**Committee Meeting Minutes: 13.9.23**

**Members Present:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** |  | | **Designation** |
| **Present:** | Louise Gatley | LG | | Chief Officer |
| David Barker | DB | | Engagement Officer |
| Bindu Bhatt | BB | | Independent Representative |
| Joe Clarke | JC | | Business Support Officer |
| Suketu Patel | SP | | Independent Representative |
| Tom Graves | TG | | CCA Representative |
| Helen Murphy | HM | | Chief Officer |
| Paul Knapton | PK | | CCA Representative |
| Alec Meakins | AM | | CCA Representative |
| Mari Williams | MW | | AIMp Representative |
| Ali Dalal | AD | | Independent Representative |
| **Absent:** | Saghir Ahmed | SA | | AIMp Representative |
| John Davey | JD | | Independent Representative |
| Katie Pickles | KP | | CCA Representative |
| Monique Cullen | MC | | CCA Representative |
| **Chair Accepted Minutes** | | | Chair: Suketu Patel | |

**Minutes:**

|  |  |  |
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| **1** | **Welcome, general housekeeping & Nolan principles** |  |
|  | MC, KP, JD & SA sent their apologies to today’s LPC meeting. The meeting was opened by SP at 11:07am. Members were reminded about the Nolan principles. |  |
| **2** | **Minutes from previous meeting** |  |
|  | The minutes were signed off by the chair as a true and accurate record.  **Action:** JC to add the minutes to the LPC website. | **Action - JC** |
| **3** | **Matters Arising** |  |
|  | The following actions from the previous LPC meeting were carried over to the next meeting:   * Send through Governance docs to JC asap * Look at the costings for camera and speaker for LPC meetings | **Action – JD**  **Action – DB** |
| **4** | **Re-Branding** |  |
|  | LG provided context regarding the Community Pharmacy England re-branding which included the pros of re-branding, cons for re-branding, timelines/timescales, etc. After a brief discussion, all attending members voted unanimously to go ahead with the proposed re-branding.  JC asked members if now is the best time to re-brand, if we have a potential looming merger with other LPC’s? Members discussed and it was decided to go ahead with the re-brand as we currently are as the merger may not happen or take a long time to happen.  JC asked SP if he would like a [chair@hshk-lpc.org.uk](mailto:chair@hshk-lpc.org.uk) email address (with the new branding and correct email handle). SP (and members) confirmed that they would like this to be actioned from a Governance point of view.  **Action:** JC to meet with LG during Monday morning meeting to discuss next steps for re-branding  **Action:** JC to contact Nebular Cloud to set up email for SP | **Action: JC/LG**  **Action: JC** |
| **5** | **St Helens Public Health Service – Stop Smoking** |  |
|  | LG provided context around the council savings plan for St Helens Stop Smoking Service:   * Significant savings need to be made to the public health budgets with reductions to contracts and programmes. * SHLA wanted to explore what community pharmacy could do around a tier 2 smoking service   LG reported that tier 2 offers in other areas were discussed, with a focus on adequate funding and training. Shirley Goodhew is going to look at the budget and come back to the LPC with an early proposal for discussion.  Members raised that smoking cessation services often weren’t worth continuing after 4 weeks, due to the funding models. LG to continue to liaise with Shirley to try and increase funding for this service.  **Action:** LG to feedback at next LPC meeting in November | **Action - LG** |
| **6** | **AGM** |  |
|  | * Welcome and Introduction – The AGM was opened at 12.01pm by SP. * Recording from CPE - LG shared the video from Janet Morrison, which included the new conditions service. * Approval of the AGM Minutes 2021/22 – The minutes of the previous AGM were unanimously approved by all attending members. * Approval of the Annual Report and Accounts 2022/23 – PK was asked to read out the following statement from Lucy Corner (Rowlands, CCA):   Rowlands Pharmacy raised concerns regarding the TAPR process and mergers of LPCs and issued a statement which the LPC committee discussed, they requested that TAPR is a standing agenda item at committee meetings.  Members discussed the possibility of merging with other LPC’s in line with TAPR. After a lengthy discussion, it was agreed that BB would highlight HSHKs desire for further discussions regarding LPC mergers at next week’s MALPS meeting and that SP would follow up with an email from Community Pharmacy Halton, St Helens and Knowsley.  **Contractor Vote:** JC confirmed the following votes with all accepting the annual Accounts 2022/23:   * Well – 10 votes accepted * Rowlands – 15 votes accepted * Asda – 4 votes accepted * Sugar Lane Pharmacy – 1 vote accepted * Stockbridge Village Pharmacy – 1 vote accepted * Boots Ltd – 10 votes accepted * Cookes’ Limited – 1 vote accepted * Cooks Healthcare – 1 vote accepted * Davey’s Pharmacy – 3 votes accepted   **Action:** JC to add the 2022/23 Annual Report and Accounts to the LPC website  **Action:** BB to discuss LPC mergers at MALPs | **Action - JC**  **Action - BB** |
