# Community Pharmacy Sefton LPC Minutes

# Wednesday 30th April 2025 at 7pm (via zoom)

**AGENDA**

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| 1 | Opening of 30th April 2025 CPS Meeting  Welcome, Conflicts of interest, Approval of minutes from 26th February 2025 | 7:00pm |
| 2 | Matters Arising  For confirmation of accuracy/ Actions taken since last meeting | 7:05pm |
| 3 | CEO Business – LM | 7:53pm |
| 4 | Chairman’s/Vice Chairman’s Business –JG/MS | 8:14:pm |
| 5 | Treasurer’s Business- UH | 8:15pm |
| 6 | Pharmacy Services Manager update - EM | 8:35pm |
| 9 | AOB | 8:39pm |
| 10 | Date & Time of next meeting: No meeting in May, 4th June at 7pm via Zoom. | 8:42pm close |

Signature: Date:

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

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| Members | Apr 24 | May 24 | June 24 | July 24 | Sept 24 | Oct 24 | Nov 24 | Jan 25 | Feb 25 | Mar 25 | Total |
| **JG** | **/** | **x** | **/** | **x** | **/** | **/** | **/** | **/** | **/** | **/** | **8/10** |
| **JM** | **x** | **/** | **/** | **/** | **/** | **x** | **x** | **X** | **/** | **/** | **6/10** |
| **JMU** | **/** | **x** | **/** | **/** | **/** | **/** | **/** | **X** | **/** | **/** | **8/10** |
| **LC** | **x** | **/** | **/** | **/** | **/** | **/** | **/** | **/** | **/** | **x** | **8/10** |
| **MS** | **/** | **x** | **/** | **x** | **/** | **/** | **/** | **X** | **/** | **/** | **7/10** |
| **UH** | **x** | **/** | **/** | **/** | **/** | **/** | **/** | **/** | **/** | **x** | **8/10** |
| **SH** | **x** | **x** | **/** | **x** | **/** | **/** | **/** | **/** | **/** | **/** | **7/10** |
| **SI** | **/** | **/** | **/** | **/** | **/** | **/** | **/** | **/** | **x** | **/** | **9/10** |
| **JL** | **x** | **/** | **/** | **x** | **/** | **/** | **/** | **/** | **/** | **/** | **8/10** |
| **Total** | **4/9** | **5/9** | **9/9** | **5/9** | **9/9** | **8/9** | **8/9** | **6/9** | **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 sent from LC.  Welcome to Fin McCaul (Local CPE Regional representative).  No conflicts of interest were declared.  Minutes of the previous meeting 26/2/25 – Approved. |  |
| **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** | Payroll, recouping interest paid due to HMRC debt - still ongoing. LM spoke to Alex Grist from Haines Watts. HMRC will now be issuing a BACS payment rather than a cheque. Approximately £13k.  Discussion of TAPR and Mersey LPC merger – still ongoing. Currently waiting for the next meetings to be scheduled, Fin McCaul to help with proposing dates, potentially looking at June.  PNA Results – LM still waiting for draft. LM has contacted the local authority multiple times yet received no response. LM will continue to chase.  MP visits – JB still trying to coordinate 3 visits – 2 now conducted which has been shared via social media, next visit is scheduled for the 2nd May 2025. JB to follow up.  LPC Evaluation Checklist – A form has been created for this to be completed by committee members. JB to chase members who haven’t completed it yet.  Skills Matrix - JB to chase members who have not completed the skills matrix. JG still outstanding.  Freedom to speak up guardian FSUG– still ongoing. Recently brought up that LPCs have been using an interim solution of the NHSE/ICS FSUG, most large companies will have their own FSUG or process. The LPCs are working with CPE and the ICS to look at a solution for independents. LM to provide updates when available.  Palliative care – Still ongoing. This is looked at being harmonised, unsure on the deadline for this at the moment. LM to provide updates when available.  Rota Payments – Ongoing issue. LM has asked for the payments to be reviewed, and a letter has been drafted and sent to the ICS to review it. LM to provide further updates when available. | **LM ongoing**  **LC, UH, JG ongoing**  **Action LM**  **Action JB**  **Action JB**  **Action JB**  **Action LM**  **Action LM**  **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**  **3.14** | CPCF Negotiation – On the 31st March 2025 the details of the contractual settlement for 2025/26 were announced, which included several changes to regulations. CPE representative, Fin McCaul provided the committee with a presentation on the following topics:   * Contract overview * Funding Changes * Service developments and changes to fees * Pharmacy Quality Scheme * Regulatory changes * Independent Economic Analysis   Further information on the CPCF arrangement can be found on the CPE website [here](https://cpe.org.uk/our-news/cpcf-arrangements-for-2024-25-and-2025-26-announced/).  