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## MINUTES OF LPC MEETING

13<sup>th</sup> May 2021

Zoom – Virtual Meeting

**Present:**

LPC Members (listed in alphabetical order):

Andrew Selvaratnam	LPC Member (CCA, Rowlands)
Anjlee Shah	LPC Member (CCA, Lloyds)
Arun Sharma	LPC Member (Independent)
Ashley Littlewood-Miller	LPC Member (CCA, Boots)
Kate Toms	LPC Member (CCA, Lloyds)
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

21/05/01	<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>• Clyde &amp; Co</li> <li>• 24<sup>th</sup> May - Review Steering Group engagement meeting</li> <li>• Email address for training</li> </ul>	
21/05/02	<p><b>Declarations of Interest</b></p> <p>NIL</p>	
21/05/03	<p><b>Apologies for absence &amp; nominations of proxy votes</b></p> <p>Davinder Virdee                      LPC Member (Independent) Mark Ireland                              LPC Member (CCA, Boots)</p>	

21/05/04	<p><b>Minutes of the previous meeting on 18<sup>th</sup> March 2021</b></p> <p>These were accepted by the committee and signed by Chair, A Littlewood-Miller.</p>	
21/05/05	<p><b>Matters arising from the Minutes and Action Update</b></p> <ul style="list-style-type: none"> <li>• Diversity &amp; Equality Training follow-up: The E-Learning training has been set up and all committee members and employees have agreed to use their email address in LPC records. D Crockford will email out the password.</li> <li>• T Baker met with D Virdee, A Sharma and K Toms regarding the EDI complaint. D Virdee asked for more information which has been supplied. T Baker requested a date from D Virdee for further discussions, no response to the date request at the time of the LPC meeting.</li> <li>• All other matters were either completed actions or covered elsewhere in the agenda.</li> </ul>	DC
21/05/06	<p><b>Officer Appointments 2021/22</b></p> <p>Nominations were invited for the officer positions and voting took place.</p> <p>P Woodward feels he does not have the full support of the committee, he therefore felt unable to continue as Finance Officer unless he has 100% support.</p> <p>As the full committee were not in attendance at the meeting P Woodward agreed he would continue as finance officer, and a response from those who were absent be obtained at the earliest opportunity. There was 100% support from all in attendance at the May meeting. A Littlewood-Miller to follow up with those committee members who were absent.</p> <p>The following, unanimously supported, appointments were made in accordance with the requirements of the Constitution and observance of the Governance Procedures:</p> <p><b>Chair</b> – Ashley Littlewood-Miller  <b>Vice-Chair</b> – Arun Sharma  <b>Finance Officer</b> – Peter Woodward  <b>Deputy Finance Officer</b> – Kate Toms</p>	ALM
21/05/07	<p><b>Subcommittee Membership</b></p> <p><b>Service Development Subcommittee:</b>  <b>Chair:</b> - TBC  Gary Warner  Tim Baker</p>	

	<p>Ashley Littlewood Miller Anjlee Shah</p> <p><b>Governance Subcommittee:</b> <b>Chair</b> – Mark Ireland Davinder Virdee Michael McWhirter Andrew Selvaratnam</p> <p><b>Finance Subcommittee</b> <b>Chair (Finance)</b> – Peter Woodward <b>Chair (Remuneration)</b> – Kate Toms Michael McWhirter Ashley Littlewood Miller Davinder Virdee Arun Sharma</p> <p><b>Market Entry Subcommittee:</b> <b>Chair</b> – Andrew Selvaratnam Arun Sharma Tim Baker Davinder Virdee Gary Warner Michael McWhirter</p>	
21/05/08	<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>• Portsmouth EHC PGD signed off.</li> <li>• New process has been put in place for PGDs, so should make the process easier going forward.</li> <li>• Southampton City Council Smoking Cessation - Solutions for Health have converted to PharmOutcomes so invoicing should be easier.</li> <li>• There has been interest expressed in response to the proposals about a completely refreshed substance misuse service in community pharmacy.</li> </ul> <p>Lowlights</p> <ul style="list-style-type: none"> <li>• Some CCGs are still sending contracts out to pharmacy before sharing them with the LPC.</li> <li>• Trying to get images the correct size on the website.</li> </ul> <p>Stop smoking on the IOW - Solutions for Health are planning to roll out an in-house pharmacy service. A Freemantle to touch base as training and meeting requests have been sent out to pharmacies on the IOW.</p> <p>MYS reporting via PharmOutcomes</p>	AF

