

Minutes of the Meeting held Tuesday 21st July 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
Enrico Pignotti	LPC Member CCA rep
Jon Norman	LPC Member CCA rep
Les Guiblin	LPC Member CCA rep
Rob Severn	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

Marc Brooks	LPC Vice-Chairman and LPC Member AIMp rep
Sai Koneru	LPC Member CCA rep

Minutes from LPC Meeting 19th May 2020

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

LPC Governance

- LPC Chair welcomed Rob Severn (CCA representative) to the committee.
 - Informing the committee that Rob was replacing Renate on the committee.
 - Introductions were undertaken.

Competition Law Guidelines

- LPC Chair commented that Rob was aware of and had read the Competition Law Guidelines.
- There were no changes to our stance from the prior meeting on this matter.

Declarations of Interest

- The committee was informed that Rob had completed and returned the Declarations of Interest and Confidentiality documents.
- No changes to the rest of the committee members' declarations of interest.

Website Minutes

- LPC Chair informed the committee that he is in the process of adding copies of the minutes to the website.
 - Some of the notes contained in the minutes will be redacted before publishing to the website.

Matters Arising

Chief Officer Recruitment

- LPC Chair asked the committee to consider the proposal that now was the right time to recruit on a fixed term contract.
 - It will be a couple of years before Wright Report changes come into place.
- If the committee is happy to go out to recruitment, do we still want to state that the person must be a registered pharmacist? Querying whether this could be removed to get the right person for the role.
 - Chris Kenny commented that he personally believed it would be wise to spread the net, but the option should not be overlooked.
 - Job specification would need to be updated to reflect that a registered pharmacist would be desirable.
 - Les commented that we should spread the net and see what responses we get.
 - Enrico queried what would we be looking for outside of a pharmacist?
 - Chris Kenny commented that questions would be around what is needed.
 - Option of utilising knowledge of the committee when required e.g. is background knowledge of regulations needed when the committee has this knowledge.
 - Opportunity to manage more closely.
 - Les commented that the committee is top table centric and needs to be supported by committee, this should be used as an opportunity for change.
 - LPC Chair commented that recruitment is different in Lincolnshire.
 - Chris Kenny commented that PSNC governance needs to be considered.
 - Also agreeing that it was a good point to start looking at what we have here.
 - Chirag commented that we need to consider non pharmacists, balance is required. Insights are possibly needed, also requirement for knowledge when in meetings with others.
 - Jon commented that a Healthcare background would be desirable e.g. Public Health.
 - Rob commented that plenty of LPC's have non pharmacist Chief Officers, who bring something else to the mix. With a fixed term contract there is the option of going again if it is not working out.
 - It was agreed that a fixed term contract might limit responses but the restructuring currently ongoing in the sector might cause the role to be of interest to some.

- LPC Chair suggested a one-year fixed term contract with the opportunity to extend if working.
- Chris Kenny asked what do we do next?
 - Chris commented that he is happy to look at revising job specification, going back to the committee for further input following revisions.
 - The committee was asked whether they look at using Emily Neal?
 - She has successfully filled roles for Podiatrists for Lincolnshire Co-op.
 - Following a committee discussion, it was agreed that a job specification and advert would be drafted.
 - To be advertised widely and see what responses we get.
 - Les commented that C+D is good, non-pharmacists may look at this.
 - LPC Chair commented that the role would involve one day a week in the office where time permits.
 - LPC Chair queried whether the committee was comfortable with 3 days?
 - Band 8c - £32,650
 - The committee agreed that it was happy with the previous arrangements regarding time and pay scale.

Vice Chair and Sub-groups

- LPC Chair informed the committee that Marc had been successful in the role of LPC Vice-Chair in the voting process.
 - The committee was requested to accept him formally, which they did so.
- Governance Sub-committee and Lead will be formed of the following committee members:
 - Governance Lead: Les
 - Governance sub-committee: Jon & John
 - This gives transparency and oversight to Executive committee.
 - Website has been updated to show transparency to others.
- Care Service Sub-Committee will be formed of the following committee members:
 - Les
 - Chris Mulimba
- MDS Sub-Committee will be formed of the following committee members:
 - Blazej
 - Chris Kenny
 - Chris Mulimba

NHSE

- Chris Kenny informed the committee that he had raised a complaint about Spilsby Surgery, around bullying into what was not clinically appropriate.
 - Supporting pharmacists to do the right thing.