Discussed PQS clinical audit on sore throats and capturing 10 patients in 4 weeks.  26/27 negotiations likely to start in the autumn based on NHS 10-year plan and spending review, need to use economic review findings to support negotiations.  FMC confirmed a Northwest contractor roadshow is being planned for June 25.  LM explained the LPC work done in re-engaging with local MPs to support pressure on government.  LM discussed supporting ‘first timers’ with PQS resources.  Engaging with sexual health commissioners re monies for EHC and re-proposing (delay until payment for our PO license use for the year has gone through).  Discussed DSPs not happy with contract changes and supporting those with the new changes.  PQS-Palliative care domain – checking local and national formularies.  Local services –   * ABL Health contract - LM has received the ABL Health contract and distributed this amongst the contractors. LM was able to achieve a fee increase of £4 per voucher. On the 21st May there will also be face-to-face training available for the level 2 providers. * Care at the chemist - LM has asked about a single activity fee but due to the harmonisation this has been put on hold. They have verbally agreed to remove the 8% claw back (finance to approve). * EHC contract – LM asked for an annual pay review, no uplift available but have commissioned the use of our PharmOutcomes licence for the year. * OST - can now have missed doses recorded on PharmOutcomes. * Naloxone – Service is up and running, once online training is completed and notified CGL, you become accredited, anyone can provide the service.   AMRs and PVWG Vaccine data – LM has shared the data from CCA with stakeholders. EM gave a presentation on myth busting around pharmacy first and used AMR data.  Bundling of service – LM and EM have been looking at contractor registrations for PCARP services each month to assess how many contractors are providing the three bundling services which will come in from June. A few outstanding along with some contractors who don’t want to provide all three services, but overall numbers are good.  CPE Chairman Event – JG to attend a chairs day on the 18th June.  RSV Pilot - 200 sites identified in the Northwest. Sefton postcodes L20, L21 and L22 to be commissioned. Potential for at least one contractor in each available area. The deadline is the 6th May. Guidance has been sent out and EM has contacted the pharmacies in those specific areas. LM asked the committee to encourage those in the areas to sign up due to the benefits of future expansion of vaccine services. Payment is approximately £9.58 per vaccine.  Annual staff appraisals – LM has completed all three staff appraisals, and they have all met standards.  C19 and Antiviral stock expiring. - Potential for it to become like a palliative care service with PGDs. The ICS are also exploring the Paxlovid service, potential for that to be a contract variation to the current antiviral service that they have. And the LFD service is likely to be updated in June to support this as well.  Contractor changes – Sefton now has 67 contractors. ICB failed to update the LPC after a pharmacy was bought by a DSP and then closed immediately. All relevant data has now been corrected.  PCN engagement role – Still ongoing. The money for the role has come across the LPCs and now the SLAs are being worked on. The ICB are trying to arrange for the LPCs to recruit and hire for the role however this has been flagged that it’s not the responsibility of the LPCs to recruit and manage the role.  DMS and SCS – Ongoing issue with accessing the data as currently there's no information sharing agreement between the NHS Trusts and PharmOutcomes. It is now up to the ICS to draft a sharing agreement with the trusts and put this in place to regain LPC access.  IP pathfinder– Soft launch, all going well, Rx is all appropriate so far. LM still supporting.  DMS API issue- ongoing, LM raised at CLOT, still awhile off as working on reducing the admin burden first and then will look at API connection.  CPE Constitution changes – LM shared with the committee the proposed changes from CPE and received no comments via email. LM asked for any comments during the meeting, and the committee agreed there was nothing to add. LM to send in response via CPE survey. |  |
