

Minutes of the Meeting held Tuesday 19th May 2020 via Microsoft Teams platform

Chairman

Paul Jenks LPC Chairman and LPC Member CCA rep

LPC Members present

Chris Kenny	LPC Treasurer and Member AIMp rep
Blazej Jasnowski	LPC Member AIMp rep
John Broomhead	LPC Member AIMp Rep
Marc Brooks	LPC Member AIMp rep
Enrico Pignotti	LPC Member CCA rep
Jon Norman	LPC Member CCA rep
Les Guiblin	LPC Member CCA rep
Sai Koneru	LPC Member CCA rep
Chirag Ahir	LPC Member Independent rep
Chris Mulimba	LPC Member Independent rep

In attendance

Hazel Sisson LPC Admin Support Officer

Apologies

Renate Bulvane LPC Member CCA rep

Minutes from LPC Meeting 17th March 2020

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

LPC Governance

- The committee was made aware that the PSNC conference scheduled for 5th May had been cancelled.
 - The PSNC Review is still ongoing and will be shared at a later date when the outcome is announced.
 - Any potential changes to the committee should be considered following the publication of the report.
 - The committee was made aware that this was a similar view held by other LPC's.

- [REDACTED]

Competition Law Guidelines

- There were no changes to our stance from the prior meeting on this matter.

Declarations of Interest

- No changes to committee members' declarations of interest.

Matters Arising

Axe the Fax Meetings

- The committee was informed that these meetings had been cancelled.

Access to EPS

- The committee was informed that this was on the Regional agenda and had been pushed onto National agenda.
- The committee acknowledged that there would be lots of instances of 'what have we learnt from this?'

Committee Support

- The committee considered that we have no Chief Officer and that there are minimal chances of recruitment at present due to Covid-19 and the PSNC Review. Therefore, for a period of time the LPC will operate without a Chief Officer.
 - LPC Chair and LPC Treasurer are doing what they can to keep things running.
 - In the future the committee was informed that the roles of committee members would need to be considered.
 - Currently LPC Chair is spending 1 to 1½ hours each day on LPC work.
 - The committee was made aware in some instances LPC Chair is making decisions on behalf of the LPC rather than constantly going back to the committee.
 - For example, the LMC had sent an email regarding expectations around downloading prescriptions. LPC Chair had responded explaining that pharmacies have no obligation to download a script before a patient arrives and that downloading lots of scripts from the Spine can cause problems; if the pharmacy must close due to Covid-19, then these scripts will be stuck in this pharmacy and will need to be re-issued. It was also suggested in the response that if an urgent prescription had been issued, they phoned the pharmacy to make them aware.
 - Sai commented on examples where multiple scripts for one patient is sent at different times of the day.
 - Les commented on an example of where the patient was told that deliveries would be made but the pharmacy had not been informed.
 - LPC Chair asked for comments and feedback of examples.
 - Les suggested using Teams to circulate comments and feedback.
 - LPC Chair commented that it has been intentional not to send lots of LPC emails due to the number of national and local emails which are been sent to contractors.

- Following discussion, LPC Chair commented that he would send a weekly summary email of any issues he had dealt with on behalf of the LPC to the committee.
- LPC Chair asked for insight from the committee by forwarding emails or adding comments to Chat or Teams.
 - Different parts of the County are working differently to others.
- LPC Chair queried whether in between meeting does the committee speak to contractors?
 - Marc commented that larger groups can feedback to group Head Office.
- LPC Chair asked the committee how the LPC contacts all contractors?
 - Acknowledging that PCN Leads can be used in different ways.
- Marc commented that with regards to GP's it is all down to a lack of understanding.
 - Suggesting the potential of organising a training event to help understanding.
 - LPC Chair commented that there is NHS funding for a digital training event.
 - Understanding around repeat electronic dispensing is needed.
 - The committee considered the potential of bringing someone in to undertake the training.
- Marc commented that there has been some noise around deliveries.
 - Not aware of the cost of the service.
 - There is nothing in the pharmacy contract to provide this service apart from those to temporarily shielded patients.
 - Contractors are within their rights to charge outside of this.
- LPC Chair informed the committee that neighbouring LPC's are providing support and assistance to Lincolnshire LPC.
- LPC Chair asked whether anyone was free to attend a regional flu meeting?
 - Les commented that he would be able to take part.
 - LPC Chair to forward virtual meeting invite to Les.
- The committee was informed that GP's may not be ordering as many flu vaccinations as before at the moment.
 - A committee discussion followed about the potential of having to administer flu vaccinations in PPE.
 - This would increase per patient costs.
 - It was acknowledged that there was no guidance as of yet.
- The committee was informed that other groups are now picking up work including PNA & Sexual Health.
 - The committee was asked to consider whether they would be able to commit to attending a series of meeting.
 - Committee would be asked for assistance to ensure an LPC representative was able to attend these and other meetings.
- LPC Chair asked for feedback on emailed prescriptions.
 - Can Dentals get EPS in Hubs?
 - It was acknowledged that by the time they had this in place they would be back to work in their normal practices.
- LPC Chair informed the committee that he had not claimed any hours since January and that it was down to the committee whether they authorised payment for the hours undertaken.

