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MINUTES OF LPC MEETING

10th March 2022

Zoom – Virtual Meeting

Present:

LPC Members (listed in alphabetical order):

Anjee Shah	LPC Member (CCA, Lloyds)
Arun Sharma	LPC Member (Independent)
Ashley Littlewood-Miller	LPC Member (CCA, Boots)
Gary Warner	LPC Member (Independent)
Jennifer Ndichu	LPC Member (AIMp, Day Lewis)
Kate Toms	LPC Member (CCA, Lloyds)
Karen Alexander	LPC Member (CCA, Boots)
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

22/03/01	<p>Chair's Welcome & Requests for AOB</p> <p>A Littlewood-Miller (Chair) welcomed everyone to the meeting.</p> <p>Items for AOB –</p> <ul style="list-style-type: none"> NIL 	
22/03/02	<p>Declarations of Interest</p> <p>Nil</p> <p>J Ndichu to send A Freemantle a photograph of herself for the CPSC website</p>	JN
22/03/03	<p>Apologies for absence & nominations of proxy votes</p> <p>Davinder Virdee LPC Member (Independent)</p>	

22/03/04	<p>Minutes of the previous meeting on 18th November 2021</p> <p>These were accepted by the committee and signed by Chair, A Littlewood-Miller.</p> <p>A Sharma to send accepted minutes from the November 2021 meeting to S White.</p>	AS
22/03/05	<p>Matters arising from the Minutes and Action Update</p> <p><u>Governance</u></p> <ul style="list-style-type: none"> Chair nomination still undecided. <p><u>Market Entry</u></p> <ul style="list-style-type: none"> A Selvaratnam to send letters and templates to S White. S White to keep chasing and share with D Crockford and T Baker. A Littlewood-Miller to touch base with A Selvaratnam to check the status of the templates <p><u>Finance / Remuneration</u></p> <ul style="list-style-type: none"> A face-to-face committee meeting, which was agreed at the Nov 2021 meeting for the strategy development day, has been booked for Thursday 19th May 2022, 10:00 -16:30. The 15th September 2022 CPSC Committee Meeting and AGM will be a face-to-face meeting at the Holiday Inn Winchester. All committee members must be in attendance. All other matters were either completed actions or covered elsewhere in the agenda. 	<p>Gov Sub C</p> <p>AS / SW</p> <p>ALM</p> <p>ALL</p>
22/03/06	<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>Lowlights</p> <ul style="list-style-type: none"> Receiving Data from NHS England has been difficult. DMS referrals – completion rate is very low, UHS 51%, HHFT 53%, IOW 76%. <p>Highlights</p> <ul style="list-style-type: none"> Negotiated an uplift in remuneration in some services, e.g., Supervised Consumption. Performance of Portsmouth pharmacies for the oral contraception pilot is going really well. Three pharmacies are close to reaching the target indicated for eligibility to the Tier 2 service, once that launches. 	
22/03/07	<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>Highlights</p> <ul style="list-style-type: none"> • Access to CHIE, more stakeholders using CHIE, much more detail and updated more regularly. • Positive feedback from PCNs regarding the Hypertension Case Finding Service. • GPCPCS Rollout – 75 surgeries are live and more are imminent. <p>Lowlights</p> <ul style="list-style-type: none"> • Lack of capacity in community pharmacy for providing new services. • Difficulty getting information required for sharing LPC messages in the large multiples. 	
22/03/08	<p>Chief Officer's Report</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"> • Production of Frimley training booklet for reception staff regarding the signposting of patients to community pharmacy for minor ailments – no mention of CPCS. • The Local Enhanced Service for acceleration of the HCFS has been sent out without effective communication with the LPCs, resulting in several failed applications from PCN leads. • A message from the CCG about MDS was sent out on the Isle of Wight without prior LPC consultation. It was misinterpreted by some contractors, which could have been avoided. <p>Highlights</p> <ul style="list-style-type: none"> • Pharmacists have been registering to CHIE. This will be very positive for future service development. • We have had great engagement with the Health & Wellbeing Project in HloW. A representative presented at our last CPSC webinar. • Hypertension case finding service has received positive feedback within our system. 	
22/03/09	<p>PSNC National meeting of LPC Treasurers</p> <p>D Crockford attended the meeting and S White viewed the recorded version of the meeting.</p> <p>The PSNC/LPC accounts template used for the profit and loss statement has been sent to LPC accountant for this year's accounts.</p> <p>It was suggested a risk assessment is set up for all LPCs. P Woodward to create/update the CPSC risk register.</p> <p>All other templates suggested are already in place.</p>	PW

