

Minutes from LPC Meeting 21st November 2019

The minutes were accepted as a true record and approved by the committee.

Matters Arising

MYS Registration

- LPC Chair to follow-up but thinks that all pharmacies have signed up.

CPPE – CPCS Training Skills

- LPC Chair informed the committee that the process has now gone out to tender.
 - CPPE have not tendered but will do mop-up days and cover areas with no tenders.

Palliative Care / CD1 Gold Form

- The committee was made aware that an example of correctly completed Gold Form is still to be put on website and newsletter.

Operational support

- To be revisited after February.
 - QPS will announced after February.

Pharmacy Quality Scheme

- LPC Chair informed the committee that some Boots data does not match NHS data and queried how everyone else was finding it?
 - Committee reminded to sense check data.

PCN

- The committee was informed that the data has been mapped on website.
- PCN evening network events have been booked for next couple of weeks.
 - The committee acknowledged the duty to support contractors and the need to encourage them to attend.
 - Hazel to confirm booking arrangements.
 - Cost of venues and numbers booked for to be queried.
- Requests for expressions of interest have been circulated to contractors.
 - An election process could take place in the room on the evening.
- The committee considered how it had been reported that some of the 'click here' links were not working on the emails sent to contractors.
 - Alastair commented that it should have been better organised.
- The committee considered how different PCN areas may be operating differently.
 - How does the LPC gather information?
- Alastair commented that PCN's will be a slow burn. People should not be scared off by the potential work involved, which at present is very little.
 - PCN Community Pharmacy Lead is required at present to make contact and declare F code and evidence that they have made contact with the other contractors within their PCN.
- The committee considered how PCN Lead for Community Pharmacy must be a Health Care Professional, not necessarily a pharmacist.

- Les to send a blanket email to all Boots pharmacies.
- Can be a Pharmacy Technician.
- Les queried the structure of the evening events?
 - LPC Chair responded that at least one or two committee members should attend each event.
 - Following discussion, it was agreed that the events would be attended by the following committee members:
 - Tuesday 28th January – Paul, Alastair & Chris Kenny
 - Wednesday 29th January – Chris Kenny & Jon
 - Thursday 30th January – Paul and Les
 - Monday 3rd February – Paul, Les & Renate
 - Each event will have LPC leads.
- LPC are to facilitate PCN leads for Community Pharmacy.
 - Jon commented that the purpose of the evening events is to ideally conclude with a PCN Lead in place.
- LPC Chair informed the committee that he will draft a presentation.
 - Virtual Outcomes has a brief training video.
- The committee discussed voting process and agreed that for a vote to be cast the contractor or representative must be in the room.
 - Can cast multiple votes if part of contractor with more than one contracts e.g. 5 votes.
 - Marc commented that it needs to be made clear what the process is.
- The committee was informed that PCN are a provider not a commissioner.
- A committee discussion followed, points discussed included linking expressions of interest to each PCN.
- Targeted communication to be circulated to contractors in each PCN area requesting nominations and informing contractors that we have at least one nomination and will be holding a vote on the evening in instances of multiple nominations.
 - Committee members to be copied in on email's sent to each PCN group.
- LPC Chair to investigate the possibility of producing and printing a PCN handbook.
- The committee discussed possible next step options and what help is required from the LPC.

PCN page on LPC Website

- The committee was briefed that the LPC website would be updated to reflect the current information known about each PCN as some of the PCN names have changed.
 - Chris Kenny has mapped pharmacies to each PCN during the meeting.
 - Information circulated to committee for feedback.
 - Information to be added to website.

Market Entry

- The committee considered how future applications will all need to be made online and acknowledged that this could potentially cause problems.

DSP Application: D&B Healthcare, Lincoln, LN6

- The committee was informed that this had been granted, pending appeal.

DSP Application: Lincoln Co-operative Chemists Ltd, 5 Proctors Road, Lincoln, LN2 4LA

- Alastair informed the committee that this would be opening on 3rd February 2020.

NHSE

- The committee was informed that at the NHSE meeting on 3rd December 2019 it was announced that NHSE is been reorganised and none of the current team will be looking after pharmacy.
 - There will be three people for pharmacy covering Greater East Midlands.
 - This includes applications and contract visits.
- The committee was informed that a joint LPC and LMC meetings with NHSE would be campaigned for.
 - There will no longer be bi-monthly meetings as at present.
- A committee discussion followed.
- The committee considered how due to time constraints a breach notice could potentially be issued rather than an informal discussion.
- LPN Chair (Steve Gibson) has suggested LPC and LMC make a joint presentation at Clinical Pharmacist Network.
- Alastair commented on the rotas for the year ahead.
 - 26th December is not officially a bank holiday.
 - If these form part of the supplementary hours contractors need to submit advanced notice (90 days' notice) of the closure.
 - It was acknowledged that this might be problematic for 100-hour pharmacies, especially those located inside a supermarket.
- NHSE are still querying extended access with Sunday opening.
 - This has been pushed back with a request for evidence.
 - Currently only anecdotal evidence.
 - A 2-hour rota period for Sunday opening in Louth is to be investigated rather than the current 1-hour.
 - It was acknowledged by the committee that currently Louth is the only area with a rota for Sunday opening.
- 'Axe the Fax' is still on the national NHS agenda.
- The committee was reminded about the importance of maintaining NHS mail accounts.
- Chirag queried the prescribing of unlicensed Melatonin.
 - The GP had responded that PACEF recommends the unlicensed strength.
 - Where does PACEF and MHRA fall?
 - A committee discussion followed.

