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## MINUTES OF LPC MEETING

13<sup>th</sup> January 2022

Zoom – Virtual Meeting

**Present:**

LPC Members (listed in alphabetical order):

Anjee Shah

LPC Member (CCA, Lloyds)

Arun Sharma

LPC Member (Independent)

Jennifer Ndichu

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

22/01/01	<p><b>Chair's Welcome &amp; Requests for AOB</b></p> <p>A Sharma (Vice Chair) welcomed everyone to the meeting.</p> <p>Welcome to Jennifer Ndichu from Day Lewis as the new AIMp representative on the CPSC committee.</p> <p><b>Note:</b> At 10.04am the meeting was not quorate.</p> <p>Items for AOB –</p> <ul style="list-style-type: none"> <li>• NIL</li> </ul>	
22/01/02	<p><b>Declarations of Interest</b></p> <p>A Shah has updated her DOI.</p>	
22/01/03	<p><b>Apologies for absence &amp; nominations of proxy votes</b></p> <p>Ashley Littlewood-Miller      LPC Member (CCA, Boots) – Proxy P Woodward</p> <p>Davinder Virdee                      LPC Member (Independent)</p> <p>Gary Warner                              LPC Member (Independent)</p>	

	<p>Kate Toms Karen Alexander</p> <p>LPC Member (CCA, Lloyds) – Proxy A Shah LPC Member (CCA, Boots)</p>	
22/01/04	<p><b>Minutes of the previous meeting on 18<sup>th</sup> November 2021</b></p> <p>These were accepted by the committee and signed by Vice Chair, A Sharma</p>	
22/01/05	<p><b>Matters arising from the Minutes and Action Update</b></p> <p><b><u>Governance</u></b></p> <ul style="list-style-type: none"> <li>Chair nomination still undecided.</li> </ul> <p><b><u>Market Entry</u></b></p> <ul style="list-style-type: none"> <li>A Selvaratnam to send letters and templates to S White. S White to keep chasing and share with D Crockford and T Baker.</li> <li>D Crockford to respond to the latest distance selling market entry application.</li> </ul> <p><b><u>Finance / Remuneration</u></b></p> <ul style="list-style-type: none"> <li>A face-to-face committee meeting, which was agreed at the Nov 2021 meeting for the strategy development day, has been booked for Thursday 19<sup>th</sup> May 2022. All committee members must be in attendance.</li> </ul> <p><b><u>LPC Pledge as part of RPS Inclusion &amp; Wellbeing Pledge</u></b></p> <ul style="list-style-type: none"> <li>A Shah would like to put together a proposed pledge and present it to the committee. A Shah has met previously with Mark Ireland to discuss what things can be pledged. A Shah will share her proposed pledge prior to the next meeting and will present at the March meeting.</li> </ul> <p><b><u>CDSM Complaint</u></b></p> <ul style="list-style-type: none"> <li>A Pysz, the complainant, is content for the matter to be logged and to be kept on record. No further formal investigation will be undertaken unless a relevant matter arises in the future, when this complaint will be taken into account.</li> <li>All other matters were either completed actions or covered elsewhere in the agenda.</li> </ul>	<p>Gov Sub C</p> <p>AS / SW</p> <p>DC</p> <p>ALL</p> <p>A Shah</p>
22/01/06	<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>Flu Vaccination numbers are just amazing. 89% of the HIOW PCNS are over 81% and only 5 PCNs remaining to reach the minimum target for PQS.</li> </ul>	

	<ul style="list-style-type: none"> <li>• At the end of December Wales had administered 168,000 vaccinations and the HIOW contractors had administered 5600 more.</li> <li>• Oral contraceptive pilot in Portsmouth. 8 pharmacies have registered. There have been 9 consultations performed across the country and 7 of them have been done on our patch.</li> <li>• Tier two is to be launched (initiating patients), so once a contractor has performed 10 consultations the pharmacy would be eligible for tier 2.</li> <li>• EHC mystery shopper has been visiting pharmacies across the county. The mystery shopper is a pharmacy student. Data is still being collected. Feedback has been very positive.</li> </ul> <p>Lowlights</p> <ul style="list-style-type: none"> <li>• NHS 111 has many complaints about pharmacies not updating their DoS, especially when they have unplanned closures.</li> <li>• Southampton - CGL is reviewing their management of supervised consumption over the Christmas period as it highlighted the potential need for more than 11 pharmacies to be commissioned for supervised consumption so that there is sufficient capacity to cover bank holidays.</li> </ul> <p>T Baker raised the Hypertension Case Finding Service. Surgeries are sending patients to any pharmacy. Is there any way it can be communicated with surgeries which pharmacies are offering the service? A Freemantle and A Pysz to communicate this to the PCNs.</p>	AF / AS
22/01/07	<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>• HIOW system approved the funding for the LPC GPCPCS support work. 39 GPs are live across 19 PCNs.</li> <li>• Portsmouth GP CPCS has still not produced any referrals so far.</li> <li>• Expecting the final decisions to be made for the CHAI. CHAI rollout expected at the end of January.</li> <li>• All PCN vacancies have been filled.</li> </ul> <p>P Woodward raised the PQS engagement meeting attendance with PCN leads. If people could not make the group meeting, they could do a 1 to 1 meeting with the PCN lead.</p> <p>GP CPCS referrals – PCNs start off having a good number of referrals and then they start to drop off. A Pysz is looking at ways to reintroduce, remind and/or encourage the surgeries to revisit their procedures</p>	
22/01/08	<p><b>Chief Officer's Report</b></p> <p>D Crockford updated the committee on her activities during the previous two months.</p>	