Finance update

Finance report and budget

- LPC Treasurer informed the committee that he had just discovered that the budget spreadsheet had not uploaded to OneDrive but had been saved locally.
 - Interim budget is in place.
 - Includes budget for recruitment.
- LPC Treasurer informed the committee that the balance as of today is £50,548.53.
- Budget is being considered on a monthly basis at the moment, approximately £4,500 on a monthly run rate.

- Virtual Outcomes has been paid.
 - This needs to be promoted to Contractors.
- NPA Insurance has been paid.
- LPC Treasurer informed the committee that he doesn't propose a payment holiday at the moment.
 - Rob queried the levy?
 - Variable levy - set at the lowest level.
 - Payment holiday to be left on the agenda.
- Balance of holding account is £72,822.85.
 - The committee was reminded that this was non-recurrent funding money.
- LPC Treasurer informed the committee that PharmOutcomes are asking for payment.
 - This was previously funded out of project funds.
 - The committee was asked to consider whether the LPC required its own licence?
 - LPC doesn't have a project expenditure plan. Should PharmOutcomes licence be re-negotiated when required.
 - Approximately £12,000 a year.
 - Rob queried what it is used for?
 - LPC Chair responded that it started out as commissioner then they obtained their own licences.
 - A committee discussion followed.
 - LPC Chair commented that they National platform would still be accessible to Contractors.
 - The committee agreed that it was not necessary at the moment for the LPC to have its own licence.

Expenses Policy

- LPC Treasurer queried whether the committee had read through the previously circulated draft version of the expense policy.
 - The committee agreed that the expense policy could be moved from draft to formal.
 - The committee was reminded to submit claims as soon as possible.
 - If they are more than three months old, they will not be paid.
- LPC Treasurer to revise the expense claim form.
 - Private mileage is 45p/mile.

Employees & Workers

- LPC Treasurer informed the committee that Paul has been engaged to do a body of work.
 - What is his status?
 - Self-employed or worker?
 - Currently PAYE.
 - LPC Treasurer commented that Paul may be engaging as a worker and therefore was a zero-hour contract required?
 - A committee discussion followed.
 - Needs to be open and honest.
- Treasurer role is salaried.
 - Time sheets need to be completed.
 - It was agreed that these need to be standardised.
- LPC Treasurer asked the committee whether we need to look at paying Honorarium?
 - A committee discussion followed. Points discussed included:
 - Governance side – front loading a salary.

- Are CCA members getting honorarium from CCA already?
- CCA are not going to jump the gun with regards to the Wright Report.
- Les commented that everyone should have an Honorarium.
- Rob commented that not all CCA companies pay an Honorarium.
- What is the contractor viewpoint?
- Recompensed for time.
 - Les queried how is this controlled?
 - LPC Chair commented that time spent preparing for a meeting needs to be considered.
 - Equitable approach - get paid for what is undertaken.
 - Performance manage committee needs to be considered.
- LPC summarised following the committee discussion that:
 - Zero Hours contract will sure things up from a Governance perspective.
 - Honorarium to be kept on agenda.
 - Pre-agreed and reimbursed on completion of time sheet and completion of bodies of work.
 - Committee was happy with £25/hr.
 - LPC Treasurer to draft document.

LPC Treasurer Action Points

- Cancel PharmOutcomes
- Update Expenses Policy
- Draft job specification and job advert

Wright Review; next steps for CPL

What this means for Lincolnshire

- LPC Chair commented that the Contractor Review was interesting.
 - Thinking has evolved.
 - There is now some flexibility around length of time and service.
 - Timescale has been reset.
- Pressure to increase number of contractors within an LPC but recognise that rurality is important.
 - Lincolnshire faces rural challenges which are not seen by Nottinghamshire and Leicestershire.
 - Geographical and rural challenges.
- Push towards Community Pharmacy Lincolnshire (CPL).
- Sharing back-office functions with other neighbouring areas is most cost-effective.
- Community Pharmacy Lincolnshire takes the lowest levy possible.
- LPC Chair asked the committee to consider committee size.
 - At present the committee officially is made up of 15 seats, however there are currently 12 committee members and 3 vacancies.
 - LPC Chair proposed that the committee removes the three vacancies:
 - One CCA, one AIMp and one Independent
 - Committee discussed and agreed the proposal.

