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**MINUTES OF LPC MEETING****18<sup>th</sup> November 2021****Zoom – Virtual Meeting****Present:**LPC Members (listed in alphabetical order):

Andrew Selvaratnam	LPC Member (CCA, Rowlands)
Anjlee Shah	LPC Member (CCA, Lloyds)
Ashley Littlewood-Miller	LPC Member (CCA, Boots)
Gary Warner	LPC Member (Independent)
Michael McWhirter	LPC Member (AIMp, Day Lewis)
Peter Woodward	LPC Member (CCA Boots)
Tim Baker	LPC Member (Independent)
Alison Freemantle	LPC Professional Services Development Manager
Artur Pysz	LPC Contractor Development & Support Manager
Deborah Crockford	LPC Chief Officer
Skye White	LPC Office Manager

21/11/01	<b>Chair's Welcome &amp; Requests for AOB</b>  A Littlewood-Miller (Chair) welcomed everyone to the meeting.  This was Andrew Selvaratnam and Michael McWhirter's last meeting. A Littlewood-Miller thanked them for their contributions, help and support and wished them all the best for the future.  Items for AOB – • NIL	
21/11/02	<b>Declarations of Interest</b>  Karen Alexander & Jennifer Ndichu's are still outstanding	
21/11/03	<b>Apologies for absence &amp; nominations of proxy votes</b>  Arun Sharma                   LPC Member (Independent) - Proxy D Virdee Davinder Virdee               LPC Member (Independent) Kate Toms                     LPC Member (CCA, Lloyds) – Proxy Anjlee Shah	

	Karen Alexander LPC Member (CCA, Boots)	
21/11/04	<p><b>Minutes of the previous meeting on 15<sup>th</sup> July 2021</b></p> <p>These were accepted by the committee and signed by Chair, A Littlewood-Miller.</p>	
21/11/05	<p><b>Matters arising from the Minutes and Action Update</b></p> <p><b><u>Service Development</u></b></p> <ul style="list-style-type: none"> <li>Chair nomination still undecided.</li> </ul> <p><b><u>Governance</u></b></p> <ul style="list-style-type: none"> <li>Constitution has been changed to allow one extra year in the current term of this committee.</li> <li>Chair nomination still undecided.</li> </ul> <p><b><u>LPC Pledge as part of RPS Inclusion &amp; Wellbeing Pledge</u></b></p> <ul style="list-style-type: none"> <li>A Shah would like to put together a proposed pledge and present it to the committee.</li> </ul> <p><b><u>CDSM Complaint</u></b></p> <ul style="list-style-type: none"> <li>D Crockford has asked the committee to progress this issue. A Littlewood-Miller to pick this up with Arun Sharma.</li> <li>All other matters were either completed actions or covered elsewhere in the agenda.</li> </ul>	Serv Sub C
21/11/06	<p><b>Professional Services Update</b></p> <p>A Freemantle updated the committee on her activities during the previous two months by both written and verbal reports.</p> <p><b>Highlights</b></p> <ul style="list-style-type: none"> <li>Flu Vaccination numbers are just amazing. 3,986 vaccinations have been the busiest day so far, 40% up on last years total. Central stock will arrive in December.</li> <li>Oral contraceptive pilot in Portsmouth. Five pharmacies have signed up so far and 22 pharmacies have signed up nationally.</li> <li>EHC mystery shopper has been visiting pharmacies across the county. The mystery shopper is a pharmacy student. Data is still being collected. Feedback has been very positive.</li> </ul> <p><b>Lowlights</b></p> <ul style="list-style-type: none"> <li>Information and documents have been very slow coming out of the NHS for the pilot. The web address was incorrect which has not helped.</li> <li>There have been difficulties with starting the new CAHMS service. Hopefully things will progress in the new year.</li> </ul>	Gov Sub C
21/11/07	<b>Contractor Development &amp; Support Update</b>	A Shah
		ALM

	<p>A Pysz updated the committee on his activities during the previous two months by both written and verbal reports.</p> <p><b>Highlights</b></p> <ul style="list-style-type: none"> <li>• GP CPCS rollout, 17 PCNs live, 19 PCNs engaged and 10 PCNs no response.</li> <li>• GP CPCS rollout is buzzing, extra funding promised from ICS to cover Artur's time.</li> <li>• Presentation to PCN Pharmacists, covering all new services &amp; PQS. It generated a lot of interest, especially regarding the Hypertension Service.</li> </ul> <p><b>Lowlights</b></p> <ul style="list-style-type: none"> <li>• Pharmacy is so busy, difficult to offer support, slow process to meet with them.</li> <li>• There are quite a few PCN lead positions to fill. T Baker to follow up on a new PCN lead for Sovereign.</li> </ul>	
21/11/08	<p><b>Chief Officer's Report</b></p> <p>D Crockford updated the committee on her activities during the previous two months.</p> <p><b>Lowlights</b></p> <ul style="list-style-type: none"> <li>• Unable to gather quorum for the September LPC Meeting.</li> <li>• Pharmacies struggling to find locums.</li> <li>• Negativity has been expressed around Community Pharmacy capability regarding services with the ongoing pressures.</li> </ul> <p><b>Highlights</b></p> <ul style="list-style-type: none"> <li>• Incredible Flu Vaccination season.</li> <li>• Further funding from ICS around GP CPCS</li> <li>• Real building of awareness and appreciation of Community Pharmacy. A number of organisations have been approaching D Crockford to see what they can do with CPSC.</li> <li>• Gaggle group for the PCN leads is up and running, as requested.</li> </ul>	TB
21/11/09	<p><b>Committee Member Standards &amp; Revised Investigations Guidance</b></p> <p>A Selvaratnam put together a document proposing updated guidance for investigations. D Crockford has blended relevant parts from the constitution into the guidance.</p> <p>The resulting document was circulated to the governance subcommittee for review. Due to the lack of response the document will be circulated again with a response deadline.</p> <p>S White to reformat the final, agreed version of the document for incorporating into the CGS&amp;U.</p>	SW

