# Community Pharmacy Sefton LPC Minutes

# Wednesday 4th June 2025 at 2pm (via zoom)

**AGENDA**

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| 1 | Opening of 4th June 2025 CPS MeetingWelcome, Conflicts of interest, Approval of minutes from 30th April 2025 | 2:00pm |
| 2 | Matters Arising For confirmation of accuracy/ Actions taken since last meeting | 2:05pm  |
| 3 | CEO Business – LM | 2:28pm  |
| 4 | Chairman’s/Vice Chairman’s Business –JG/MS | 3:06pm  |
| 5 | Treasurer’s Business- UH | 3:29pm  |
| 6 | Pharmacy Services Manager update - EM | 3:38pm  |
| 9 | AOB | 3:43pm |
| 10 | Date & Time of next meeting: 30th July at 7pm via Zoom.  | 3:47pm close |

 Signature: Date:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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 |
|  | Una Harding  | UH | Member/Ind |
|  | Jemma Lees | JL | Member/ IPA |
|  | Edward Murphy | EM | Engagement Officer  |
|  | Lucy Corner  | LC | Member/CCA |
| **Absent** | Sarah Halpin | SH | Member/Ind |
|  | Martin Stratton | MS | Vice-Chair/Member/Ind |
|  | Sara Davies | SD | Pharmacy Services Manager |
|  | James Moir | JM | Member/IPA |

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| Members | Apr 15 | Jun 25 | Jul 25 | Total |
| **JG** | **/** | **/** | **/** | **3/3** |
| **JM** | **/** | **x** | **/** | **2/3** |
| **JMU** | **/** | **/** | **x** | **2/3** |
| **LC** | **x** | **/** | **/** | **2/3** |
| **MS** | **/** | **x** | **x** | **1/3** |
| **UH** | **x** | **/** | **/** | **2/3** |
| **SH** | **/** | **x** | **x** | **1/3** |
| **SI** | **/** | **/** | **x** | **2/3** |
| **JL** | **/** | **/** | **x** | **2/3** |
| **Total** | **7/9** | **6/9** | **4/9** |  |

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| **1** | **Welcome, Apologies for absence, Expressions of Interest** | **Action** |
| **1.1** | The meeting started at 2:00pm. Apologies sent from MS, SH. No conflicts of interest were declared.Minutes of the previous meeting 30/4/25 – Approved.  |  |
| **2** | **Matters Arising – from previous actions last LPC meeting** |  |
| **2.1****2.2****2.3****2.4****2.5****2.7****2.8****2.9****2.10****2.11****2.12** | Payroll, recouping interest paid due to HMRC debt – completed. The employment allowance owed by HMRC has now been received into the LPC account. This will be logged on our financial report and budget as HMRC adjustment.Discussion of TAPR and Mersey LPC merger – no further update. JG to speak with Fin McCaul. PNA – LM shared with the committee all information she has received so far. LM attended the Health and Wellbeing board meeting which showed a pre-draft. LM shared a breakdown of the summary, LM to share final draft when available, potentially September 2025. MP visits – All MP visits have now been completed and shared via social media. LM shared upcoming APPG meeting to continue engagement. LPC Evaluation Checklist – The form has been completed by 7 committee members. LM and JB currently working through the evaluation and have created a spreadsheet of the majority RAG answers to determine actions from the findings. Freedom to speak up guardian FSUG. Recently brought up via ICB that LPCs have been using an interim solution of the NHSE/ICS FSUG, most large companies will have their own FSUG or process. LM spoke with Pam Soo who suggested the LPC continue with what’s in place as FSUG is still allowing access. Palliative care service ICB harmonisation – Still ongoing, unsure on the deadline for this at the moment. LM shared specs with the committee for comments. LM also fed back queries, these are being dealt with by Chris Haig, who's the Deputy Chief Pharmacist at the ICB. LM to continue providing updates when available. LPCs have fed back issues e.g. funding stagnant, no set up fees etc.Rota Payments – Ongoing issue. LM has asked for the payments to be reviewed, and a letter has been drafted and sent to the ICB to review it. LM to provide further updates when available.Assurance report – At the last LPC meeting it was agreed by the committee that the LPC would request an annual assurance report from accountants Haines Watts. This has now been requested. Skills matrix – JB to chase all members still to complete. All responses have now been received. Annual salary review – for employees to be completed and employees notified via JG/MS/UH | **LC, UH, JG ongoing****Action LM****Action LM & JB****Action LM****Action LM****Acton JG/MS/UH**  |
| **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** | Formby Rota – Recently there was an article published on the Formby Bubble stating the pharmacy Formby Rota has stopped. LM spoke with NHSE to ask if this was a genuine post, they confirmed it was not as a formal request needs to be received, and a 60-day notice period undertaken. NHSE have now issued letters to all contractors on the Rota. SI to speak with the Boots pharmacies to see if they have received any correspondence. South Sefton PCN commissioned physio referral. – Shared in the joint newsletter. A new system called P-H-I-O has gone live. Where patients can be self-referred into this referral system. The creators of the system are offering services and drop-in training services for pharmacies. The links are in the newsletter. Posters and leaflets to be distributed to relevant pharmacies Upcoming meetings –* CPE LPC Chairman’s meeting to take place in June – JG attending.
* MALPS/CPE meeting on the 25th June to wish Ian Cubbin goodbye as NPA rep– JG attending.
* Regional Northwest meeting, LM shared in the newsletter – JG attending afternoon and evening part is open to all contractors.
* LPC Conference on the 25th of November – LC attending and to feedback when available.

