**Committee Meeting Minutes: 17.01.24**

**Members Present:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** |  | | **Designation** |
| **Present:** | Louise Gatley | LG | | Chief Officer |
| David Barker | DB | | Engagement Officer |
| 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:** | Helen Murphy | HM | | Chief Officer |
| John Davey | JD | | Independent Representative |
| Katie Pickles | KP | | CCA Representative |
| Saghir Ahmed | SA | | AIMp Representative |
|  | Bindu Bhatt | BB | | Independent Representative |
| **Chair Accepted Minutes** | | | Chair: Suketu Patel | |

**Minutes:**

|  |  |  |
| --- | --- | --- |
| **1** | **Temperature Check** |  |
| **1.1** | KP gave members context as to how this works within Well. Members went around the room to give their current temperature at the beginning of the meeting and all members gave reasoning behind their current ‘temperature’. |  |
| **2** | **Welcome, general housekeeping & Nolan principles** |  |
| **2.1** | The meeting was opened by SP at 10am. Members were reminded about the Nolan principles, toilet facilities and fire procedures. SA sent his apologies to today’s LPC meeting. BB came to the meeting but had to leave before the start due to an incident at one of his branches – All other members were present. |  |
| **3** | **Minutes from previous meeting** |  |
| **3.1** | 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** |
| **4** | **Matters Arising** |  |
| **4.1**  **4.2**  **4.3**  **4.4** | 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 updated members, saying that Nebular Cloud were not responding the any emails or telephone calls and that the business was shut due to a family funeral this week. JC to chase. Update: JC received an email from Nebular with the set up of the email and forwarded details to SP.  LG was due to liaise with St Helens Stop Smoking Service. This action is on-going, and LG will feedback accordingly.  Remind contractors about service claims (Flu) on MYS.  Add the Skills Audit for the March 2024 meeting. | **Action – JC**  **Action – LG**  **Action – LG**  **Action - JC** |
| **5** | **Foundation Training Update** |  |
| **5.1** | LG spoke with members about Independent Prescribers and Foundation Pharmacists. Members discussed at length regarding the time constraints and lack of co-operation with GP’s and pre-reg’s. Members also spoke about the lack of support for new pre-reg’s coming into the business and how the LPC members could support them. Members expressed concerns around the potential lack of places for new pre-reg’s and with Oriel being the only route to foundation training from 2025 training. Members were reminded to put their placements on Oriel by 1st March 2024, for next year and confirm that you will have arrangements for a DPP. |  |
| **6** | **Stock Shortages / Branded Generics** |  |
| **6.1** | LG & HM shared that the Northwest Guidance has been created and shared with LPC’s. CEO’s of LPC’s have responded to Stephen Riley raising concerns that pharmacists should check local guidelines for second line medicines. HM confirmed that the recommendation for generic prescribing is included in the stock shortage guidance for Halton. KP asked if officers can share the positive changes made. HM confirmed that we would include in our next LPC annual report. LG to check if Adam Irvine can share the positive work done with this at the next Pan Mersey meeting. | **Action - LG** |
| **7** | **Pharmacy First** |  |
| **7.1**  **7.2** | Officers gave members an update of next week’s Pharmacy First Event which is being held at Whiston Hospital on Mon 22nd Jan from 7-9pm. The event is fully booked with a range of CCA/AIMp/Independent delegates in attendance. Officers gave members and update of the sponsorship, the slides deck, and agenda. Officers shared that this is a joint training and engagement event to support our contractors.  Members discussed the lack of understanding with this service and the pros and cons of being ready to start this service by the launch deadline. Officers shared the CPPE, CPE and VirtualOutcomes information that is out there as well as other guidance that had been provided. Officers confirmed that DB is in the process of creating a GP Pathway document that will be shared.  Members spoke about the possibility of providing further clinical training events for contractors and whether or not we could have the funds to do so. Some members suggested that they would pay for training for themselves and other members of staff. KP suggested that we ask what the delegates want (in terms of clinical training) at next weeks’ LPC event. JC to action this as part of the mop-up session. KP to send through the info to HM & LG with regards to ECG training, in prep for our potential LPC training event. | **Action - JC** |
| **8** | **Services Update** |  |
| **8.1**  **8.2**  **8.3**  **8.4**  **8.5** | LG and HM gave members a breakdown up the current data for DMS, GPCPCS and Hypertension Case-Finding service. KP asked if there was an update of for SCS. LG shared that Pinnacle were coming up to meet with GMLPC to discuss the current issues that surround SCS and that she will feedback to our members accordingly.  DMS - The LPC is monitoring and supporting those contractors who are struggling with delivery to drive up completion rates via calls and emails as well as reports to multiples around the middle of the month. LG & HM highlighted that the potential lost funding has received positive feedback from contractors. They also noted that referrals for one contractor are missing which has been raised with Pinnacle.  GPCPCS – Daily and weekly emails and call are ongoing and there have been no significant changes around this. The officers will work out a new plan and strategy for the Pharmacy First Service and incorporate daily and weekly comms to contractors once the data comes through from Pinnacle.  HCF – This is continually being monitored by the officers and comms and support are going out to contractors and area managers. The full report and data break down was given in the chief officer’s report.  BP@Home – HM gave members an update of the BP@Home service with the positive contribution that it has made to patients and community pharmacy sector within Knowsley area. HM gave members a breakdown of the data and shared that Hassan was keen to carry out a review of the BP@home data in order to highlight the benefits of the service and the role community pharmacy has played. |  |