Finance update

- LPC Treasurer talked the committee through a previously circulated Treasurer Report.
 - None of the project budget for 2019/20 was spent.
 - Factored in 9 levies but 10 were taken due to timings.

- Expenses are showing as underspent because LPC Chief Officer had submitted expenses for last year in the current year.
 - These will be accrued.
 - Unusual circumstances in the last couple of months of the year.
 - PAYE and Salaries are showing as underspent.
- LPC Treasurer proposed that the LPC continues an Interim budget and re-visit in 6 months.
 - Continuing to take levies and revisit again in September.
- There will be costs involved in the employment of a new Chief Officer.
 - It was acknowledged that this was not the time to start this process.
 - Potential of utilising Nottinghamshire's LPC Chief Officer was considered.
- The committee considered training needs including vaccination training which would require more sessions due to a reduction in the number of potential attendees allowed at each event.
 - 6 to 10 at each event.
 - Increase in per attendee costs.
- The committee discussed whether to renew the PharmOutcomes licence and considered what the LPC want to do with it and what it is currently used for.
 - Enquires to be made as to the potential lead times in stopping and re-starting.
 - The committee was asked to consider whether the LPC is getting the best use out of it.
 - Possibilities to be explored.
 - Potential of co-funding was considered.
 - Are we looking to commission any services?
 - Currently CPCS uses national PharmOutcomes platform and Supervised Methadone uses We Are With You funded PharmOutcomes module.
 - The committee was reminded that all contractors are already on national platform and that the LPC pays for 10 modules which can be added on.
 - Following committee discussions:
 - Chirag commented that the cost is not justified.
 - Can we stop and re-start?
 - LPC Chair queried the possibility of other options e.g. fewer modules.
 - LPC Treasurer to request to payment deferral as the committee is considering options.
- The committee was asked whether to renew Virtual Outcomes? Is £2,045.90 money well spent?
 - LPC Treasurer commented that a lot more could potentially be done with Virtual Outcomes.
 - Marc commented that there is a lot of courses available.
 - LPC Chair commented that is has not been promoted or pushed.
 - LPC Treasurer asked the committee whether they wished to renew the licence?
 - Committee agreed.
 - LPC Chair commented that it needs to be promoted better and commented that Virtual Outcomes would potentially look to create courses to cover areas which are no covered.
- The committee was asked to consider strategic reserves?
 - De Montford University were meant to be attending but this has been postponed as a result of social distancing.
 - It was agreed that the new Chief Officer would have their own ideas.
 - The committee agreed to sit on this for the time being.
- The committee was reminded that LPC Officers should be re-nominated after the end of a financial year.

- LPC Chair and LPC Treasurer confirmed they are happy to continue in their roles if the committee was happy with this?
 - Committee formally confirmed that this was the case.
- Vacancy for LPC Vice-Chair was discussed it was agreed that this must be a democratic process.
 - A committee member would need to be nominated and seconded.
 - Les expressed an interest in the role of LPC Vice-Chair but acknowledged that this would result in an employee of Boots in both the LPC Chair and LPC Vice-Chair roles.
 - Following discussion, it was agreed that an email should be sent to Hazel expressing an interest in this role.
- The committee was reminded that LPC Treasurer is salaried for work undertaken. LPC Chair is currently paid for the hours he works on behalf of the LPC. The committee was asked to consider whether this was the right way?
 - LPC Treasurer proposed that LPC Chair is paid for LPC work he undertakes in his own time, which needs to be via an agreed process.
 - Jon seconded the proposal.
- LPC Treasurer asked the committee to submit invoices for locum cover.
 - LPC Chair commented that the LPC needed to be a bit stricter regarding submission of expenses, suggesting that if claims aren't submitted within three months they will not be honoured.
 - This will not be enforced until revised expenses policy is written.
 - It was acknowledged that delays in submitting expense claims was causing problems with planning.
 - LPC Treasurer to update expenses policy, hopefully by next committee meeting.
 - Sai queried expenses to be submitted.
 - It was agreed that there would be an amnesty over the next month.
- LPC Treasurer briefed the committee on the costs involved due to the cessation of the LPC Chief Officer's employment.

