**Committee Meeting Minutes: 15.11.23**

**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 |
| Monique Cullen | MC | | CCA Representative |
| Paul Knapton | PK | | CCA Representative |
| Alec Meakins | AM | | CCA Representative |
| Mari Williams | MW | | AIMp Representative |
| Ali Dalal | AD | | Independent Representative |
| **Apologies:** | Saghir Ahmed | SA | | AIMp Representative |
| John Davey | JD | | Independent Representative |
| Katie Pickles | KP | | CCA Representative |
| Helen Murphy | HM | | Chief Officer |
| **Chair Accepted Minutes** | | | Chair: Suketu Patel | |

**Minutes:**

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| **1** | **Welcome, general housekeeping & Nolan principles** |  |
| **1.1** | The meeting was opened by SP at 9:40am. Members were reminded about the Nolan principles, toilet facilities and fire procedures. All members were present. |  |
| **2** | **Minutes from previous meeting** |  |
| **2.1** | 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** |  |
| **3.1** | JC was tasked with contacting Nebular Cloud to sort the [chair@hshk-lpc.org.uk](mailto:chair@hshk-lpc.org.uk) email for Suketu Patel. JC actioned but now waiting on Nebular Cloud to contact SP with the details. JC to chase.  LG was due to liaise with St Helens Stop Smoking Service. This action is on-going and LG will feedback accordingly.  DB was asked to sort the costs of printing the HCF posters. DB shared that we are now waiting for Alison Williams to distribute monies from regional account. There will be one poster per GP practice printed, with an electronic copy to every pharmacy. DB to get two quotes, one for printing only and the other for printing and posting.  MW and BB were asked to raise the CPE Insurance action at MALPS, which was actioned. MW fed back the MALPS discussions and after a brief LPC discussion by members today, it was decided to go ahead and use CPE insurance. JC to look into this and action. | **Action – JC**  **Action - DB**  **Action - JC** |
| **4** | **Ice-Breaker** |  |
| **4.1** | JC led individual, partner and all group ice-breakers to aid cohesion amongst the members and staff. All members and staff participated, and it was a great start to today’s LPC meeting. |  |
| **5** | **Finance Update** |  |
| **5.1** | BB gave members an update of the current finances, sharing that the finance subgroup met before today’s LPC meeting to review the current budget. Members discussed the CPE budget at length, thinking about the 45% increase and how viable it will be for CP HSHK to survive. LG emailed CPE for an update to the reasoning behind the 45% increase. Discussions were paused until Fin McCaul’s update later this afternoon. |  |
| **6** | **LPC Mergers** |  |
| **6.1** | LG shared that Community Pharmacy Liverpool have their LPC meeting tomorrow (16th Nov) and are discussing a potential LPC merger and asked SP to liaise with their LPC chair (Gemma Whitehead).  Member s discussed the various options of splitting off areas. PK read out a CCA update which spoke about a three LPC meeting for the North Mersey LPC’s (HSHK, Liverpool & Sefton). PK shared that Community Pharmacy Sefton are meeting today & Community Pharmacy Liverpool (tomorrow) to discuss attending this meeting which will be chaired by Fin McCaul (CPE regional rep). Our members discussed this meeting, and it was decided that once the official invitation comes through, we will accept a place(s) to discuss potential mergers.  After discussion with Fin McCaul, it was proposed that we change our levy payment structure to volume. All members voted in favour of this. JC to liaise with LG to make these changes. | **Action: SP**  **Action: JC** |
| **7** | **Services Update** |  |
| **7.1** | LG gave members an update of the services across the patch including a breakdown of the data for DMS / Hypertension Case Finding, St Helens Smoking Cessation Service and GPCPCS. LG shared some of the issues surrounding the barriers at both GP and pharmacy level and what the LPC team are doing to rectify these barriers. KP asked if we can produce a booklet of services that community pharmacy offer for GP practices to increase service referrals. LG to look into this. Members asked about the comms for SCS and LG shared that we will be doing joint Mersey training and DB was continuing to engage with those contractors that have signed up to this service.  LG also gave members an update of the data around Care at the Chemist, COVID and Flu. Members had no further comments regarding the data. SA asked members if there aware any issues around claiming for flu on MYS as he had some stores that hadn’t claimed. Members shared that there was a three-month window to claim. Members asked if the LPC team can add an action into the joint newsletter to remind contractors (“this is your last month”) to claim for services on PharmOutcomes and MYS. | **Action - LG** |
