**Committee Meeting Minutes: 03.07.24**

Venue: Via Teams

**Members Present:**

|  |  |  |
| --- | --- | --- |
| Louise Gatley | LG | Chief Officer |
| David Barker | DB | Engagement Officer |
| Tom Graves | TG | CCA Representative |
| Paul Knapton | PK | CCA Representative |
| John Davey | JD | Independent Representative |
| Bindu Bhatt | BB | Independent Representative |
| Alec Meakins | AM | CCA Representative |
| Ali Dalal | AD | Independent Representative |
| Mari Williams | MW | AIMp Representative |
| Paul Doherty | PD | Independent Representative |
| Martin Sadr-Kazemi | MS | CCA Representative |

**Apologies:**

|  |  |  |
| --- | --- | --- |
| Helen Murphy | HM | Chief Officer |
| Joe Clarke | JC | Business Support Officer |
| Suk Patel | SP | Independent Representative |

**Minutes:**

|  |  |  |
| --- | --- | --- |
| **1** | **Welcome** |  |
|  | In the absence of SP, AM chaired the meeting which started by welcoming the two new committee members, MS and PD, following the resignations of Katie Pickles and Monique Cullen. |  |
| **2** | **Minutes from previous meeting** |  |
|  | The minutes of the previous meeting were agreed as a true and accurate record.  **Action:** JC to add to the website and to SharePoint | **Action: JC** |
| **3** | **Matters Arising & Action Log** |  |
|  | The action log was reviewed and updated.  **Action:** LG to add to SharePoint. | **Action: LG** |
| **4** | **MP Visits & Engagement** |  |
|  | LG provided an update of a recent visit by Derek Twigg to Widnes Late Night Pharmacy. Further work with MPs to be planned after the election. | **Action: LPC team** |
| **5** | **Governance Update** |  |
|  | PK outlined the new process for governance papers and the deadline of July 29th.  LG and PK are to meet to discuss committee attendance.  **Action:** LG and PK to meet re meeting attendance | **Action: LG & PK** |
| **6** | **AGM 11th September 2024** |  |
|  | LG confirmed that work was under way to prepare for the AGM in September and outlined the timetable for submission of content by officers to allow sufficient time to distribute to contractors.  The committee agreed that the AGM would be held at midday.  **Action:** LPC team to prep for LPC AGM | **Action: LG, HM, JC, SP & BB** |
| **7** | **Finance Update** |  |
|  | No Finance update. |  |
| **8** | **Staffing** |  |
|  | It was noted that HM was not here for the conversation regarding this agenda item.  AM and MW updated the committee which included a new business support officer starting in September.  There have been discussions with another LPC regarding a shared Services Lead position. PK added that we need to look at skill mix rather than direct replacement. CO to look at wider C&M work with Services Lead looking after place could be an option. Some reservations from JD that a CO would only be available for part of the week.  MW said it is important to ask questions and Services Lead could be quite limiting, the job description may need broader description. Reporting lines would need to be agreed to make the relationship work if this position was to go ahead.  AM to work on JD.  **Action:** AM to take forward | **Action: AM** |
| **9** | **LPC Mergers** |  |
|  | AM updated committee members regarding ongoing TAPR disucssion. The recommendation was for LPCs to match ICB boundaries; HSHK were keen to consider potential mergers, other LPCs have been less open to discussion.  Fin McCaul has facilitated discussions which are still at a very early stage, with two meetings having taken place to discuss pros and cons with Sefton. The next meeting planned for late July may include wider representation from Cheshire & Mersey LPCs.  **Action:** AM to take forward | **Action: AM** |
| **10** | **Committee Member Updates** |  |
|  | JD reported that he had hosted a successful visit by the local team Health Watch team and that he is waiting for results. Patient feedback was good and there was an opportunity to talk about meds shortages, cutbacks and funding. PK reported that he also hosted a visit, questions were reasonable, and it was a positive experience overall. Negative points about wider primary care were taken separately to ensure they weren’t part of the pharmacy feedback.  DB asked about the NPA day of action, PD reported that it went well with – patients shocked. Some feeling from committee members that it was too rushed.  JD asked about the PO survey for the PNA, LG confirmed that this was agreed survey for survey for Cheshire & Mersey.  DB highlighted to members that a new code had been issued for Language Line and that he will check if the code can be added to LPC websites.  LG highlighted that CPE are hosting an event in Haydock next week and that we have been asked to push attendance. AM attending for the afternoon LPC session.  **Action:** DB to ask if Language Line code can be added to the website | **Action: DB** |
| **11** | **AOB** |  |
|  | LG highlighted that meeting dates had not been agreed for next year. HM to propose times to the Committee.  PK highlighted that we have a vacancy on the governance sub-group. MS agreed to fill the vacancy.  LG reported that she had started a fee review of the St Helens Stop Smoking Service. The committee proposed a suitable fee which LG will feedback.  **Action:** HM to propose dates for meetings  **Action:** LG to reply re St Helens Stop Smoking fee | **Action: HM**  **Action: LG** |
| **12** | **Closing of LPC Meeting** |  |
|  | AM closed the meeting at 8.35pm  Next meeting 11th September 2024, 10am-4pm |  |

**Members Attendance 2024/25:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Governance Docs** | **26/4/23** | **21/6/23** | **13/9/23** | **15/11/23** | **17/01/24** | **13/03/24** | **22/05/24** | **03/07/2024** |
| Meeting length |  | **6 hours** | **5 hours** | **6 hours** | **6 hours** | **6 hours** | **6 hours** | **6 hours** | **1.5 hours** |
| Bindu Bhatt |  | / | / | / | / | X | / | / | / |
| Saghir Ahmed |  | / | / | X | / | X | / | X | X |
| Tom Graves |  | / | / | / | / | / | / | / | / |
| Monique Cullen |  | X | / | X | **/** | / | X | X | - |
| Ali Dalal |  | / | / | / | **/** | / | / | / | / |
| Mari Williams |  | / | / | / | / | / | X | / | / |
| Suketu Patel |  | / | / | / | / | / | / | / | X |
| John Davey |  | / | / | X | / | / | / | / \* | / |
| Alec Meakins |  | / | / | / | / | / | / | / | / |
| Katie Pickles |  | X | / | X | / | / | X | X | - |
| Paul Knapton |  | / | / | / | **/** | / | **/** | **/** | **/** |
| Martin Sadr-Kazemi |  | - | - | - | **--** | - | **-** | **-** | **/** |
| Paul Doherty |  | - | - | - | **--** | - | **-** | **-** | **/** |
| **TOTAL** | **11/11** | **9/11** | **11/11** | **7/11** | **11/11** | **9/11** | **8/11** | **8/11** | **9/11** |

\*From 12 noon