	<p>Lowlights</p> <ul style="list-style-type: none"> <li>• No CCA nominations for the latest CCA vacancy on our LPC.</li> <li>• Lateral flow test supply debacle, no improvement imminent.</li> <li>• HEE funding for PCN lead training was agreed but they have presented a contract that LPCs cannot sign. An MOU is being considered as an appropriate alternative.</li> </ul> <p>Highlights</p> <ul style="list-style-type: none"> <li>• New chief pharmaceutical officer for England starting in February 2022 – David Webb.</li> <li>• 1<sup>st</sup> anniversary of Covid vaccinations in pharmacy, for which they are being celebrated nationally.</li> <li>• Agreement from HEE for PCN lead training funding (see lowlights)</li> </ul>	
22/01/09	<p><b>Committee Member Standards</b></p> <p>It was agreed that LPC committee members should be held to the same standards of behaviour as the LPC employees. A summary of the policies in the Employee Handbook that are relevant to committee member behaviours will be circulated and proposed as an Annex to the CGS&amp;U.</p> <p>D Crockford to pursue with the committee. All members to respond to D Crockford via email</p>	DC / ALL
22/01/10	<p><b>LPC Expense Policy</b></p> <p>The updated PSNC LPC expense policy and templates were shared with all. The HMRC declaration needs to be added to the CPSC expenses Excel template.</p> <p>Expense policy to be reviewed by the finance committee and to be put on the March meeting agenda.</p>	PW / SW  Fin Sub C
22/01/11	<p><b>Subcommittee Meetings</b></p> <p>Subcommittee meetings did not take place. The committee members had a break out to discuss remuneration review for CPSC employees.</p>	
22/01/12	<p><b>LPC Reports</b></p> <p><b><u>PSNC 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>▪ T Baker has nominated himself for Market Entry Chair.</li> </ul> <p><b><u>Service Development</u></b></p> <ul style="list-style-type: none"> <li>• A Shah has nominated herself for Service Development Chair.</li> </ul>	

	<p><b><u>Governance</u></b></p> <ul style="list-style-type: none"> <li>• Chair nomination still undecided.</li> <li>• D Crockford to send an email to members chasing a nomination.</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 account balance is £190,759.27 which is just above the budget due to expenditure 8% below budget. The prediction is the finances will be on track to budget for year-end or slightly above.</li> <li>• Remuneration for employees to be agreed at the Jan/Mar 2022 meetings. Considering inflation rate, cost of living etc.</li> </ul>	<p>Gov Sub C DC</p> <p>ALL</p>
22/01/13	<p><b>Budget Discussion</b></p> <p>The proposed 2022/23 budget was presented to all members that were in attendance. Voting for the final budget will take place at the March 2022 meeting.</p>	
21/11/13	<p><b>AOB</b></p> <p>NIL</p>	
21/11/14	<p>Meeting Close</p> <p>The meeting closed at 12:50pm</p>	
	<p><b>Future LPC Meeting dates and venues for 2021/2022:</b></p> <ul style="list-style-type: none"> <li>• <b>10<sup>th</sup> March 2022</b>– Virtual Meeting</li> <li>• <b>19<sup>th</sup> May 2022</b>– Langstone Quays – Hayling Island</li> <li>• <b>14<sup>th</sup> July 2022</b>– Virtual Meeting</li> <li>• <b>15 Sep 2022</b> – Virtual Meeting – incorporating AGM</li> <li>• <b>17 Nov 2022</b>– Virtual Meeting</li> </ul>	