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## MINUTES OF LPC MEETING

9th May 2024

Holiday Inn, Winchester

Telegraph Way, Morn Hill, Winchester SO21 1HZ

**Present:**

LPC Members (listed in alphabetical order):

Anjee Shah	LPC Member (Independent)
Arun Sharma	LPC Member (Independent)
Ashley Littlewood-Miller	LPC Member (CCA, Boots)
Daniela Lupeanu	LPC Member (CCA, Rowlands)
David Howells	LPC Member (AIMp, Kamsons Pharmacy)
Jennifer Ndichu	LPC Member (AIMp, Day Lewis)
Julie Fanneran	LPC Member (CCA, Boots)
Karen Alexander	LPC Member (CCA, Boots)
Michael McWhirter	LPC Member (Independent)
Peter Woodward	LPC Member (CCA Boots)
Alison Freemantle	LPC Joint Chief Officer
Artur Pysz	LPC Joint Chief Officer
Skye White	LPC Office Manager

24/05/01	<p><b>Chair's Welcome &amp; Requests for AOB</b></p> <p>A Littlewood-Miller (Chair) welcomed everyone to the meeting. Warm welcome to Yinka Kuye, Community Pharmacy Clinical Lead for Frimley ICB and Hinal Patel, Community Pharmacy Clinical Lead for Hampshire and Isle of Wight.</p> <p>AOB:</p> <ul style="list-style-type: none"> <li>• Finance Survey</li> <li>• Jennifer Banking approval</li> <li>• Deputy finance officer</li> <li>• Subcommittees</li> <li>• Risk Register</li> </ul>	
24/05/02	<p><b>Declarations of Interest</b></p>	

	NIL	
24/05/03	<p><b>Apologies for absence &amp; nominations of proxy votes</b></p> <p>Gary Warner                  LPC Member (Independent)</p>	
24/05/04	<p><b>Presentation from Amit Shah from Stirling Anglican Pharmacies</b></p> <ul style="list-style-type: none"> <li>Amit Shah from Stirling Anglican Pharmacies gave a short presentation on the treatment of respiratory tract diseases by the prescribed drug Acepiro. He also presented on the drug theiCal-D3 for the prevention and treatment of vitamin D and calcium deficiencies.</li> </ul>	
24/05/05	<p><b>Minutes of the previous meeting on 14<sup>th</sup> March 2024</b></p> <p>These were accepted by the committee and signed by Chair, A Littlewood-Miller.</p>	
24/05/06	<p><b>Matters arising from the Minutes and Action Update</b></p> <ul style="list-style-type: none"> <li>All matters were either completed actions or covered elsewhere in the agenda.</li> </ul>	
24/05/07	<p><b>Joint Chief Officer Report/Update</b></p> <p>A Freemantle updated the committee on her activities during the previous two months with both written and verbal reports.</p> <p>Lowlights</p> <ul style="list-style-type: none"> <li>HIOW ICB Minor Alignments Service still to be signed off.</li> <li>Pathfinder pilots – IT holding it up.</li> <li>Lack of funding from ICBs to fund PCN leads.</li> </ul> <p>Highlights</p> <ul style="list-style-type: none"> <li>Attended the CPE Committee Meeting.</li> <li>Lung health check pilot on the IOW which has been paused is starting to move again.</li> <li>Back from a lovely holiday.</li> </ul> <p>A Pysz updated the committee on his activities during the previous two months with both written and verbal reports.</p> <p>Lowlights</p> <ul style="list-style-type: none"> <li>Still waiting to hear from Portsmouth regarding the PCN leads pilot.</li> </ul> <p>Highlights</p> <ul style="list-style-type: none"> <li>Increase in people visiting the CPHIOW website, 495 new users,</li> <li>51 new pharmacies signed up for the contraception service.</li> </ul>	