	<p>A user guide for DMS should be published in the coming week. This should remove duplication of recording.</p> <p>Lateral Flow Tests Good spread of contractors commissioned across the county. To attend an event, you need to have had a supervised test rather than a home test.</p>	
21/05/09	<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>• GPCPCS roll out – good feedback and one PCN is live.</li> <li>• Contractor visits very successful. All meetings are followed up with an email.</li> </ul> <p>Lowlights</p> <ul style="list-style-type: none"> <li>• GP referral service in Portsmouth needs some help. A Pysz to follow up as K Toms has received a telephone call.</li> </ul> <p>PSNC are still working to have self-referral included as a route in to the CPCS.</p> <p>CPCS minor illness referrals - Over 50% of referrals are rejected, most without a reason identified. The pharmacies are possibly just clicking on the rejection button. A Pysz has been asking for a reason to be included when rejecting a referral e.g. patient changed their mind etc.</p>	AP
21/05/10	<p><b>Chief Officers Report</b></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"> <li>• Received offer of funding for one pharmacy per PCN to collaborate with one surgery and start GP CPCS referrals for their area.</li> <li>• APPG Meeting – 2 of our 19 MPs attended and three other MPs sent personal responses.</li> <li>• Academy webinar numbers have stayed at a higher level. Great feedback and attendance more widely spread.</li> </ul> <p>Lowlights</p> <ul style="list-style-type: none"> <li>• GP describing pharmacies as fraudulent with no evidence. D Crockford has submitted a complaint to the LMC and NHSEI SE. D Crockford has a meeting with NHS England later in the week.</li> <li>• The PLOT Group (meeting between PSNC and LPC) is producing less useful information currently.</li> <li>• There have been reports that some GP practices are extending their period of prescribing from 28 to 56 or 84 days. The perception of the</li> </ul>	

	<p>GPs is that this reduces their workload, rather than making more use of eRD.</p>	
21/05/11	<p><b>Strategic Refresh</b></p> <p>D Crockford presented some proposals for the 2021/22 strategy</p> <ul style="list-style-type: none"> <li>• DMS</li> <li>• GPCPCS</li> <li>• New Medicine Service</li> <li>• Locally commissioned services from Public Health</li> <li>• PCN leads</li> <li>• Mental health support for pharmacy teams</li> <li>• ICS and community pharmacy integration</li> <li>• eRD</li> </ul> <p>Two breakout groups discussed the proposals:</p> <p>Room 1 feedback</p> <ul style="list-style-type: none"> <li>• GPCPCS should be primary work-stream</li> <li>• NMS – helpful to have data</li> <li>• Integration with ICS – continue the good work to date</li> <li>• eRD links into the NHS agenda so important to maintain support</li> </ul> <p>Room 2 feedback</p> <ul style="list-style-type: none"> <li>• Everything detailed as priority is correct</li> <li>• Nothing to add at this stage</li> <li>• Work of PCN leads, how LPC can support appropriately and effectively</li> </ul>	
21/05/12	<p><b>Subcommittee Meetings</b></p> <p>All committee members broke into their sub-committee groups for a 20-minute discussion.</p>	
21/05/13	<p><b>LPC Reports</b></p> <p><b><u>PSNC Update</u></b></p> <ul style="list-style-type: none"> <li>• National negotiation has started</li> <li>• 1<sup>st</sup> plenary meeting, much more structured based on the previous year's feedback.</li> <li>• Working group meeting on PQS, G Warner hopes for six months of work for twelve months' worth of payment. There is potential for a new service regulation, potential Advanced service.</li> <li>• PQS talks also revisited what happened in previous years. Very little chance of more money as it was a 5-year deal.</li> </ul> <p><b><u>Market Entry</u></b></p> <ul style="list-style-type: none"> <li>▪ Portsmouth Road, Southampton appeal. A Selvaratnam to write response.</li> </ul> <p><b><u>Service Development</u></b></p>	AS

	<ul style="list-style-type: none"> <li>Reviewed the steps for the new contract.</li> </ul> <p><b><u>Governance</u></b></p> <ul style="list-style-type: none"> <li>Nothing to report</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 account balance at the end of March 2021 was £204,218.65 with a surplus of £7,379.30 for the year. This might decrease depending on any expenses to be submitted.</li> <li>P Woodward reminded everyone to submit any expenses for this financial year before the end of May 2021.</li> <li>P Woodward explained Deputy Finance Officer's role to K Toms</li> </ul>	
21/05/14	<p><b>AOB</b></p> <p><u>RSG Meeting</u> D Crockford is attending the meeting on the 24<sup>th</sup> May. Please let D Crockford know if you would like to attend. A Selvaratnam showed some interest, please confirm with D Crockford</p> <p><u>Clyde &amp; Co Packages</u> D Crockford presented the package options with Clyde &amp; Co. The committee voted. 60% = option 1 40% = option 2</p> <p>D Crockford to inform Clyde &amp; Co that CPSC wish to continue with package 1.</p>	DC
21/05/15	<p>Meeting Close</p> <p>The meeting closed at 1.40pm</p>	
	<p><b>Future LPC Meeting dates and venues for 2021:</b></p> <ul style="list-style-type: none"> <li><b>15<sup>th</sup> July 2021</b>– Virtual Meeting</li> <li><b>16<sup>th</sup> September 2021</b>– Virtual Meeting – incorporating AGM</li> <li><b>18<sup>th</sup> November 2021</b>– Virtual Meeting</li> </ul>	