	<p>It was agreed that LPC committee members should be held to the same standards of behaviour as the LPC employees.</p> <p>A summary of the policies in the Employee Handbook that are relevant to committee member behaviours will be circulated and proposed as an Annex to the CGS&amp;U.</p>	DC
21/11/10	<p><b>PSNC/LPC Conference Update</b></p> <p>Regional reps were missed from the invitations, which was an oversight. The vast majority of attendees attended virtually.</p> <p>The hybrid model used was very successful.</p>	
21/11/11	<p><b>Subcommittee Meetings</b></p> <p>Subcommittee meetings did not take place.</p> <p>Chair Selection: to take place in January 2022. The vacant roles will be emailed to all committee members prior to the January meeting.</p>	DC/SW
21/11/12	<p><b>LPC Reports</b></p> <p><b>PSNC Update</b></p> <ul style="list-style-type: none"> <li>• Simon Dukes has now left PSNC.</li> <li>• Meeting next Wed/Thurs for forward planning and strategy.</li> <li>• Hypertension service is now available. No deadline, pharmacies to sign up when they are ready.</li> <li>• PQS – two thirds of pharmacies put in for an aspiration payment.</li> <li>• LPC Conference – good attendance and responses.</li> <li>• PSNC office has been revamped and is a vast improvement.</li> </ul> <p><b>Market Entry</b></p> <ul style="list-style-type: none"> <li>▪ Relocation of a couple of shops. Few changes of ownership and reduced hour requests.</li> <li>▪ Thank you very much Andrew for all your hard work.</li> <li>▪ A Selvaratnam to send letters and templates to S White</li> </ul> <p><b>Service Development</b></p> <ul style="list-style-type: none"> <li>• Chair nomination still undecided.</li> <li>• A Freemantle has contacted all commissioners regarding all the March 2022 service expiries.</li> </ul> <p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Committee member attendance slate wiped clean. New start from the 18<sup>th</sup> November 2021.</li> </ul> <p><b>Finance / Remuneration</b></p> <ul style="list-style-type: none"> <li>• P Woodward circulated his report to the committee. The account balance is £171,660.68 which is just above the budget due to expenditure 7% below budget.</li> </ul>	AS

	<ul style="list-style-type: none"> <li>• Remuneration for employees to be discussed at the Jan/Mar 2022 meetings. Considering inflation rate, cost of living etc.</li> <li>• Face to face meeting costs: P Woodward's recommendation is to really think about the cost and is it going to be cost effective and sustainable.</li> <li>• G Warner feel face to face meetings are worthwhile for strategy meetings.</li> <li>• A Littlewood-Miller feels it is worthwhile having two a year for the strategy meeting, forming of subcommittees etc. He feels there needs to be a tangible reason to have a face-to-face reason.</li> <li>• T Baker questioned how many a year, when and what are we trying to achieve?</li> <li>• A proposed face to face meeting on the 12<sup>th</sup> May 2022 for strategy development was voted by all as being in favour. Save the date.</li> </ul>	ALL
21/11/13	<p><b>AOB</b></p> <p>NIL</p> <p>Thank you, Michael and Andrew, for all your contribution and support and best of luck on your new adventures.</p>	
21/11/14	<p>Meeting Close</p> <p>The meeting closed at 1.30pm</p>	

	<p><b>Future LPC Meeting dates and venues for 2021/2022:</b></p> <ul style="list-style-type: none"> <li>• <b>13<sup>th</sup> January 2022 – Virtual Meeting</b></li> <li>• <b>10<sup>th</sup> March 2022– Virtual Meeting</b></li> <li>• <b>19<sup>th</sup> May 2022– Langstone Quays – Hayling Island</b></li> <li>• <b>14<sup>th</sup> July 2022– Virtual Meeting</b></li> <li>• <b>15 Sep 2022 – Virtual Meeting – incorporating AGM</b></li> <li>• <b>17 Nov 2022– Virtual Meeting</b></li> </ul>	
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