**Committee Meeting Minutes: 13.03.24**

**Members Present:**

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| Louise Gatley | LG | Chief Officer |
| David Barker | DB | Engagement Officer |
| Suketu Patel | SP | Independent Representative |
| Tom Graves | TG | CCA Representative |
| Paul Knapton | PK | CCA Representative |
| Saghir Ahmed | SA | AIMp Representative |
| Helen Murphy | HM | Chief Officer |
| John Davey | JD | Independent Representative |
| Bindu Bhatt | BB | Independent Representative |
| Alec Meakins | AM | CCA Representative |
| Mari Williams | MW | AIMp Representative |
| Ali Dalal | AD | Independent Representative |

**Apologies:**

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| --- | --- | --- |
| Katie Pickles | KP | CCA Representative |
| Joe Clarke | JC | Business Support Officer |
| Monique Cullen | MC | CCA Representative |
| Mari Williams | MW | AIMp Representative |

**Minutes:**

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| **1** | **Temperature Check** |  |
|  | The temperature check was completed at the start of the meeting. Overall, the committee and staff were feeling positive. The temperature check at the end of the meeting was not completed |  |
| **2** | **Welcome, general housekeeping & Nolan principles** |  |
|  | Apologies received from MC, KP, JC, MW  SP requested that all expenses to be submitted to allow in year payments. | **Action: All members & staff** |
| **3** | **Minutes from previous meeting** |  |
|  | The minutes were agreed as a true and accurate record.  **Action:** JC to add to the website and to SharePoint | **Action: JC** |
| **4** | **Matters Arising** |  |
|  | * HCF posters waiting for funding transfer before placing the order * SP has received his LPC email address and requires support from JC to complete set up * Levy increase has been completed * Merger to be standing agenda item – close action * MP thank you messages sent | **Action: JC/SP** |
| **5** | **Pharmacy First / Pharmacy First Event** |  |
|  | Officers provided an overview of the service so far, including referral numbers, locality data and reasons for rejections (LG explained that she is working with Pam Soo and other LPCs to provide supporting information to pharmacies about rejection reasons). First month data is promising with 2054 referrals received by contractors in HSHK.  The committee discussed the event and the positive evaluation. It was noted that the meeting was over-subscribed. DB shared that pharmacists he had visited had welcomed the event.  The committee thanked DB for his work so far.  The LPC team explained the work that had been completed so far. Reporting has re-started. DB is providing training to practices and support to pharmacies. DB, LG & HM are attending meetings with Place, PCNs, Healthwatch, MMTs etc to explain the service and key changes from CPCS.  Care navigation was discussed. DB explained the toolkit that has been sent to practices and the training drop-in events. DB further explained that practices have a high turnover of staff and training will be needed on an ongoing basis whilst the service embeds.  The committee shared their experiences of the service so far. This included:   * Practices signposting patients rather than sending electronic referrals. It was noted that if a patient is classed as a walk-in and does not meet gateway that generally practices will not receive a notification * Concerns were raised that some areas are receiving very few referrals * PK explained how he is using the Numark documents to support patient identification. Other members shared similar   The committee further discussed paperwork, time, funding, and the increase in numbers later this year. There was a request for the LPC team to start to develop myth-busters and case studies to support contractors.  Action: DB to prioritise work in areas with lower update  Action: LG to work with Pam Soo on rejections  Action: LPC team to work on myth busting  Action: LPC team case studies | **Action: DB**  **Action: LG**  **Action: LPC team** |
| **6** | **Services Update** |  |
|  | **DMS**  LG reported that DMS completion had dropped during February.  The committee explained some of the challenges to completing DMS including pharmacy pressures, skill-mix, the limitations of different PMR systems and the efficiency of dispensing process.  LG reported that she had provided updates on completions for DMS and HCF to all pharmacies.  **HCF**  LG reported that HCF service referrals and completion rates are stable. The committee discussed maximising the opportunity for staff to deliver the service; CCA members explained the process in their stores.  HM highlighted the current government blood pressure campaign.  **Action:** LG & DB to review DMS data and support contractor with low completion rate. | **Action: LG & DB** |
| **7** | **BP@Home / NHS Digital Health checks** |  |
|  | **BP@Home**  HM reported that pharmacies can keep left over equipment and that a letter is to be sent out confirming how they can be used.  **BHF**  HM reported that she had been approached by BFH who have offered to provide resources to pharmacies who are carrying out BP checks. Suggested resources include:   * Posters, flyers and business cards, bag stickers, leaflets to print or order.   Resources are intended to be educational, and HM was asked what would be most useful. Committee members requested, posters, business cards and leaflets with embedded QR codes.  **Digital Health Check**  HM gave overview of the digital Health Check Programme. The Programme includes a BP check via the HCF and a home blood test.  HM explained that preliminarily conversations had taken place in some localities and asked the committee if this is something they would be interested in delivering.  LG shared information from a BP steering group in St Helens that digital schemes don’t target hard to reach populations, but that this wasn’t a reason not to be involved in the pilot.  Committee members agreed that the pilot should be explored further.  **Action:** Helen to respond to BHF  **Action:** LG and HM to discuss the pilot EOI for Digital Health Checks with Local Authorities | **Action: HM & LG** |
| **8** | **LPC Strategy** |  |
|  | HM highlighted that we don’t have a current strategy. It was agreed that the committee would look at local LPC’s and to discuss at the next committee meetings.  **Action**: Email example strategies to the committee  **Action:** Add LPC strategy to next meeting | **Action: LG / HM**  **Action: JC** |