| **4** | **Chairman’s Business** |  |
| **4.1** | Nothing to add. |  |
| **5** | **Treasurers Business** |  |
| **5.1**  **5.2**  **5.3**  **5.4**  **5.5**  **5.6** | Corporation tax – There has been a reduction in corporation tax which has now been paid, unfortunately the notice was received in the post late due to HMRC error, a penalty charge was added into the cost to account for this.  Annual accounts and assurance report – The annual accounts have been sent to Haines Watts for review. As part of the LPC checklist, LPCs are required to provide an annual assurance report. Other LPCs are considering an assurance report once in each election cycle. UH has also agreed to this. The committee gave approval for this to be done each year as per the LPC finance guidance however LM is to contact Haines Watts regarding the price.  Staff Equipment – Jess Bibby (Business support officer) and Edward Murphy (Engagement officer) asked for committee approval for payments for work laptops, that will be LPC assets. Committee approval was given, HSHK LPC have been asked to submit an invoice for half the expense towards Jess Bibby’s equipment as they would share half the asset.  Annual salary review – LM has submitted the appropriate paperwork to James Glover and Una Harding to request and annual salary review. UH, JG and MS to arrange a meeting to discuss this.  Yearly accounts- All balanced and 6-month levy holiday has reduced reserves by 55k, Levy will resume on 1st May 2025  LPC NPA insurance – Expanded to include LPC equipment – paid for the year. | **Action LM**  **Action UH, JG, MS** |
| **6** | **Pharmacy Services update** |  |
| **6.1**  **6.2**  **6.3**  **6.4** | Pharmacy Services – SD has been doing a bit of work with Pam Soo around Pharmacy First. Waiting to get a draft finished of a poster/ email to go to GPs. SD working on Pharmacy first myth busting info for GP newsletter.  GP Training – EM has made an engagement matrix to track every single practice that the LPC want to target re referrals and where they are. Concentrating on the bottom 25% and the bottom 50%, EM has created a live tracker to say what date the practice has been contacted and visited and any follow-up actions. All engagements recorded on Dropbox.  New resources – Available on the Sefton website a range of new resources have been created for contractors and shared via newsletters.  PH Services- non-providers – EM has been speaking with contractors regarding EHC non-providers, Smoking Cessation non-providers and NSP non-providers to find out if there are any training issues and also investigating how the LPC can support to help delivery. |  |
| **7** | **AOB** |  |
| **7.1** | Nothing to add. |  |
| **8** | **Date and time of next meeting** |  |
| **8.1** | The next LPC meeting – No meeting to be held in May, next meeting will be 4th June 2pm |  |

The meeting was brought to a close at 8:42pm.

**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, JG | Ongoing |
| 2.3 | LM to share draft PNA once received. | LM | Ongoing |
| 2.4 | JB to chase MP visits. | JB |  |
| 2.5 | JB to chase outstanding committee members to complete LPC self-evaluation form. | JB |  |
| 2.6 | JB to chase members who have not completed the skills matrix. | JB |  |
| 2.7 | Freedom to speak up guardian FSUG – LM to provide update when available. | LM | Ongoing |
| 2.8 | Palliative care harmonization – LM to provide update when available. | LM | Ongoing |
| 2.9 | Rota payments, LM to provide updates when available. | LM | Ongoing |
| 5.2 | LM to contact Haines Watts re price of the assurance report. | LM |  |
| 5.4 | Annual salary review – for employees via JG/MS/UH. | JG/MS/UH |  |