	<p>Many LPCs have moved to an electronic accounting system. S White feels the current system is working well. An upgrade will be needed if VAT is needed to be included or claimed on invoices.</p>	
22/03/10	<p>Committee Member Standards</p> <p>D Crockford circulated the staff handbook and highlighted the sections that would be referred to in the appendix. The staff handbook is only a guidance and expectation, it is not contractual.</p> <p>The committee voted unanimously to adopt the changes.</p>	
22/03/11	<p>LPC Expense Policy</p> <p>P Woodward presented and shared the revised expense policy. The committee have requested P Woodward and K Toms to review the daily allowance and travel rate and present it to the committee at the May 2022 meeting.</p> <p>It was suggested a 6 monthly review of the expense policy be carried out moving forward.</p>	PW KT
22/03/12	<p>Budget Discussion</p> <p>A closed meeting of only CPSC committee members was had to discuss employed staff members' remuneration.</p>	
22/03/13	<p>Subcommittee Meetings</p> <p>All committee members broke into their sub-committee groups for a 20-minute discussion</p>	
22/03/14	<p>LPC Reports</p> <p><u>PSNC Update</u></p> <ul style="list-style-type: none"> • Negotiations are moving at pace. • Service PQS – better place, more than 3.5 months to complete them. • NHS Digital – have a replacement for all the current booking and referrals systems in the country. The booking system is required for services but there still needs to have the ability for people to walk in. • Research has been completed on the acceptability of pharmacist booking systems. • Booking a slot guarantees that patients will be seen, pharmacists will be in control of their own booking slots. <p><u>Market Entry</u></p> <ul style="list-style-type: none"> ▪ NIL <p><u>Service Development</u></p>	

	<ul style="list-style-type: none"> Contract renewals have been received for Southampton and Portsmouth. Still waiting on the IoW. Southampton minor ailments - anticipating an increase in remuneration. <p><u>Governance</u></p> <ul style="list-style-type: none"> Chair to be advised in due course. D Crockford to send an email to members chasing a nomination. <p><u>Finance / Remuneration</u></p> <ul style="list-style-type: none"> P Woodward circulated his report to the committee. The account balance is £232,675.34 which is just above the budget due to expenditure 9% below budget. The prediction is the finances will be on track to budget for year-end. Reminder to all members that expenses for 2021/2022 must be submitted by 31st May 2022. 	<p>Gov Sub</p> <p>ALL</p>
22/03/15	<p>LPC Committee Size</p> <p>CPSC has one CCA space unfilled on the committee.</p> <p>CCA currently do not have a representative to put forward.</p> <p>It has been over 3 months since the vacancy became available, therefore CPSC can now nominate an appropriate candidate.</p> <p>An alternative option is for the committee to reduce in size to a committee of 10. That would be 5xCCA, 4xIND, 1xAIM. A committee of 9 would be made up of 5xCCA, 3XIND, 1XAIM.</p> <p>T Baker was not against a reduction in committee size as long as the proportions were right.</p> <p>A Sharma and K Toms were against reducing the committee size. They felt the more people, the more opinions, representative and proportional.</p> <p>D Crockford to contact CCA regarding a representative.</p> <p>All committee members to keep a look out for a CCA representative.</p>	<p>DC</p> <p>ALL</p>
22/03/16	<p>LPC pledge as part of the RPS Inclusion & Wellbeing pledge</p> <p>A Shah presented her pledge to all committee members. It was agreed to include some of it in the strategy. A Shah to work with D Crockford.</p>	AS / DC
22/03/17	<p>AOB</p> <p>NIL</p>	
22/03/18	<p>Meeting Close</p>	



	The meeting closed at 14:05	
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	<p>Future LPC Meeting dates and venues for 2021/2022:</p> <ul style="list-style-type: none">• 19th May 2022– Langstone Quays – Hayling Island• 14th July 2022– Virtual Meeting• 15 Sep 2022 – Holiday Inn Winchester – incorporating AGM• 17 Nov 2022– Virtual Meeting	
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