| **9** | **Member updates (CCA, AIMp, Independents)** |  |
|  | No updates provided. |  |
| **10** | **IP Update (AD)** |  |
|  | AD gave an update on IP pathfinder service. They are currently working with local GPs to agree which patients will be seen. Pharmacies will be starting with minor ailments, then hypertension and then CVD. They are also considering if Pharmacy First bounce backs can be seen.  AD reported that there are currently delays with the Cleo system with May start anticipated.  Site readiness visits by Pam Soo will take place in the next few weeks and will be supported by HM in our area. |  |
| **11** | **Officer(s) reports for questions** |  |
|  | The Officer Reports were shared in advance of the meeting for comment.  PK asked which contractors were not signed up for Pharmacy First. LG provided an update with a caveat that we have highlighted potential errors with the information provided by CPE. |  |
| **12** | **AOB** |  |
|  | **Halton EHC**  HM reported on recent conversations with the Axess Sexual health service. C&M LPCs had requested a funding uplift which had been refused due a budget overspend. HM is to follow up with council commissioners and other LPCs will be doing the same.  HM also highlighted proposed SLA changes which include date changes, an update to the termination notices  from 6 months to 3 months and a change to the data controllers to an independent data controller. All agreed proposals we agreed.  It was noted that the majority of the EHC service is being delivered in Widnes. Further work is required to extend the offer in Runcorn.  HM also requested that committee members in Halton reviewed the use of LNG as this was higher than expected as first line is UPA.  **Halton Service Specs:**  Service specs in Halton have been reviewed and returned in February with comment. HM reported that she was waiting for a response, and this had been delayed due to staff sickness.  **CGL & Naloxone**  HM reported that she has been pushing for a fee increase.  Committee members raised issues with the time to train pharmacy staff and that CGL seemed reluctant to invest in training. AM shared that the service model in Lancashire.  **Date and time of next meeting**  To be agreed  **Action.** HM to approach Halton Council regarding funding for EHC |  |
| **13** | **Guest: Fin McCaul** |  |
|  | FM provided a summary of the CPE Committee meeting at the end of January 2024.  Topics included:   * Pharmacy First implementation, margin, pressures, and the upcoming negotiations * Other discussions included the CPE strategy and how to support future negotiations * CPE governance was approved, and the committee composition was revisited * The sector opinion polls were reviewed. For future polls we need more independents to complete. These polls review and gain views on what CPE are doing. There was increased positivity and a positive attitude to Pharmacy First * There were extensive discussions about the Margin survey. CPE are pressing for a full review of the margin survey and supply chain. Pressures were also considered. * Governance. CPE revisited existing committee composition in relationship to sector ownership, they are exploring arguments for and against making changes mid-term. The new Governance and People committee to examine the issues and advise on a way forward. * New TORs were agreed for the negotiating team and sub-comms * Funding: wide range of topics including Cat A, Pharmacy First caps, price concessions * Resource: Levy uplift and draft workplan were covered * Guidance on LPC reserves * A review of the 2023 LPC conference * Future and current negotiations * TAPR update   There was further disucssion around Pharmacy First targets, the work of CPE over the last year, the impact of elections.  FM highlighted an AIM Press release available on the AIM website  A slide deck was shared with committees |  |
| **Closed LPC Meeting** | | |
| **14** | **LPC Mergers** |  |
|  | Discussions are ongoing facilitated by FM. Liverpool LPC do not want to merge at this point and are looking at cost-savings.  FM reported a recent conversation with Sefton. FM is willing to facilitate a conversation between the two LPCs.  Chair and Vice Chair to form a sub-group to progress the conversation with Sefton. The following needs to be considered:   * Finance * Geography * Implications for staff   **Action:** FM meeting with Sefton to be arranged with SP & AM | **Action: FM/SP/AM** |
| **15** | **Finance Update** |  |
|  | BB thanked the sub-committee and MW for progressing work in his absence and provided an update regarding current balance, levy updates and income / expenditure.  **Action:** JC to pay the levy at the end of June 2024  **Action:** JC to progress access to bank accounts | **Action: JC** |
| **16** | **Governance** |  |
|  | The governance sub-group met before the meeting to review the document.  PK reported changes he had made to the documents to align with changes we had made to our constitution.  PK informed the committee that the code of conduct is similar but introduces values and behaviours.  PK proposed that there would be three members in the sub-group group and that the majority of the sub-group members should be in attendance for a meeting to take place.  **Action:** PK to send documents to committee members to review proposed change and agree at the next meeting. | **Action: PK** |
| **17** | **LPC Member Skills Audit** |  |
|  | Deferred to the next meeting.  **Action:** JC to add Skills Audit to the next meeting agenda | **Action: JC** |

**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** | **6 hours** |
| Bindu Bhatt | Yes | / | / | / | / | X | / |
| Saghir Ahmed | Yes | / | / | X | / | X | / |
| Tom Graves | Yes | / | / | / | / | / | / |
| Monique Cullen | Yes | X | / | X | **/** | / | X |
| Ali Dalal | Yes | / | / | / | **/** | / | / |
| Mari Williams | Yes | / | / | / | / | / | X |
| Suketu Patel | Yes | / | / | / | / | / | / |
| John Davey | Yes | / | / | X | / | / | / |
| Alec Meakins | Yes | / | / | / | / | / | / |
| Katie Pickles | Yes | X | / | X | / | / | X |
| Paul Knapton | Yes | / | / | / | **/** | / | **/** |
| **TOTAL** | **11/11** | **9/11** | **11/11** | **7/11** | **11/11** | **9/11** | **8/11** |