Expenses submitted by LPC Chief Officer have been paid.

COVID-19 Planning

Bank Holidays

- The committee was informed that it had been recognised that pharmacy contractors needed a break and were not been directed to open on Bank Holiday Monday, 25th May.
- NHSE are currently starting to think about Christmas and August Bank Holidays.
 - Appeal process needs to be allowed to take place.
 - 90 days' notice and then time for the appeal process.
 - Work to be undertaken around expectations.
- LPC Treasurer commented that in the North they send out details of what they think is happening and no return equals no change from last time.

- LPC Chair commented we can push to this rather than expecting survey's to be filled in. If no response by a certain date assume no change.

Dental and CAS Prescriptions

- Starting to see EPS CAS Prescriptions.
 - LPC Chair to make enquires at next meeting.
- A committee discussion followed including the issues around prescriptions been emailed to the incorrect pharmacy.
- LPC Chair commented that it would be good to understand if getting a huge amount of prescriptions from Dental.
 - Market Rasen are faxing prescriptions and then walking them around to the pharmacy.
 - It was acknowledged that emailed prescriptions are not a legal valid prescription.

Care Homes

- Increased support around care homes.
- Require a named clinical lead.
- Access to medication.
- LPC Chair informed the committee that there was a meeting next week that he can attend.
 - Meeting is scheduled for Tuesday at 2pm.
 - Les confirmed he can also attend.
 - LPC Chair to forward meeting invite to Les.
- Out of Hours on call for Care Homes.
 - It was acknowledged that this was at a charge. Some complexities, for example:
 - Boots and Lloyds would need two people need to open pharmacy.

End of Life Medicines Scheme

- Many around County have signed up to this scheme.
- Fee is the same across other Counties in wider Midlands region.
 - Sai queried when payments are made?
 - LPC Chair commented that there is payment of £250 a year across the East Midlands that would be made soon after all SLAs are signed.
 - Through NHS PharmOutcomes, it will be added to the pharmacy platform of those signed up.

Demand from OOH GP's

- The committee was informed that there might be a demand from OOH's GP's who might have a prescription which benefits patient.
 - 111 need timescales:
 - 6 hours
 - 8 hours
 - 12 hours
 - Should it just be pharmacies stock holding – e.g. should GP's have Augmentin available for UTI's?
 - National discussion is ongoing.
 - Should we have on call payment?

- Marc commented that we should be careful not to get sucked into something that there is not a need for.
 - LPC Chair commented on the need for an evidence base.
 - What number of urgent prescriptions is there?
 - Push for Sunday openings to be later in the day.
 - However, this would result in an AM patient having to wait until 6pm.

Free Services

- The committee was asked to consider how do we start to help pharmacies who are currently doing things for free.
 - It was acknowledged that deliveries get items.
 - Boots are now selective in MDS and charge for delivery.
- Marc commented that Care Home visits are no longer funded. Private arrangements are in place between Care Homes and Boots.
 - Marc queried the situation?
 - Original pack dispensing. Care Homes to be trained to use.
 - Medicines optimisation in Care Homes has helped.
- Jon commented that he had attended South Lincolnshire Rural PCN meeting last week and that it had been mentioned about PCN's paying for pharmacists to undertake care home visits.
 - LPC Chair advised to hold back at the moment as it could be part of STP work:
 - What would be involved?
 - Can it be mirrored around other areas?