Finance update

- LPC Treasurer informed the committee that there was no report this month as the HR fund has been overspent.
- LPC Treasurer informed the committee that he had agreed to purchase a further 5 hours of HR support from Clyde & Co.
 - Normally hourly rate is £275 + vat.
 - Considering the timings involved, the LPC Treasurer agreed rather than coming to the committee first.
 - LPC Committee confirmed they were happy with the decision made.
- LPC Treasurer commented that he recommends payment holidays for February and March as the committee had previously agreed to budget for three payment holidays in the current financial year.
 - The committee discussed and agreed the proposed payment holidays.
- Chris Kenny informed the committee that De Montfort University representatives have been invited to the next committee meeting to talk about potential collaborative opportunities.

Events & Funding

- The committee considered whether to run Health Champion events.
 - Online option via Virtual Outcomes
 - CCA use external validated programmes
 - Face-to-face sessions are a useful networking event.
 - Mid-week event.
 - Marc commented that these would not be a problem to fill.
- Potential of arranging engagement events.
 - What can you do as a Health Champion?
- Funding a practical training session and provide equipment.
- Minor illness text book.
- Lincoln University and De Montfort University want to work up a study on an informal basis on how CPCS works.
- The committee discussed potential uses for the non-recurrent funding:
 - Pulse Oximeter.
 - Minor Illness Manual.
 - Training.
- The committee were in agreement to these suggestions.
- Reminder of funding to be used to fund next level training, paying for course fees only.

Essential Services

CPAF questionnaire

- The committee was informed that 15 contractors had been sent a CPAF Long Form.
 - All but 2 had completed the long form.
 - 1 had accessed.
 - 1 had not looked at or accessed.
- The committee was made aware that NHSE are restructuring.

Adrenaline autojectors

- The committee acknowledged that there were still ongoing issues.

Healthy Living Pharmacy 20/21

- The committee discussed and agreed to look at providing HLP Leadership training after April when it becomes mandatory.
- Jon queried whether HLP training has an expiry date?
 - LPC Chair confirmed that they had no expiry date.

SCR

- LPC Chair informed the committee that SCR access was still been reviewed and to be mindful of use.
 - Use of SCR is critical to CPCS.

TCAM

- Alastair commented that this has gone quiet.
- LPFT has EPMA on one ward, but there has been no further progress.
- ULH have made no further progress.

- LPC Chair commented that resources and funds are not available for implementation.

Public Health Services

Substance misuse services

- Renate commented that yearly training is required by Addaction.
 - LPC Chief Officer commented that Addaction do not provide the training.
- The committee agreed that there was a growing trend towards twice weekly pick-ups rather than supervised consumption.
- Alastair commented that we need to be proactive with other Public Health bodies.
- LPC Chair commented that work is needed to re-engage PH agenda.
- The committee was informed that Addaction are changing their name to 'We are with you'.

Sexual Health

- Marc commented that he has been advised of spot checks on pharmacy providing EHC services.
 - They are requesting advising that this will take 90 minutes.
 - A committee discussion followed.
- LPC Chief Officer to engage with LISH.

LPC Governance

- The committee considered the current arrangements:
 - LPC Employees – Steve Mosely (LPC Chief Officer) and Chris Kenny (LPC Treasurer).
 - LPC Executives – Paul Jenks (LPC Chief Officer), Alastair Farquhar (LPC Vice-Chair) and Chris Kenny (LPC Treasurer).
- The committee agreed that the LPC Governance Document will be considered during the next committee meeting.
- The committee considered what other areas are doing?
 - Does significantly more employees have more of an impact than a smaller number of employees?
 - Not really.
- Clear processes are required.
 - LPC handbook for employees.
 - Marc commented on the need for more structure.
 - Les commented on the requirement for performance management.
- LPC Chair commented that LPC Governance would be talked about further in the next meeting.

PSNC Review


- The committee was informed that there was currently a lot of discussion around the PSNC Review.
- PSNC recognising how they support contracts and LPC's.
 - Back-office support.
- PSNC are asking for LPC's to pay for review, LPC Chair commented that the split could be:
 - 50% from contractor levy
 - 50% from PSNC reserves
- Wholesale review of PSNC role.

- CCA have produced a statement which is damning and queried the value for money for contractors.
 - CCA believe that LPC's should not be supporting contractors with core functions. This is for the NPA to support.
 - LPC Chair commented that CCA's are looking at where the money is been spent.
- LPC Chair commented that LPC's could potentially be aligned with STP area.
- Alastair commented that AIMp suggests a regional approach.
- LPC Chair commented that we need to be clear on how we provide value for money for contractors.
 - Jon commented that we need to put in our view on how we stand as a LPC.
- A committee discussion followed, points discussed included:
 - Role of Chief Officer needs to be defined.
 - Need for local input.
 - Requirement for local conversations with Council etc.
 - Consideration of committee size.
 - To be reviewed in the March meeting.
 - Discussion of what is the ideal committee size to be included in agenda.
 - Shouldn't be justifying payment holidays every other month.
 - BSA don't recognise any lower levy than ours.
 - We need to be doing more for Contractors.
- LPC Committee requested to explore within their own organisations and vote on at next meeting.
- Les queried succession deputies?
 - To be discussed in March's meeting.
- Jon commented that the LPC response to the review needs to be considered before the next committee meeting.

Service Delivery

CPCS

- Marc commented that there was not much noise about problems. However, one example was a problem trying to forward onto another pharmacy:
 - Rookery Lane was not provided as an option to forward a prescription onto from Brant Road.
 - There has to be at least 30 minutes before closing time and this was at 4.50pm.
- Jon had similar problems trying to send onto another pharmacy due to naming issues, pharmacy was listed under Street name.
- The committee was asked to let LPC know of any problems.

Signed  Date..... 17/03/2020