| **8** | **CPE Conferences Report** |  |
| **8.1** | LG and AM gave members an update of the recent CPE conference in London. AM shared that it was a worthwhile face to face meeting, and he enjoyed speaking to other LPC members and sharing good practice etc. LG shared notes of what was presented and discussed at the conference including immediate negotiations and 2024/25 negotiations. Members had no further comments. |  |
| **9** | **Knowsley Public Health Service Review** |  |
| **9.1** | HM previously sent out information and comms to members. Full details of the Knowsley Public Health negotiations were shared with the LPC committee including the detailed responses from Knowsley council. KP asked if we have access to the data for Knowsley. LG explained that we can see the data for Halton but not for our other two areas. LG to go back to the commissioners for Knowsley and St Helens to ask for the data so that we can liaise with them and support the services.  Members discussed having places on the health and wellbeing boards. SP shares the benefits of being a member in Halton. LG will try to look into getting places on the boards for St Helens and Knowsley but to date, it was a tough task. | **Action - LG** |
| **10** | **Re-branding Update** |  |
| **10.1** | LG gave members an update of the re-branding including the issues and stumbling blocks behind the colours and fonts etc. We have updated the website and most of our documents but are still in the process of updating all of our documents and presentations by the proposed January 2024 deadline. |  |  |
| **11** | **Committee Wellbeing** |  |
| **11.1** | SP gave some context to the reasoning behind this agenda item and the importance of a healthy work-life balance so that we can use our LPC meeting time effectively to support our contractors. A member spoke about introducing a ‘temperature check’ at the start of LPC meetings to gage where people mindset was, then put things in place, such as the ice breaker activity to engage members etc. KP asked if we can collate the skills of the members and use this audit to inform strengths and areas for development. JC to action this for the March 2024 LPC meeting. | **Action - JC** |
| **12** | **Officers Reports for Questions** |  |
| **12.1** | No further questions or queries. |  |
| **13** | **Member Updates** |  |
| **13.1** | Members had no further updates. |  |
| **14** | **MP Activity / Labour Party Conference / Chairs Conference** |  |
| **14.1** | Members spoke to Fin regarding the switch’s issues. JD asked if we could add this item to the risk register. Fin said that he would add it to the local risk register. Fin explained that Meds Managements teams have cost saving targets and that he was working with all teams and committees to try to work together to enhance the patient’s journey. |  |
| **15** | **Stock Shortages** |  |
|  | LG gave members an update of the current stock shortages across the NW and the planned guidance for community pharmacy and general practice. |  |
| **16** | **Guest – Fin McCaul Presentation** |  |
|  | Fin went through his slide presentation for members of the recent CPE meetings and negotiations that he had. This included an overview of the common conditions service. Fin shared the expected next steps for community pharmacy. The slides also briefly mentioned the upcoming spending review, CPCF 2024/25, and the economic review. The slides then focussed on the vision of community pharmacy and TAPR programme updates.  Fin then talked about the next steps, local networks and vision.  There was a final short discussion around IP Pathfinder which included concerns regarding renumeration and the lack of comms at regional and national level. |  |
| **17** | **AOB** |  |
| **17.1** | There were no other items of business. |  |
| **18** | **Closing of LPC Meeting** |  |
| **18.1** | The LPC meeting finished at 3:28pm (6 hours) |  |

**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** | **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 | Yes | / | / | X | / |  |  |
| Alec Meakins | Yes | / | / | / | / |  |  |
| Katie Pickles | Yes | X | / | X | / |  |  |
| Paul Knapton | Yes | / | / | / | **/** |  |  |
| **TOTAL** | **11/11** | **9/11** | **11/11** | **7/11** | **11/11** |  |  |