24/05/08	<p><b>Yinka Kuye, Community Pharmacy Clinical Integration Lead Frimley ICB</b></p> <p>Yinka Kuye gave a presentation on her background, shared her strategy, representation, implementation plan and priorities over the next few months.</p>	
24/05/09	<p><b>Hinal Patel, Community Pharmacy Clinical Integration Lead HIOW</b></p> <p>Hinal Patel gave a presentation recapping the last meeting, last three months and her priorities over the next few months.</p> <ul style="list-style-type: none"> <li>• New structure will be shared on the 30<sup>th</sup> May 2024, everything expected to be done and dusted by the 15<sup>th</sup> June 2024.</li> </ul>	
24/05/10	<p><b>Pharmacy First</b></p> <p><b>Frimley</b></p> <ul style="list-style-type: none"> <li>• Total referred from GP = 3364, UTI followed by sore throat most common referrals</li> </ul> <p><b>HIOW</b></p> <ul style="list-style-type: none"> <li>• Total referred from GP = 7412</li> <li>• 20% rejected = 1479 were rejected</li> <li>• Referred to 198 pharmacies out of 286</li> <li>• Referred from 63 surgeries (using EMIS)</li> </ul> <ul style="list-style-type: none"> <li>• Of the 7412 referrals, 56 accepted, 5279 completed, 598 referred and 1479 rejected. The main reasons for rejection, was the patient had seen the GP and the patient was not contactable.</li> </ul> <p><b>Next:</b></p> <ul style="list-style-type: none"> <li>• Promote awareness of the walk-in element of the service.</li> <li>• Still waiting for National data to view the whole picture, walk-ins, 111 and GP referrals.</li> <li>• Follow up with pharmacies that have outstanding referrals</li> <li>• TPP Surgeries up and running using pharm refer.</li> </ul>	
24/05/11	<p><b>Review of CPHIOW strategic objectives for 24/25</b></p> <p>Vision and Strategy to remain the same. The committee members voted unanimously to accept the current strategic objectives</p> <p>Action plan to be updated</p>	AP / AF
24/05/12	<p><b>Subcommittee Meetings</b></p> <p>All committee members broke into their sub-committee groups for a 30-minute discussion.</p>	

24/05/13	<p><b>LPC Reports</b></p> <p><b><u>CPE Update</u></b></p> <ul style="list-style-type: none"> <li>NIL</li> </ul> <p><b><u>Market Entry</u></b></p> <ul style="list-style-type: none"> <li>4 Market entry applications received in Mar/April.</li> <li>As per Chief Officer's report.</li> </ul> <p><b><u>Service Development</u></b></p> <ul style="list-style-type: none"> <li>Southampton Council service specifications needs reviewing. Moving them onto the NHS standard contract is the way forward.</li> </ul> <p><b><u>Governance</u></b></p> <ul style="list-style-type: none"> <li>Anjlee Shah – Subcommittee Chair</li> <li>NIL</li> </ul> <p><b><u>Finance / Remuneration</u></b></p> <ul style="list-style-type: none"> <li>P Woodward circulated his report to the committee. The current bank balance for the end of the financial year 23/24 is £228,556.77 with a surplus of £9,524.82 due to expenditure below what was budgeted. The current bank balance at the end of April 2024 is £162,072.43 as the first CPE levy of £77,954.04 has been paid.</li> </ul>	
24/05/14	<p><b>Pharmaceutical Companies Engagement Strategy</b></p> <p>AP presented the committee with a Pharmaceutical Companies Engagement Strategy. The committee members voted unanimously to accept the strategy.</p>	
24/05/15	<p><b>DOI Review</b></p> <p>All committee members and employed staff were asked to review their current Declaration of Interest, all staff and committee members present completed a new DOI.</p> <p>G Warner still to complete updated Declaration of Interest.</p>	GW
24/05/16	<p><b>AOB</b></p> <p><b>Finance Survey.</b> – the committee voted unanimously to partake in the CPE finance survey. P Woodward, A Freemantle and A Pysz to complete.</p> <p><b>Jennifer Banking</b> - P Woodward to follow up with Lloyd's banking regarding J Ndichu status for approving BACS.</p> <p>Deputy Finance Subcommittee Chair – The committee voted unanimously for D Lupeanu to become the deputy finance</p>	<p>PW / AF / AP</p> <p>PW</p>

	<p>subcommittee chair. P Woodward to set D Lupeanu up on the Lloyds Banking system as a BACS approver.</p> <p><b>Deputy Finance Officer</b> – The committee unanimously vote for Skye White to become the deputy finance officer. P Woodward to contact Lloyds Bank.</p> <p><b>Subcommittees:</b> All committee members were asked if they wanted to change subcommittees. All members were happy and the subcommittees will stay as they are for another twelve months.</p> <p><b>Risk Register</b> – P Woodward to review existing register and present at the next committee meeting.</p>	<p>PW</p> <p>PW</p> <p>AF/AP/PW</p>
24/05/17	<p><b>Meeting Close</b></p> <p>The meeting closed at 14:20</p>	
	<p><b>Future LPC Meeting dates and venues for 2024/2025:</b></p> <ul style="list-style-type: none"> <li>• <b>11 July 2024</b> – Virtual Meeting</li> <li>• <b>19 Sep 2024</b> – Virtual Meeting</li> <li>• <b>14 Nov 2024</b> - Virtual Meeting</li> <li>• <b>16 Jan 2025</b> - Virtual Meeting</li> <li>• <b>13 Mar 2025</b> - Virtual Meeting</li> <li>• <b>15 May 2025</b> – Face to Face – Venue TBC</li> <li>• <b>10 July 2025</b> - Virtual Meeting</li> <li>• <b>11 Sep 2025</b> - Virtual Meeting</li> <li>• <b>13 Nov 2025</b> - Virtual Meeting</li> </ul>	