PCN Engagement role – LM shared the SLA with the committee. The payment has been determined as £32.50 per hour. Looking to appoint one person per Place, Sefton with two PCNs will get payment for both, which works out as 16 hours/month, (8 hours per month per PCN). The LPCs have fed back their disagreements and it’s been put back to Tom Knight to determine along with Jenny Johnson from Medicines Management who potentially will be managing the appointed person. Repurposing EHC money – LM had a reply from both the current provider and the Sefton local authority lead. The service is going through a re-tendering process, once this is complete, they are happy to discuss with the LPC ways of using the money for example on chlamydia testing. LM to share further updates when available. Engagement survey – Has now closed. LM shared results with the committee. Contractor changes – One consolidation, Knowsley Rd is moving to Allied Knowsley Rd. The LPC are now down to 66 contractors. There's also one change of ownership that's been approved, Rightdose will now be AV Pharma. MALPS – Last meeting has been held before Ian Cubbins retirement. It was discussed at the RJWG whether to continue with the MALPS meetings. It was decided that with committee approval, RJWG are going to share the regional bank account statements via the treasurer's for oversight over the funds and then the MALPS meetings will be disbanded going forward. Committee approval was attained. Renewal notice for the PO Box – Total renewal cost will be £445.80. LM asked the committee for approval to renew. Committee approval was attained. CATC formulary ICB Harmonisation – LM spoke with the meds management team to relay that the LPC isn’t happy as Sumatriptan part of the new proposed formulary (from 1st July) requires a pharmacist consultation that they won’t be getting fair pay for. The new formulary, however, will be adopted from the 1st July, comms will be sent out soon to those delivering CATC. LPC discussed that contractors should determine if service is viable. Printer funding – LM requested funding for a new printer as hers has broken after 18 years of use. Committee approval was attained. Governance lead – As part of the LPC evaluation a governance lead must be appointed within the LPC along with a governance section being added to the monthly agenda. LC volunteered to take on this role of governance lead with the request that a governance subcommittee needs to established. The subcommittee should contain independent and IPA viewpoints. JG and LC to organise the subcommittee. Treasurer role – As part of the LPC evaluation a re-election of the treasurer needs to happen every 12 months. LM asked the committee if anyone would like to take over the role from current treasurer Una Harding. The committee voted they are happy for UH to continue in the role and no concerns over personal gain were found. HR lead – As part of the LPC evaluation a HR lead needs to be appointed within the LPC. According to the guidance this role should go to the chairman. JG agreed to accept the role.UTC PF referrals – LM working with the UTC ICB lead around potentially doing pharmacy first referrals from Sefton UTCs, currently they are struggling with their IT systems on sending referrals as they use a separate system to GPs. | **Action SI****Action LM** **Action JG & LC**  |
| **4** | **Chairman’s Business** |  |