| **9** | **Vaccination Strategy** |  |
| **9.1** | HM shared the national vaccination strategy with members. This included:   * details about the national booking strategy * local systems to cover life course and seasonal vaccinations * the role of community pharmacy in the delivery of seasonal vaccinations * the legal frameworks to allow un-registered pharmacy staff to provide vaccinations as per national protocols for COVID |  |
| **10** | **Blood Pressure Service** |  |
| **10.1** | Officers confirmed that the Knowsley BP@Home service will be decommissioned at the end of March 24. On-going funding for the service has stopped.  There is a plan being put in place with ICB team to communicate out the change and actions to be taken to decommission the service. A letter will be sent to contractor’s week commencing 15th January, advising of the cessation of the service. |  |
| **11** | **MP Activity** |  |
| **11.1** | LG confirmed that Sir George Howarth & Derek Twigg signed the letter to Dame Andrea Leadsom highlighting MP’s concerns at the unprecedented pressures facing community pharmacies and the need to provide fair/ fit for purpose funding for the sector. LG to write to thank both Sir George Howarth and Derek Twigg on behalf of the LPC. | **Action - LG** |  |
| **12** | **Member Updates** |  |
| **12.1** | Members have no further updates to today’s LPC meeting. |  |
| **13** | **Officer’s Reports for Questions** |  |
| **13.1** | Members had no further comments regarding the officer reports. |  |
| **14** | **AOB** |  |
| **14.1** | JD shared that he had been invited to attend the Knowsley Health & Wellbeing board. Members asked JD to confirm if he has been asked to attend as an LPC representative, and if so, the LPC would need to be formally approached. JD shared that he had been invited to attend as a Knowsley citizen. Members shared their concerns about JD representing / not representing the LPC committee. SP shared the pros of being on the Halton Health & Wellbeing board. JD was asked to provide any relevant feedback. | **Action - JD** |
| **Closed LPC Meeting** | | |
| **15** | **AIMp** |  |
| **15.1** | MW shared that AIMp companies have sought the viewpoints of LPC’s regarding the CPE committee which they do not believe represents the current contractor mix.  MW also shared that Pharmacy 2U have gained a seat on the CPE committee, At this point, PK declared a declaration of interest in discussions as he was connected to Numark Digital through Rowlands. According to MW, Independent members’ opinions have also been sought but independent LPC members have not received any such information to date. MW to feed this back to AIMp.  Members spoke about the current set up to the CPE committee and it was agreed that LPC’s are not in a position to comment further until the next term of office is up for both LPC’s and CPE committee. KP shared the CCA viewpoint in that CCA remained impartial during the set-up of the CPE committee. KP further explained that at the time, all reps voted all members to the CPE committee, despite the proportionality being different in the current climate. | **Action - MW** |
| **16** | **Finance Update** |  |
| **16.1** | Members discussed the financial issues that continue to surround CP HSHK. HM explained that we are currently running at a projected loss for this financial year, which look to increase in the upcoming years due to a further CPE levy increase.  Members looked at the costs of each C&M LPC, including the cost per item(s) numbers and after a very lengthy discussion, members unanimously voted in favour of another levy increase. AM to contact BB to ask for a breakdown of numbers based on £180 per contractor increase. The finance subcommittee will meet to complete a thorough review of the budget and propose a fully costed levy increase which members could vote on. | **Action - AM** |
| **17** | **Governance** |  |
| **17.1** | PK brought this agenda item to the meeting today and shared the reasoning behind this. The Governance info was sent through to members with the papers for today’s meeting. CPE have sent through Governance improvements for LPC’s, but PK shared that these improvements currently don’t align with our current constitution.  JC to add in Governance subgroup breakout session to the next LPC agenda for the Governance subcommittee (PK, KP, AD). | **Action – JC** |
| **18** | **LPC Mergers** |  |
| **18.1** | AM confirmed that Community Pharmacy Liverpool had met last week to scope a discuss if they would like further discussions regarding a Mersey or Cheshire & Mersey merger facilitated by Fin McCaul.  Members expressed their concern at the lack of action from CP Liverpool and the reasoning behind declining to meet. AM also shared that Community Pharmacy Liverpool said that they aren’t willing to discuss this agenda item at any stage in the future.  SP suggested that we keep the LPC merger as an open agenda item on our future LPC meeting agenda’s. JC to action this. | **Action – JC** |
| **19** | **Closing of LPC Meeting** |  |
| **19.1** | The LPC meeting finished at 3:56pm (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** | **6 hours** |  |
| Bindu Bhatt | Yes | / | / | / | / | X |  |
| Saghir Ahmed | Yes | / | / | X | / | 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** | **9/11** |  |