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## MINUTES OF LPC MEETING

25<sup>th</sup> June 2020

Microsoft Team – Virtual Meeting

**Present:**

LPC Members (listed in alphabetical order):

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)
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

20/06/01	<p><b>Chairs Welcome &amp; Requests for AOB</b></p> <p>A Littlewood-Miller (Chair) welcomed everyone to the first CPSC virtual meeting</p> <p>Items for AOB –</p> <ul style="list-style-type: none"> <li>• Equality &amp; Diversity Policy</li> <li>• Complaint</li> <li>• Mental health and resilience for contractors</li> <li>• Perception of Community Pharmacy.</li> </ul>	
20/06/02	<p><b>Declarations of Interest</b></p> <p>Nothing to report</p>	

20/06/03	<p><b>Apologies for absence &amp; nominations of proxy votes</b></p> <p>Davinder Virdee      LPC Member (Independent) Artur Pysz              LPC Contractor Development &amp; Support Manager</p>	
20/06/04	<p><b>Time &amp; Motion Study – Efficiency Saving</b></p> <p>The presentation by Andy Chilton from Velresco has been rescheduled for the 16<sup>th</sup> July 2020 CPSC committee meeting.</p>	
20/06/05	<p><b>Questions for CO, PSDM &amp; CDSM based on their reports</b></p> <p>Feedback from the committee:</p> <ul style="list-style-type: none"> <li>• Everyone welcomed the regular daily updates from D Crockford, they have found them helpful, useful and informative.</li> <li>• They thanked A Pysz &amp; A Freemantle for all the work they have done during the pandemic.</li> <li>• The Size of Prize work that Artur has completed has been well received.</li> <li>• D Crockford will continue emailing her daily updates.</li> </ul> <p>What is the LMC saying about GP surgeries going forward?</p> <ul style="list-style-type: none"> <li>• Remote triage being used to assess requirement for, and suitability of, a face to face consultation.</li> <li>• Virtual consultations have been successful and will continue.</li> </ul>	
20/06/06	<p><b>Small Business Grant</b></p> <p>M Ireland circulated a one-page document summarising how the small business grant was obtained.</p> <p>CPSC was successful in obtaining a £10,000 grant.</p> <p>A report about potential savings that the LPC could make going forward will be presented at the July 2020 CPSC Committee meeting.</p> <p>Expectations are that CPSC meetings in the future will be virtual due to cost savings, more ecofriendly etc.</p> <p>Considerations related to the SB Grant and future savings will be debated at the next meeting.</p>	<p>DC/ ALM</p> <p>SW</p> <p>DC/ ALM</p>

20/06/07	<p><b>Community Pharmacy Contractor Representation &amp; Support Review</b></p> <p>All committee members present at the meeting reviewed recommendations put forward by Professor David Wright. A list of questions raised by committee members to be sent to Professor Wright was recorded by D Crockford. D Crockford sent the questions to Professor Wright on the following day.</p> <p>On the 8<sup>th</sup> July, there will be an LPC/PSNC virtual meeting with Professor Wright. Professor Wright will present his recommendations. D Crockford and A Littlewood-Miller will attend the meeting on behalf of CPSC.</p> <p>The Review was completely independent.</p> <p>M Ireland sat on the Review Steering Committee to represent CCA.</p> <p>The LPC national conference will take place on 16<sup>th</sup> September 2020. Proposals regarding actions related to Professor Wright's review will be presented there.</p>	
20/06/08	<p><b>AOB</b></p> <p><b>Equality &amp; Diversity Policy</b> D Virdee had asked if the LPC had an Equality &amp; Diversity Policy. CPSC has one for employees located in the staff handbook.</p> <p>Gordon Hockey at PSNC has been contacted for guidance.</p> <p>The committee agreed to explore the creation of a policy for the LPC at the July 2020 meeting.</p> <p><b>Mental Health and Resilience</b> The day to day pressures are not going away. There is potential for a second Covid-19 spike. How are people dealing with Covid-19? Flu vaccination will create further issues. How can CPSC provide support or advise contractors accordingly?</p> <p>Suggestions: Webinar – Mental Health Focus Mental Health First Aid Course – looks at problems within the team. What is out there already that we could have access to?</p> <p><b>Perception of Community Pharmacy</b> Deferred to the July 2020 committee meeting.</p>	<p>DC/ ALM / MI</p> <p>DC</p> <p>SW</p>
20/06/09	<p><b>Meeting Close</b></p> <p>All CPSC employees left the meeting for the committee to discuss the complaint received by the Chair.</p> <p>The meeting closed at 13:15</p>	



	<p><b>Future LPC Meeting dates and venues for 2020:</b></p> <ul style="list-style-type: none"><li>• <b>16<sup>th</sup> July 2020</b> - Virtual</li><li>• <b>17<sup>th</sup> September 2020</b> - Virtual</li><li>• <b>19<sup>th</sup> November 2020</b> - Virtual</li></ul>	
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