| **4.1****4.2** | Annual salary review - JG discussed the annual salary review with the committee members present. The results of the closed discussion will be shared with LM. Social media engagement – JG asked JB to connect with local schools on social media to be able to advertise Pharmacy First services. JB to action.  | **Action JB** |
| **5** | **Treasurers Business** |  |
| **5.1****5.2****5.3****5.4** | HMRC Employer allowance – This has now been paid to the LPC approximately £15k in total. Which has put the accounts in a very positive position. Levy holiday – Potentially there maybe scope for another holiday, however this will need to be reviewed in September when the budget is reassessed.Assurance report – This has now been approved and requested. Finance Subcommittee members – LM raised that the members of the subcommittee may want to change due to lack of availability to attend. JG advised both JMU and SI to be invited to attend the meetings to cover CCA representation should either party not be able to attend. LM to add SI to the email invite list.  | **Action LM**  |
| **6** | **Pharmacy Services update**  |  |
| **6.1****6.2****6.3****6.4****6.5** | PCARP registration – EM has been checking who has registered for all PCARP services, currently 64 out of 67 pharmacies are registered for all services. Some of the outstanding are mostly DSPs. Rejections report – EM has shared a rejections report with the committee and shared with relevant stakeholders. EM is currently working through rejection reasons and speaking with pharmacies that are producing high rejection numbers. Local services delivery– Increase in EHC being done along with training being offered by ABL Health for the stop smoking service, EM waiting on a list of contractors that attended. RSV vaccination program – EM raised that contractors don’t have any knowledge of it and a lot of multiples have expressed difficulty registering multiple branches. This information has been fed back, still awaiting further updates on any sites commissioned. Data access – Able to see more data now with the use of BI portal. JB also sends a monthly Pharmacy First referral report to track progress.  |  |
| **7** | **AOB** |  |
| **7.1** | Nothing to add.  |  |
| **8** | **Date and time of next meeting** |  |
| **8.1** | The next LPC meeting – July 30th at 7pm via Zoom.  |  |

The meeting was brought to a close at 3:47pm.

**Action Log:** Highlighted actions are carried over from previous meeting.

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| Min | **Action** | **Person** | **Update** |
| 2.2 | Discussion of TAPR and Mersey LPC merger. JG to speak with Fin McCaul.  | LC, UH, JG  | Ongoing |
| 2.3  | LM to share draft PNA once received. | LM | Ongoing |
| 2.5 | JB and LM to complete outstanding tasks on LPC evaluation checklist.  | LM & JB |  |
| 2.8 | Palliative care harmonisation – LM to provide update when available. | LM | Ongoing |
| 2.9 | Rota payments, LM to provide updates when available. | LM | Ongoing |
| 2.12 | Annual salary review – for employees to be completed and employees notified via JG/MS/UH | JG/MS/UH |  |
| 3.1  | SI to speak with Formby Boots pharmacies with regards to any rota correspondence.  | SI |  |
| 3.5  | LM to share updates on EHC money repurposing when available.  | LM |  |
| 3.12 | JG and LC to organise the governance subcommittee.  | JG & LC  |  |
| 4.2 | JB to speak with local schools to increase engagement on social media.  | JB |  |
| 5.4 | LM to add SI to finance subcommittee invite list.  | LM |  |