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## MINUTES OF LPC MEETING

17<sup>th</sup> September 2020

Zoom – 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)
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
Artur Pysz	LPC Contractor Development & Support Manager
Deborah Crockford	LPC Chief Officer
Skye White	LPC Office Manager

20/09/01	<p><b>Chairs Welcome &amp; Requests for AOB</b></p> <p>A Littlewood-Miller (Chair) welcomed everyone to the meeting</p> <p>Items for AOB –</p> <ul style="list-style-type: none"> <li>Covid tests for team members in Portsmouth</li> </ul>	DC
20/09/02	<p><b>Declarations of Interest</b></p> <p>Nothing to report</p> <p>A Littlewood-Miller to chase Jane Dean for her paper work.</p>	ALM
20/09/03	<p><b>Apologies for absence &amp; nominations of proxy votes</b></p> <p>A Selvaratnam, G Warner and R Simmonds needed to step out of the meeting so nominated a proxy at the beginning of the meeting.</p>	

	<p>Andrew Selvaratnam LPC Member (CCA, Rowlands) Proxy T Baker          Davinder Virdee LPC Member (Independent) Proxy A Sharma          Gary Warner LPC Member (Independent) Proxy T Baker          Jane Dean LPC Member (CCA, Lloyds)          Kate Toms LPC Member (CCA, Lloyds) – Maternity Leave          Roshni Simmonds LPC Member (CCA, Rowlands) Proxy T Baker</p>	
20/09/04	<p><b>Minutes of the previous meeting on 16<sup>th</sup> July 2020</b></p> <p>These were accepted by the Chair, A Littlewood-Miller.</p>	
20/09/05	<p><b>Matters arising from the Minutes and Action Update</b></p> <p>All other matters were covered in the agenda.</p>	
20/09/06	<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>Highlights</p> <ul style="list-style-type: none"> <li>• Deadline tracker initiated and will be updated at the start of each month</li> <li>• UHS are going to start smoking cessation and NRT referrals into pharmacy. Thirty-four pharmacies have expressed interest.</li> <li>• TCAM – A Freemantle presented on a webinar for Thames Valley LPC to discuss how TCAM works. Across the STP, Care Home teams are discussing TCAM within Care Homes.</li> </ul> <p>Lowlights</p> <ul style="list-style-type: none"> <li>• Flu is taking up a great deal of time with multiple meetings</li> <li>• The EHC PGD is still unsigned for Portsmouth.</li> </ul> <p><b>Champix:</b> Hampshire service Rag rated as RED.</p> <p><b>Flu Promotion:</b>          D Crockford shared a flu advertising proposal from The News in Portsmouth. The committee decided that extra promotion at such a cost was not necessary this season as public awareness was already high.</p>	
20/09/07	<p><b>Contractor Development &amp; Support Update</b></p> <p>A Pysz updated the committee on his activities during the previous two months by both written and verbal reports.</p> <p>Highlights</p> <ul style="list-style-type: none"> <li>• Back on the road, scheduling visits</li> <li>• Offering PCN leads support and scheduling meetings with all PCN leads with primary focus on PQS2 PCN elements.</li> </ul>	

	<p>Lowlights</p> <ul style="list-style-type: none"> <li>• Things have been slow due to the summer holidays.</li> <li>• Access to CHIE has been temporarily on hold.</li> </ul> <p><b>SMS Reminder Service for deadlines:</b> A Pysz presented a proposal for an SMS reminder service for Pharmacy to the committee. The Committee discussed the pros and cons and voted in favor for it to proceed.</p>	
20/09/08	<p><b>Chief Officers Report</b></p> <p>D Crockford updated the committee on her activities during the previous two months by both written and verbal reports.</p> <p>Highlights</p> <ul style="list-style-type: none"> <li>• Finally managed to have a break.</li> <li>• Interest shown in HLP by the Primary Care Restoration and Recovery Group</li> <li>• Removal of the need for signed consent for flu vaccination, NMS etc.</li> </ul> <p>Lowlights</p> <ul style="list-style-type: none"> <li>• Muted response from LMC regarding ability of community pharmacy to vaccinate all staff, as well as residents, in a Care Home visit.</li> <li>• D Crockford's microphone didn't work during the recent CPSC Academy Webinar.</li> </ul>	
20/09/09	<p><b>Subcommittee Meetings</b></p> <p>All committee members broke into their sub-committee groups for a 20-minute discussion.</p>	
20/09/10	<p><b>LPC Reports</b></p> <p><b><u>PSNC Update</u></b></p> <ul style="list-style-type: none"> <li>• Good LPC Conference on the 16<sup>th</sup> September.</li> <li>• Keith Ridge acknowledged what a great job community pharmacy has been doing and can continue to do, with further clinical service pilots imminent.</li> <li>• Simon Dukes came out fighting for community pharmacy.</li> <li>• Work is ongoing in an effort to retain the £370m advance in funding.</li> </ul> <p><b><u>Market Entry</u></b></p> <ul style="list-style-type: none"> <li>▪ One application in Waterlooville. A standard reply to be sent stating that CPSC does not support the application as it does not meet the requirements.</li> </ul> <p><b><u>Service Development</u></b></p> <ul style="list-style-type: none"> <li>• Nothing further to report – see PSDM report</li> </ul>	

