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MINUTES OF LPC MEETING

14th January 2021

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)
Davinder Virdee	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

21/01/01	<p>Chairs Welcome & Requests for AOB</p> <p>A Littlewood-Miller (Chair) welcomed everyone to the meeting.</p> <p>Welcome to Jon Mole from Lloyds maternity cover for Kate Toms.</p> <p>Items for AOB –</p> <ul style="list-style-type: none"> Discharge Medicines Service Richards Buxton – Communications role. 	
21/01/02	<p>Declarations of Interest</p> <p>Nothing to report.</p>	
21/01/03	<p>Apologies for absence & nominations of proxy votes</p> <p>Gary Warner LPC Member (Independent)</p>	

	<p>Kate Toms LPC Member (CCA, Lloyds) – Maternity Leave Mark Ireland LPC Member (CCA, Boots) Proxy A Littlewood-Miller</p>	
21/01/04	<p>Minutes of the previous meeting on 19th November 2020</p> <p>These were accepted by the committee and signed by Chair, A Littlewood-Miller.</p>	
21/01/05	<p>Matters arising from the Minutes and Action Update</p> <p>Roshni Simmonds' final meeting. Roshni Simmonds is leaving Rowlands to take up a new position meaning this meeting is her last as she will no longer be employed by a CCA company. The committee thanked Roshni for her valued contributions to the work of CPSC.</p> <p>All other matters were either actioned or covered in the agenda.</p>	
21/01/06	<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> <p>Highlights</p> <ul style="list-style-type: none"> • Flu, 6 pharmacies have administered over 1000 vaccinations, 1 pharmacy over 2000 and 7 pharmacies at 900 vaccinations each. 59.8% up on flu from 2019/2020 • <p>Lowlights</p> <ul style="list-style-type: none"> • Pharmacies not reading their NHS email. <p>A Freemantle to send S White a link to the list of pharmacies with flu vaccinations in stock</p> <p>A Freemantle to be attending a number of flu 'mop-up' meetings over the coming weeks, so the committee should send any feedback they would like her to share ASAP.</p> <p>A Freemantle to look into the communication to GPs, hospital and the CCG on the IOW as to where do people return their sharps bins.</p> <p>There is an eRD communications trial in Wiltshire which Sarah Cotton is heading up. A Freemantle will follow this up.</p> <p>A Pysz to follow up on the eRD issue on the IOW. CPSC are being proactive and promoting eRD. Where there are good working relationships between pharmacies and GP practices it makes a positive difference to the success of the eRD process.</p>	<p>AF</p> <p>ALL</p> <p>AF</p> <p>AF</p> <p>AP</p>

	<p>T Baker said that it is disappointing to not see your eRD numbers increasing month on month. The relationship between pharmacy and GP practice is vital. Pharmacies can identify appropriate patients that could move to eRD. That is where the pilot would be useful.</p>	
21/01/07	<p>Contractor Development & Support Update</p> <p>A Pysz updated the committee on his activities during the previous two months by both written and verbal reports.</p> <p>A Pysz has contacted all pharmacies at least once, either in person, by telephone or email.</p> <p>The profile of the PCN leads is growing successfully.</p> <p>PSNC are going to send out another audit to assess the level of non-funded consultations being provided in community pharmacy. A communication reminder to go out in Richard Buxton's weekly comms, encouraging contractors to complete it.</p>	DC
21/01/08	<p>Diversity & Equality Training</p> <p>Deborah Evans, Director of Pharmacy Complete, facilitated a training session with the committee members to help understand equality, diversity and inclusion issues and how they relate to the implementation of our policy.</p> <p>S White to send out a survey prior to the March 2021 meeting to all committee members to reflect on the training received.</p>	SW
2/01/09	<p>Chief Officers Report</p> <p>D Crockford updated the committee on her activities during the previous two months.</p> <p>Highlights</p> <ul style="list-style-type: none"> • Community Pharmacy has been recognized as a valuable partner in COVID-19 vaccination provision. • Interest expressed by PCNs in the GP community pharmacist consultation service has been the highest in the South East region. • HIOW system is 2nd in England for delivery of flu vaccinations in the under 65s at risk cohort and community pharmacy has been recognised for their contribution to this result. <p>Lowlights</p> <ul style="list-style-type: none"> • Continued pressure from COVID-19 on pharmacy teams. • COVID-19 related pressure on systems has prevented development of GP CPCS. <p><u>Communications manager position</u> R Buxton's contract comes to an end at the end of March 2021.</p>	

	<p><u>Continuation Training re: equality, diversity and inclusion</u> E-Learning, £20 - £25 per person per module. Cost effective method. Would like to allocate some money in the budget for e-learning for 2021/2022 – maximum 2 modules per year, per committee member.</p> <p><u>Clash of Dates</u> On the 16th Sep 2021 PSNC have a meeting for LPC members, so the CPSC committee meeting will need to move to a week later on the 23rd Sep 2021. S White to send out a change of date invitation</p> <p><u>Reminder</u> 20th January – NPA event, LPC independent reps invited to attend a meeting. Please let Michael Lennox know if you can attend.</p> <p><u>CPSC Office</u> Current office cost is £961+VAT per month for April it will increase to £975+VAT per month. S White has negotiated to move to either a 2-person office for £650+VAT per month or a 1-person office for £325+VAT per month. S White to organise a new agreement for a 1-person office to be drawn up.</p>	<p>SW</p> <p>IND</p> <p>SW</p>
21/01/10	<p>Subcommittee Meetings</p> <p>All committee members broke into their sub-committee groups for a 20-minute discussion.</p>	
21/01/11	<p>LPC Reports</p> <p><u>PSNC Update</u></p> <ul style="list-style-type: none"> • Nothing to report • D Crockford to follow up with G Warner. <p><u>Market Entry</u></p> <ul style="list-style-type: none"> ▪ There are currently two live cases and letters are to be drafted. ▪ Southampton – A Sharma has a conflict of interest. Pharmacist trying to apply within a surgery. Four pharmacies in the area plus digital. <p><u>Service Development</u></p> <ul style="list-style-type: none"> • R Simmonds is leaving as the chair of service development subcommittee and K Toms is returning in March from maternity leave. <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 current bank balance is £188,197.93 which is just above budget. 	DC

	<ul style="list-style-type: none"> P Woodward reminded everyone to submit any expenses for this financial year before the end of May 2021. 	ALL
21/01/12	<p>Employee Handbook Update</p> <p>All comments and updates have been incorporated into the Employee Handbook.</p> <p>The committee members voted to adopt the version presented for the 2021/2022 year.</p>	
21/01/13	<p>AOB</p> <p><u>Discharge Medication Service</u> DMS – Live from 15th Feb 2021, it is an essential service.</p> <p><u>Lateral Flow Testing</u> Question: When relying on locums, how do they order lateral flow tests? Answer: For regular locums, the test should be ordered by the pharmacy.</p>	
21/01/14	<p>Meeting Close</p> <p>The meeting closed at 13.30pm</p>	
	<p>Future LPC Meeting dates and venues for 2021:</p> <ul style="list-style-type: none"> 18th March 2021– Virtual Meeting 13th May 2021– Virtual Meeting 15th July 2021– Virtual Meeting 16th September 2021– Virtual Meeting 18th November 2021– Virtual Meeting 	