Advanced Services

CPCS

- The committee was informed that the algorithms had been dialled down to reduce footfall.
 - It was acknowledged that it had been quiet.
 - Chirag commented that one had come through for an over the counter product.
 - Reminded to still claim cost of consultation.
- PSNC had negotiated algorithms to be dialled down.
 - These will be dialled back up as we come through recovery.
- The committee considered how GP's are undertaking online or telephone consultations.
 - Are these acceptable for pharmacists to do as part of CPCS?
 - How do you capture consent?
 - Can NMS be undertaken by telephone? But do need consent.
- John commented that branches are not been informed of referral coming through. Cherry Willingham had not received original referral.
 - Message sent electronically if not received pharmacy is not aware.
 - LPC Chair has chased.
 - John also commented that referrals have also been received but patient was not in touch.
- LPC Chair asked for details so that these can be forwarded on.
 - CAS uses a complicated system which could be user error or an IT glitch.
- Enrico queried verbal consent if patient is coming to collect.

- There has been no change in regulations, need written signature on collection.
 - One possibility is to post consent form with self-addressed envelope.
- LPC Chair to pick up conversation concerning possible regulation change.

NMS

- Sai commented on the NMS challenge in care homes and queried whether carers could sign on patient's behalf?
 - It was commented that they could not unless a mental capacity assessment is in place.
 - LPC Chair to check regulations.

TCAM

- The committee was informed that LPFT are sending TCAM referrals via PharmOutcomes.
 - Consideration was given as to whether they have a PharmOutcomes licence.
- National service regulations are coming out.
 - It was acknowledged that there was no funding.
 - Would provide useful information but expectations need to be managed.
 - LPC Chair to continue to carry on conversations around TCAM.
- The committee was informed that LCHS are looking at TCAM.
- Chris Kenny commented that LPFT are good but if pharmacies aren't aware what to do there could be legal issues.
 - Chris Kenny is in conversation with LPFT around obtaining procedures – copy to be shared with LPC if possible.
 - LPFT informs pharmacy when patient is admitted.
 - LPFT provides notification of patient discharge and if there are any changes in medication.
 - It would be preferred if there was a national service.
- LPC Chair to follow up with Steve Gibson and Kate Dawson.
- The committee was informed that there would be minimal workload, Barnsley have one which could potentially be borrowed at a cost.
 - It was agreed that this would be the common-sense approach.

Flu Vaccination

- The committee discussed how demand will probably be high due to an expected push from NHS and misconception by patients.
 - NHS Flu letter has been sent reminding pharmacies to order for demand.
 - GP's are ordering fewer vaccines this year.
 - Do pharmacies have capacity?
 - Nothing is known about funding.
- The committee also considered:
 - Chris Kenny commented that walk-ins can't be done.
 - LPC Chair commented on the need to change PPE for each vaccination.
 - Sai commented that they are been asked for home vaccinations.
 - Les queried will social distancing impact on flu transmission?
 - LPC Chair commented that there could be a reduction in possible flu cases but there could be an increase in demand for vaccination due to fear.
 - Long term effects of COVID are unknown.
- The committee was asked whether as the LPC we are prepared to fund training?

- Face to face training required for new people.
 - ECG would charge the same session costs.
 - Normally they would train 20 people at a session, this year the numbers will be reduced to between 6-10.
 - Resulting in a higher cost per person.
 - ECG will not lower costs.
- Chirag suggested enquiring about potential uptake before a decision is made.
 - LPC Chair agreed that this was a good idea.
- When will the temporary register close?
 - LPC Chair to query with Alastair Buxton.
 - Requirements are relaxed but still need to be competent.
- Marc commented that most people would have undertaken training, so maybe offer one session.
 - Challenge for uptake by pharmacies.
- Jon commented that they could be a huge demand as a result of GP's not offering mass vaccination sessions, but how could this logistically be done across all healthcare.
- It was acknowledged that it would be very different this year and PPE must be provided and not be at Contractor's cost.
 - Marc queried how can you do it logistically?
 - LPC Chair commented on the potential need of an extra pharmacist and a clinic system.
 - Wellbeing of staff was considered as the behaviour of patient could possibly get worse.
- It was queried whether Pre-Reg Pharmacists can vaccinate?
 - Not aware of what they can do yet.
 - Decision on whether they can be the Responsible Pharmacist is awaiting from GPhC.
- In conclusion the committee agreed that the potential demand for training should be explored before anything is arranged.

Public Health Services

Sexual Health

- The committee was informed that both LPC Chair and LPC Treasurer had been asked to sign the PGD.
 - LPC Chair on behalf of LPC and LPC Treasurer as Senior Pharmacist.
 - Both declined.
- A committee discussion followed.
 - LPC Chair commented that this was one to watch.