| **7** | **Services Update (GP CPCS/DMA/BP@Home/HCF** |  |
|  | **MAS Harmonisation**: HM gave members an update of the MAS Harmonisation, including comms from Pam Soo. HM explained commissioning of this service had been paused due to funding pressures. This means that existing services will continue as they are.  **GP CPCS**: HM explained to members that the GP CPCS funding, promised by NHSE around May 2023 had not yet been paid to C&M LPC’s. HM and LG were continuing to talk with other LPC CEOs and ICB representatives to try and get this funding paid to LPC’s. One of the issues that is becoming clear is that the ICB are finding it hard to pay monies as LPCs are not an organisation that they can transfer funding to. Members discussed the possibility of setting up / using a provider company to get funding across to LPC’s. LG declared an interest as she is a Director of a provider company in GM. After discussion, it was decided to put this as an agenda item for the next LPC meeting. LG also shared that this was an agenda item at next week’s MALPS meeting.  **Inhaler Technique Service**: DB gave members an overview of this service, including funding, how the services works and data recording. Members discussed the pros and cons of the service, including reasoning behind why there are low activity levels.  **BP@Home**: July Data – 76 referrals (approx. 1/3 being from Aston), 22 referrals were rejected for various reasons (including duplicate referrals).  **GP CPCS**: Daily emails and Friday emails / telephone calls ongoing to pharmacies – weekly and monthly reports to localities continue – continued engagement with practices to support training – LG gave members a breakdown of the monthly data and members had no further comments.  **DMS**: LG gave members a breakdown of the data from July 2023. Stage 1 completions are great, but numbers dwindle down the further the stage. LG and HM explained that contractors are losing funding due to the lack of completion rates to stage 3 and that we, as an LPC, can liaise with local hospitals to increase referral rates but we have reservations due to the lack of engagement in our patch (as well as across the region). LG shared the top tips with members about reporting easily on MYS from PharmOutcomes.  **HCF Referral**: LG shared the July 2023 data for this service which included data for both clinic checks and ABPM. The data included the number of GP referrals, Self-referrals etc. members had no further comments. |  |
| **8** | **Breakout Rooms – Services Breakout** |  |
|  | Members were split into small groups to discuss the following:  **Breakout Rooms – Services Breakout**  1: Lead – PK (HM, JC, KP, SP) – *What systems and branch process do you have to ensure effective delivery of services?*  2: Lead – AD (LG, AM, JD, SA) – *What are the barriers (and solutions) to service delivery in branch?*  3: Lead – TG (DB, MC, BB, MW) – *How can you involve the whole pharmacy team to ensure complete service delivery?* |  |
| **9** | **Breakout Rooms Feedback** |  |
|  | **PK – *(What systems and branch process do you have to ensure effective delivery of services)?*** Having a member of staff to look after (champion) a service. Having PO open throughout the day and actioning referrals as soon as possible to save being over faced with jobs. Connecting with the surgeries about what you can do. Communicate holidays etc with them so that referrals can be sent elsewhere during that time period. Using CPE tracker for DMS.  **AD – *(What are the barriers (and solutions) to service delivery in branch)?*** Lack of staff or quality of trained staff who are able to deliver. Pharmacist taking ownership and not sharing knowledge, so that services don’t get provided on the days that the pharmacist isn’t there. lack of compliance with SOP’s, make sure locums are set up properly Remind contractors how to de-register from services if they are struggling. Use emails more effectively to send one with all services on there and include the information about potential lost income.  **TG – *(How can you involve the whole pharmacy team to ensure complete service delivery*)?** Once DMS feeds into MYS, this service should be easier to manage. Motivating staff and getting them more involved in services (delegation). Knowing the specs really well to make sure that people are complying. High levels of admin involved in services which shouldn’t be left to pharmacists (delegating to other members of staff). |  |
| **10** | **Connexus** |  |
| **10.1** | DB gave members an update of Connexus, who they are, how they work and information about the upcoming November 2023 training. HM shared that some of the comms that they had sent previously wasn’t factually correct and the LPC were continuing to work cohesively with them to ensure correct information is being shared.  Connexus are working with PCN’s across our patch and the LPC will continue to liaise with them and each PCN. |  |  |
