation as they have been really well received. More presentations have been scheduled, SD hoping to take Edward with her to upcoming presentations. |  |
| **7** | **AOB** |  |
| **7.1** | Nothing to add. |  |
| **8** | **Date and time of next meeting** |  |
| **8.1** | The next LPC meeting – January 29th 7pm via Zoom. |  |

The meeting was brought to a close at 4:00pm.

**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. UH to fill in financial spreadsheet. | LC, UH, JG | Ongoing |
| 2.3 | LC to send updated contract to LM. | LC |  |
| 2.4 | JB to ask CPE about updating social media on website and create an Instagram. | JB |  |
| 2.5+3.9 | LM to share draft PNA once received | LM |  |
| 2.6 | JB to chase MP visits and share on social media | JB |  |
| 3.10 | LM to update when IP Pathfinder goes live | LM |  |
| 3.11 | LM to share new supervised consumption contract and naloxone SLA | LM |  |
| 3.12 | LM to ask CPPE for dates and costs and to organise PCS training within Sefton | LM |  |
| 3.14 | JB to share risk register. upload budget on website and send skills matrix to committee members. JB to share skills mapping exercise | JB |  |
| 4.1 | JB to send survey to members | JB |  |
| 5.1 | UH to put 50k reserves in a savings account | UH |  |
| 5.2 | LM to send bank letter to UH | LM |  |