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MINUTES OF LPC MEETING

15th September 2022

Virtual Meeting via Zoom

Present:

LPC Members (listed in alphabetical order):

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| Anjee Shah | LPC Member (CCA, Lloyds) |
| Arun Sharma | LPC Member (Independent) |
| Ashley Littlewood-Miller | LPC Member (CCA, Boots) |
| Daniela Lupeanu | LPC Member (CCA, Rowlands) |
| Jennifer Ndichu | LPC Member (AIMp, Day Lewis) |
| Karen Alexander | LPC Member (CCA, Boots) |
| Peter Woodward | LPC Member (CCA Boots) |
| Stephanie Harris | LPC Member (CCA, Lloyds) |
| 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 |

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| 22/09/01 | <p>Chair's Welcome & Requests for AOB</p> <p>A Littlewood-Miller (Chair) welcomed everyone to the meeting.</p> <p>Welcome to Alex Smith, Research Fellow from the University of Southampton</p> <p>Items for AOB –</p> <ul style="list-style-type: none"> NIL | |
| 22/09/02 | <p>Declarations of Interest</p> <p>Nil</p> | |
| 22/07/03 | <p>Apologies for absence & nominations of proxy votes</p> <p>Gary Warner LPC Member (Independent)</p> | |

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| 22/09/04 | <p>Minutes of the previous meeting on 14th July 2022</p> <p>These were accepted by the committee and signed by Chair, A Littlewood-Miller.</p> | |
| 22/09/05 | <p>Matters arising from the Minutes and Action Update</p> <ul style="list-style-type: none"> All matters were either completed actions or covered elsewhere in the agenda. | |
| 22/09/06 | <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"> 29 HLOW and 3 Frimley pharmacy temporary closures that have impacted Inclusion (drug treatment service) of which only 16 were communicated. GP behaviour regarding flu vaccinations. A GP practice sent negative text messages to patients. Behaviour has been fed back to ICS. The DMS completion rate is lower than hoped, 60-65%. It is an essential national service but some pharmacies are not completing or are rejecting. <p>Highlights</p> <ul style="list-style-type: none"> IOW UTI PGD is out and an uplift in payment has been secured from £14 to £20. Continued good delivery of the oral contraception pilot in Portsmouth. Presented at the South East HAS meeting and was asked to attend the September meeting. <p>D Lupeanu raised an issue within Rowlands and the use of pill pouches. A Freemantle to pick it up with D Lupeanu.</p> | AF |
| 22/09/07 | <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>Lowlights</p> <ul style="list-style-type: none"> Two PCNs reported very poor engagement with GPCPCS service amongst community pharmacies which forced them to stop sending referrals. This is a serious issue as GPs have high expectations from CP when acting on their referrals. <p>Highlights</p> <ul style="list-style-type: none"> Received the data for GPCPCS and it has been reviewed. | |

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| <p>22/09/08</p> | <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"> • A Health Centre has sent out unacceptable patient communication regarding flu vaccination in community pharmacy. • MDS – Still receiving queries/complaints about the apparent lack of MDS provision. Have related it to the financial pressures on community pharmacy. • Still struggling to find an independent representative to fill the LPC vacancy. <p>Highlights</p> <ul style="list-style-type: none"> • LPC now officially recognised as a partner of the ICS with our logo on their website • Positive reception from the SE Place PCN away day at which D Crockford presented, along with creation of new contacts in the system. • The intention has been confirmed to include Community Pharmacy in Frimley ICS's equivalent of CHIE – Connect To Care. | |
| <p>22/09/09</p> | <p>End of tax year expense claim deadline</p> <p>The end of year tax books currently close on the 31st May each year, two months after the actual tax year closure, allowing for any last-minute claims.</p> <p>The LPC have to give contractors 30 days' notice of the AGM, accompanied by the annual reports and final accounts. Unfortunately, CPSC never receive the accounts from the accountant until two weeks before the AGM.</p> <p>The AGM must be held within 6 months of the end of the financial year.</p> <p>The proposal was to close the books on the 30th April so the LPC can comply with the 30 days' notice and have the accounts published in time.</p> <p>There was a unanimous vote in favour of closing the books on the 30th April each year. All expenses claims must be received by that deadline or be forfeit.</p> | |
| <p>22/09/10</p> | <p>Subcommittee Meetings</p> <p>All committee members broke into their sub-committee groups for a 20-minute discussion</p> | |

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| | Karen Alexander joined the Finance Subcommittee. | |
| 22/09/11 | <p>LPC Reports</p> <p><u>PSNC Update</u></p> <ul style="list-style-type: none"> NIL <p><u>Market Entry</u></p> <ul style="list-style-type: none"> One application – new development village in Fleet. There is enough provision in the area. <p><u>Service Development</u></p> <ul style="list-style-type: none"> 31 Aug PURMS closed. Most pharmacies will be closed on Monday 19th September 2022 for the Queen's funeral. NHSE will set the DoS to indicate closure unless the pharmacies log in and change it. <p><u>Governance</u></p> <ul style="list-style-type: none"> NIL <p><u>Finance / Remuneration</u></p> <ul style="list-style-type: none"> P Woodward circulated his report to the committee. The account balance is £226,235.51 which is above the upper limit of the six months reserves. This will drop in October when the second payment of the PSNC levy is due. Expenses are being well controlled and are all below budget. The PSNC levy going forward is anyone's guess. PSNC plan to announce all the levies on the 22nd September at the PSNC conference. They are not going with the original planned formula. | |
| 22/09/12 | <p>Strategy for Pharmacy Presentation</p> <p>Yousaf Ahmed, Chief Pharmacist and Jennie Fynn, Medicines Safety Pharmacist for Frimley ICS presented to the committee their strategy for Pharmacy.</p> | |
| 22/09/13 | <p>AOB</p> <p>The question was raised as to whether CPSC wants to extend the LPC period for another three months to the end of June 2023. The LPC does not have to delay the elections and if the plan is not to delay, the election process will start in October 2022.</p> <p>Points that were raised</p> <ul style="list-style-type: none"> CPSC current structure matches the NHS footprint. CPSC is the right size, 340 contractors (minimum of 200 is suggested). Effective and efficient use of finances. No need for a name change. Size of the committee - size has been reduced, currently an optimum size. | |



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| | <ul style="list-style-type: none">• Maximum of three terms as a member of the LPC - this term/condition does not come into effect until March 2023.• If the LPC wants to extend the election period the constitution will need to be updated and an extraordinary meeting called. <p>The committee voted unanimously, at this point, to not extend the LPC period for an extra three months and to follow the CPSC schedule of elections.</p> | |
| 22/09/14 | Meeting Close The meeting closed at 1:13pm | |

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| | Future LPC Meeting dates and venues for 2022/2023: <ul style="list-style-type: none">• 10 Nov 2022– Virtual Meeting• 12 Jan 2023 – Virtual Meeting• 09 Mar 2023 – Virtual Meeting• 11 May 2023 – Virtual Meeting• 13 July 2023 – Holiday Inn Southampton• 14 Sep 2023 – Virtual Meeting• 09 Nov 2023 - Virtual Meeting | |
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