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MINUTES OF LPC MEETING

16th January 2020

Holiday Inn, Winchester, SO21 1HZ

Present:

LPC Members (listed in alphabetical order):

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| Andrew Selvaratnam | LPC Member (CCA, Rowlands) |
| Arun Sharma | LPC Member (Independent) |
| Ashley Littlewood-Miller | LPC Member (CCA, Boots) |
| Gary Warner | LPC Member (Independent) |
| Kate Toms | LPC Member (CCA, Lloyds) |
| Mark Ireland | LPC Member (CCA, Boots) (AM Only) |
| Michael McWhirter | LPC Member (AIMp, Day Lewis) |
| Peter Woodward | LPC Member (CCA Boots) |
| Roshni Simmonds | LPC Member (CCA, Rowlands) |
| Tim Baker | LPC Member (Independent) |
| Alison Freemantle | LPC Professional Services Development Manager |
| Deborah Crockford | LPC Chief Officer |
| Skye White | LPC Office Manager |

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| 20/01/01 | <p>Chairs Welcome & Requests for AOB</p> <p>A Littlewood-Miller (Chair) welcomed everyone to the meeting</p> <p>Items for AOB –</p> <ul style="list-style-type: none"> Emergency Meeting – 28th February 2020 | |
| 20/01/02 | <p>Declarations of Interest</p> <p>Nothing to report</p> | |

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| 20/01/03 | <p>Apologies for absence & nominations of proxy votes</p> <p>Mark Ireland LPC Member (CCA, Boots) (Proxy A Littlewood-Miller) Davinder Virdee LPC Member (Independent) Artur Pysz LPC Contractor Development & Support Manager</p> | |
| 20/01/04 | <p>Minutes of the previous meeting on 21st November 2019</p> <p>These were accepted and signed by A Littlewood-Miller</p> | |
| 20/01/05 | <p>Matters arising from the Minutes and Action Update</p> <p>AOB Banking – T Baker has agreed to be put on the banking systems and approve CPSC expenses. P Woodward to set him up.</p> <p>All other matters were covered in the agenda.</p> | PW |
| 20/01/06 | <p>Chief Officers Report</p> <p>D Crockford updated the committee on her activities during the previous two months by both written and verbal reports.</p> <p>Lowlights</p> <ul style="list-style-type: none"> • Only 4 LPCs represented in Taunton at PSNC/LPC Review Focus group. • Has been difficult to find a suitable date for all to complete the PSNC/LPC Review survey. <p>Highlights</p> <ul style="list-style-type: none"> • Positive reception at Isle of Wight Health Scrutiny Board. • WIMS – expression of interest signed by 350/500 contractors across Wessex so far. • Invitation to attend and present about Community Pharmacy at the LMC Joint Members Conference on 12th February. <p>Reminder – Richard to include PQS in his next round of communication.</p> | DC |
| 20/01/07 | <p>Subcommittee Meetings</p> <p>All committee members broke into their sub-committee groups for a 30-minute discussion.</p> | |

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| <p>20/01/08</p> | <p>LPC Reports</p> <p><u>PSNC Update</u></p> <ul style="list-style-type: none"> • CPCS - excellent engagement by contractors. Department of Health reported over 100,000 in the first ten weeks. • GP-CPCS – GP Local referrals, a number being piloted over the country. Biggest challenges are changes to working practices and finding an IT solution that works for all GPs. • RTEC – Real Time Exception Checking is now available in some PMR Systems, G Warner personally recommends it. <p><u>Market Entry</u></p> <ul style="list-style-type: none"> ▪ No appeals ▪ Nothing in the past few weeks. <p><u>Service Development</u></p> <ul style="list-style-type: none"> • Some potential for new services being explored. • Service checklists shared with services subcommittee for comment. • Services database is up to date. • Championing PGDs in Portsmouth and Hampshire. • Hepatitis C eradication is a target for England – awaiting news on potential national service in CPCF. <p><u>Governance</u></p> <ul style="list-style-type: none"> • Nothing to report <p><u>Finance / Remuneration</u></p> <ul style="list-style-type: none"> • P Woodward presented his report to the committee. The account at the end of December 2019 was £173,788 which is £13,850 over budget but in line with the projected budget plan. • All committee members are reminded that they must submit their expenses by 31st May 2019. Any late submissions will be rejected. | <p>ALL</p> |
| <p>20/01/09</p> | <p>Budget Discussion Meeting</p> <p>P Woodward presented the draft budget to the committee.</p> <p>Remuneration subcommittee had a closed meeting with the committee to discuss remuneration matters.</p> | |
| <p>20/01/10</p> | <p>Support for the transformation of pharmacy including LPC collaboration</p> <p>D Crockford to attend an exploratory meeting on Friday 31st January in Birmingham - LPCs working together to share best practice.</p> | |

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| 20/01/11 | <p>Professional Services Update</p> <p>A Freemantle updated the committee on her activities during the previous two months by both written and verbal reports.</p> | |
| 20/01/12 | <p>Contractor Development & Support Update</p> <p>A Freemantle updated the committee on A Pysz's activities during the previous two months by both written and verbal reports.</p> <p>Tim Baker met with A Pysz with regards to Artur's OTC support proposal. The OTC proposal would be made available to every contractor and be placed on the CPSC website.</p> <p>Currently in draft format. Looking to align it more closely with HLP requirements.</p> | |
| 20/01/13 | <p>PCNs</p> <p>D Crockford showed the new PCN section of the CPSC website to the committee.</p> <p>S White to contact Frank Design to check that the CPSC Employees can receive notification of what is being added to the PCN section and can approve it before it goes live.</p> <p>PCN lead training is now planned for March 2020. The training will be funded by HEE. There will be two training days. No backfill payment.</p> | SW |
| 20/01/14 | <p>AOB</p> <p>February Academy Events</p> <ul style="list-style-type: none"> • The following committee members will attend the February Academy Events: <ul style="list-style-type: none"> ▪ New Forest – M McWhirter ▪ Portsmouth – P Woodward ▪ Eastleigh – K Toms, T Baker, A Selvaratnam ▪ IOW – P Woodward (Tentative) ▪ Basingstoke - M Ireland <p>Extraordinary Meeting – 28th February 2020</p> <ul style="list-style-type: none"> • PSNC/LPC Review Survey response • 10:30am – 4/4.30pm • UBC Southampton • All Committee Members & D Crockford to attend | |
| 20/01/15 | <p>Meeting Close</p> <p>The meeting closed at 3:03pm</p> | |



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| | <p>Future LPC Meeting dates and venues for 2020:</p> <ul style="list-style-type: none">• 19th March 2020 - Chilworth Manor Hotel, Chilworth, SO16 7PT• 14th May 2020 - Solent Hotel & Spa, Whiteley, Fareham, PO15 7AJ• 8th July 2020 – Awards Event - Holiday Inn, Winchester SO21 1HZ• 16th July 2020 - Langstone Quays Resort, Portsmouth, PO11 0NQ• 17th September 2020 - Holiday Inn, Winchester, SO21 1HZ• 19th November 2020 - Chilworth Manor Hotel, Chilworth, SO16 7PT | |
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