	<p><b><u>Governance</u></b></p> <ul style="list-style-type: none"> <li>Governance asked the committee for their views regarding the hours that could be claimed for attending virtual meetings. It was agreed that this was covered by the LPC expenses policy, so committee members can claim for up to 10hrs at the rate of £25 per hour.</li> </ul> <p><b><u>Finance / Remuneration</u></b></p> <ul style="list-style-type: none"> <li>P Woodward presented his report to the committee. The current bank balance is on target to the adjusted budget. The levy holiday was implemented in August and the reduction in levy from September.</li> </ul>	
20/09/11	<p><b>Formal AGM</b></p> <p>The Community Pharmacy South Central AGM was held at 1:00pm. The Chair, Ashley Littlewood-Miller declared that the LPC had not received any votes against acceptance of the accounts.</p> <p>Maria de Martinez from Maybush Avicenna Pharmacy attended via virtual Zoom Meeting.</p> <p>The AGM Closed at 1.15pm</p> <p>The full LPC Annual Report 2019/2020, incorporating the Annual Accounts, can be viewed on the Community Pharmacy South Central website.</p> <p>A Littlewood-Miller thanked all the committee members and office employees for the past twelve months. Community Pharmacy will continue to be challenged and the LPC is ready to support contractors with those challenges.</p> <p>Maria de Martinez raised the Pharmacy Quality Scheme and how she could make progress with achieving the requirements. The CPSC website has a 'buddy list' available to help start conversations about business continuity. A Pysz to make an appointment with M de Martinez to help make plans and discuss support for the future.</p>	AP
20/09/12	<p><b>GDPR Update</b></p> <p>The GDPR Workbook has been updated. The workbook needs to be reviewed on an annual basis.</p> <p>M Ireland and D Crockford had worked to update all sections of the workbook and there were no further issues identified.</p> <p>When mobile numbers are collected for the SMS reminder services a GDPR statement will need to be sent when requesting the mobile numbers.</p>	AP

20/09/13	<p><b>Employee Handbook</b></p> <p>The employee handbook was supplied by Clyde and Co. The equality and diversity policy may need updating.</p> <p>A closer look and acceptance of the handbook is scheduled for the November committee meeting.</p> <p>This handbook will require an annual review moving forward.</p>	DC/ MI
20/09/14	<p><b>Equality &amp; Diversity Policy</b></p> <p>M Ireland and D Crockford presented a draft Equality and Diversity Policy to the committee which was based on the ACAS template.</p> <p>All members voted in favor of the new policy.</p> <p>D Crockford will explore Equality and Diversity training options for the committee and employees.</p>	DC
20/09/15	<p><b>National Conference Feedback</b></p> <p>D Crockford, G Warner, M Ireland, M McWhirter, A Sharma attended the virtual conference.</p> <p>D Crockford shared Dr. Michael Twigg's slides from the conference.</p> <p>Simon Dukes:</p> <ul style="list-style-type: none"> <li>• Disgrace that pharmacy is so under threat.</li> <li>• We should see what worth patients and Local Authorities place on the services that we have historically provided free of charge, as we may not be able to do that for very much longer.</li> </ul> <p>Michael Twigg:</p> <ul style="list-style-type: none"> <li>• Analysis completed of potential next steps following the Wright Review</li> <li>• Funding for change process - LPCs should not be penalized if they have reserves. LPC Grant monies have not come from contractors and therefore need to be discounted.</li> <li>• The process and oversight must be contractor led.</li> <li>• Working group should involve a variety of people with the necessary experience and expertise.</li> <li>• Oversight group must be contractors.</li> </ul> <p>Q&amp;A – All questions from the conference will be shared by PSNC.</p> <p>PSNC will be creating a proposal for the next steps to be taken with the Wright Review. There is a national meeting arranged for the 17<sup>th</sup> November.</p>	

20/09/16	<p><b>AOB</b></p> <p>Covid -19 testing availability: Priority given to NHS and key workers, however Community Pharmacy teams are finding it difficult to access tests.</p> <p>(N.B. Post this meeting a special pathway was announced for pharmacy teams in Hampshire to facilitate access to tests)</p> <p>Offsite flu vaccinations: A business case for contractors to use would be useful to ensure that they are receiving a suitable return when providing the service away from the pharmacy. Committee members will share with PSDM any costings that they have already calculated. PSDM to create draft business case and present to Services subcommittee for agreement.</p>	All/ AF/ Serv ices s/c
20/09/17	<p><b>Meeting Close</b></p> <p>The meeting closed at 2:20pm</p>	
	<p><b>Future LPC Meeting dates and venues for 2020:</b></p> <ul style="list-style-type: none"> <li>• <b>19<sup>th</sup> November 2020</b> – Virtual Meeting</li> <li>• <b>14<sup>th</sup> January 2021</b>– Virtual Meeting</li> <li>• <b>18<sup>th</sup> March 2021</b>– Virtual Meeting</li> <li>• <b>13<sup>th</sup> May 2021</b>– Virtual Meeting</li> <li>• <b>15<sup>th</sup> July 2021</b>– Virtual Meeting</li> <li>• <b>16<sup>th</sup> September 2021</b>– Virtual Meeting</li> <li>• <b>18<sup>th</sup> November 2021</b>– Virtual Meeting</li> </ul>	