| **11** | **MP Activity** |  |
| **11.1** | HM gave members an update about MP activity:   * Flu letter sent to MPs regarding delay to the season to 1st October. Sir George Howarth and Derek Twigg responded to say they had contacted the Minister and they were sent emails to thank them * West Minster debate on Community Pharmacy 14th Sept. All MPs were sent an email to notify them of the debate and ask them to support with attendance. Sir George Howarth will be speaking on the 14th and has requested supporting information. This request has been forwarded to CPE​ * Mike Amesbury whose constituency runs across CPCW and HSHK will also be speaking ​ * Suk Patel invited to take part in a private roundtable CPE are hosting in partnership with Fabian’s at the Labour Party conference titled: ‘The Heart of Primary Care: how can community pharmacies make Labour’s NHS fit for the future”​ |  |
| **12** | **Breakout Subgroups** |  |
|  | * Services– Knowsley Specs (LG, HM, DB, PK, BB, MW, TG, MC) * Comms – Magazine (JC, JD, AD, KP, AM, SA, SP) |  |
| **13** | **Breakout Rooms Feedback** |  |
|  | **Services** – HM gave feedback to the committee from the services subgroup regarding the Knowsley Specifications. HM explained that problems were arising due to the large number of new staff at Knowsley Council. Notes included an up-lift in the fee for the Stop Smoking Service, reviewing Needle Exchange services and trying to align more with St Helens. Knowsley Council are aware that the specs need to be out within the next fortnight. HM explained that she will be on annual leave so that LG will pick this up going forward.  **Comms** – JC gave feedback from the comms subgroup which mainly centred around the feedback for the next LPC magazine draft. As DB is on annual leave, JC will sort out the final draft of the LPC magazine, incorporating the notes from today’s breakout session and will send to the comms subgroup for final approval. Comms members also looked at the blood pressure posters that DB has created along with Sara Davies from CPCS and Sefton LPC’s. Members looked at the posters and commented further. DB asked members to approve the printing of the poster (which was approved) to be distributed along with the magazine. |  |
| **14** | **Officer(s) reports as for questions** |  |
|  | SP asked JC to send a friendly reminder to those members who are now sitting at 33% attendance to improve their attendance, as per the LPC constitution.  **Action:** JC reminded members to get their expense forms to him from the April meeting by the end of the month (Oct deadline). | **Action - JC** |
| **15** | **Member Updates (CCA/AIMp/Independents)** |  |
|  | **CCA**: Members expressed that they would like the provider company agenda item to be included in all forthcoming agenda’s at LPC meetings until further notice.  **AIMp**: No further local updates. MW shared that AIMp had shared national comms with members, that weren’t relevant to today’s LPC meeting.  **Independent** – SP shared that he had been asked to share supply issues regarding branded generics recording 14.  SP asked all members if they had any further agenda items for the upcoming Labour conference that SP was attending on behalf of the LPC. BB asked if SP could share the issues regarding Stockbridge Pharmacy. |  |
| **16** | **AOB** |  |
|  | **Attendance at MALPs**: MW and BB will be in attendance to the next MALPS meeting on behalf of the LPC.  **Attendance to LPC Conference**: 12th October 2023 in London. LG and SP/ or AM will be in attendance on behalf of HSHK LPC. |  |
| **17** | **LPC Business** |  |
|  | **Insurance:** Members discussed the proposed insurance, promoted by CPE at length and asked if the officers could find out what exactly does the insurance cover and how it differs from the previous insurance support offered by PSNC. Members raised concerns regarding the high premiums are far too high.  **Action:** MW to bring this to MALPS | **Action: MW** |
| **18** | **Closing of LPC Meeting** |  |
| **18.1** | The LPC meeting closed at 4:04pm. |  |
| **19** | **Alec Meakins – Private Matters (Staff)** |  |
| **19.1** | Closed meeting for LPC members. |  |

**Members Attendance 2023/24:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Governance Docs** | **26/4/23** | **21/6/23** | **13/9/23** | **15/11/23** | **17/01/24** | **13/03/24** |
| Meeting length |  | **6 hours** | **5 hours** | **6 hours** |  |  |  |
| Bindu Bhatt | Yes | / | / | / |  |  |  |
| Saghir Ahmed | Yes | / | / | X |  |  |  |
| Tom Graves | Yes | / | / | / |  |  |  |
| Monique Cullen | Yes | X | / | X |  |  |  |
| Ali Dalal | Yes | / | / | / |  |  |  |
| Mari Williams | Yes | / | / | / |  |  |  |
| Suketu Patel | Yes | / | / | / |  |  |  |
| John Davey | No | / | / | X |  |  |  |
| Alec Meakins | Yes | / | / | / |  |  |  |
| Katie Pickles | Yes | X | / | X |  |  |  |
| Paul Knapton | Yes | / | / | / |  |  |  |
| **TOTAL** | **10/11** | **9/11** | **11/11** | **7/11** |  |  |  |