Substance misuse services

- We Are With You have been quite reasonable during the COVID situation.
 - It was acknowledged that this could be used to build the relationship.
- Average of January/February to be paid even though Administration has not been supervised.
- A committee discussion followed around supply.
 - Marc commented that it has been a mixed bag, still seeing some daily patients.
 - John commented that some have moved to twice weekly non-supervised.
 - Les commented that the frequency of dispensing can't be varied from prescription.

- Mixed messages suggest that Risk Assessments have been undertaken by We Are With You.
- The committee considered at what point will they move back to supervised administration when we come out of COVID?
- Discharge from prison should be supervised.
 - Sai commented that he had seen one and confirmed was happy to supervise but can't comment on behalf of all pharmacies.
 - To be monitored.

COVID-19 Recovery

LPC Approach: working groups

- The committee was asked to consider whether we want smaller working groups?
 - A committee discussion included potential areas for working groups:
 - MDS
 - Home Delivery
 - Service Development
 - 3rd Party Ordering
 - Care Services / PH Services
 - LPC Chair to send email requesting investment in time form committee.
 - Committee was asked to remember to factor in their own experience and skill sets.
- Working groups would go back to the whole committee for approval.
- LPC views can be given along with good practice guidance. However, it is up to contractors whether they decide to undertake.
 - Les commented that contractors must make their own determination, standards are required and needs to be profitable.
 - Support good pharmacy practice.
 - Demonstrating working for contractors.

3rd Party Ordering

- The committee considered whether this was GP's workload.
- Marc commented on the need to keep communications open with LMC & GP's.
 - Need support from both locally.

MDS

- The committee discussed paying for MDS provision and acknowledged this was a reasonable adjustment.

Market Entry

- The committee was informed that the Market Entry process had been paused but was now switched on.
- The committee was informed that notification of applications where been sent to the incorrect inbox.
 - LPC Chair to follow up to ensure future emails are sent to the correct email address.

Consolidation Application: Boots UK Limited, 196-199 High Street, Lincoln, Lincolnshire, LN5 7AL (continuing site) and Unit 12 St. Marks Shopping Centre, Lincoln, Lincolnshire, LN5 7EY (closing site).

- The committee was made aware that the LPC response had highlighted that the population data reflected Newcastle data.

Consolidation Application: Boots UK Limited, 42-43 High Street, Grantham, Lincolnshire, NG31 6NE (continuing site) and 23B St. Peters Hill, Grantham, Lincolnshire, NG31 6QF (closing site).

- LPC Chair to circulate a copy of the consolidation application to the committee and submit a response following feedback.

AOB

Governance Lead or Governance subcommittee

- The committee considered the need for a Governance Lead or Governance subcommittee.
 - How does the LPC keep check of the Executive committee?
 - Potentially would require 2 or 3 people.
- Expressions of interest to be emailed to Hazel.

Primary Care Bulletin

- LPC Chair suggested that those members of the committee that aren't currently receiving Primary Care Bulletin emails sign up.
 - Contains useful information about other areas not just community pharmacy.

PCN's

- Jon informed the committee that he had been invited to the PCN meeting and requested LPC guidance on what he should be pushing for.
 - Invite showed that he would be allowed 10 minutes at the beginning of the meeting and then could leave.
 - Advice for the committee was to be clear of role as PCN Pharmacy Lead and challenge them to stay.
 - Jon commented that they don't understand pharmacy but have money to spend.
 - Potentially looking for the following:
 - Central pharmacy to contact regarding shortages and alternatives
 - Medication reviews.
 - Nursing home medication reviews.
 - Inhouse pharmacy services in their surgeries.
 - Jon commented that we would support if they paid appropriate fee.
- A committee discussion followed.
 - Marc commented that it needs to work both ways, pharmacies are only able to get hold of GP's at certain hours.
 - LPC Chair commented on the need for two-way communication.
 - Purchasing of stock varies between all contractors.
 - On a positive note they recognised lots of options.
 - Stock shortages aren't helped by prescribing branded generics.
- The committee requested feedback following Jon's meeting next Tuesday.

- PCN's need to work collaboratively more than just giving Pharmacy a slot.
- Question was asked of PCN leads as to whether the PCN are backfilling attendance.
- Committee discussion followed.

Signed  Date 21/07/2020