Action points

- Review contractor numbers.
- Plan to look at moving to a committee of 12.
 - Constitution doesn't need officially changing.
- LPC Chair to write to CCA and AIMp giving them notification of intent to change.

- To be taken to AGM in September.

Website & Committee support

- LPC Chair to put draft minutes of today's meeting on the website to give contractors the opportunity to comment.
 - Points requiring ratification will be cleared with the Governance committee before publication.
 - Draft minutes to be checked by Governance committee before publication on the website.
- LPC Chair has spent time updating website including:
 - Amending menu bars
 - Resources
 - Finance
 - Newsletter
 - Information borrowed or tweaked from other LPC's with permission
 - Working with Sexual Health Team to update information
 - Local Signposting
- The committee was asked to consider what else needs to be put on website?
 - Chris Kenny commented that a link to Lincs Joint Formulary would be useful.
- The committee was asked for help writing content.
- It was agreed that the LPC Chief Officer should maintain and work with the committee to keep to the website up to date.
 - LPC Chief Officer should also compile and send out newsletters.
- Committee asked to forward key contacts for either local or Lincolnshire area to LPC Chair to be added to website.
- Aim to go out to contractors for engagement on what they would like to see on website.

Contractor Listening & Comms

- How do we get contractors to feedback?
 - Chris Mulimba had spent time following the last committee meeting speaking to Independents.
 - Rob commented that in Notts each committee member has an allocated 20/30 contractors from the contractor list to contact.
 - Chirag commented that he would be happy to split the list of Independents with Chris Mulimba.
 - LPC Chair acknowledged the role of PCN Pharmacists but also need to look at support of contractors.
- The committee was asked whether emails are working?
 - It was agreed that they are helpful as a summary of key topics.
 - Sent via MailChimp
- Rob queried whether there was a Communications Subgroup?
 - Currently the LPC does not have one.
 - It was agreed that this could be a resource to share with neighbouring LPC's.

Services

Flu Vaccination

- The committee acknowledged that the second NHS letter is still awaited and discussed what this would possibly involve.
- The committee acknowledged there is a limited supply of flu vaccinations.

- The committee was informed that Patient Safety Group has published details about re-opening consultation rooms.
- The committee acknowledged the increased cost in flu vaccinations, due to increased time and the use of PPE.
- The committee discussed whether to seek an expression of interest in training provision for Contractors.
 - Can be facilitated by providing a list of training providers.
 - Expression of interest to be emailed to info@pharmacylincolnshire.org
 - Declarations of Competence to be reviewed in September.

TCAM

- LPC Chair informed the committee that he is still chasing Kate Dawson and Steve Gibson.
- LPC Chair commented that principles should be embraced but expectations managed.
- The committee acknowledged that OOH's in Lincolnshire has EPS.
 - Seeing scrips.
- Pushing for the utilisation of Hospital Teams to send out notes.
 - Primary notification is useful for daily/weekly/pick-up scrips from LPFT.

Substance misuse services

- The committee was informed that they are starting to shift to a phased model of supervision.
- The committee was informed that Riverside Pharmacy in Sleaford (Chris Mulimba) have informed We Are With You that the needle exchange service is not working for them.
 - We Are With You are struggling with needle/syringe services.
 - Boots pulled away due to staff risks.
 - Not viable costs.
- Chris Kenny commented that he had spoken to Adrien about problem patients who have no pharmacy.
 - Blanket ban for these patients across all Lincolnshire Co-op Pharmacies.
- The committee was informed that Adrien would be offering de-escalation training to pharmacies.
 - Chris Kenny commented that he thought this was a good idea to work with.
 - It was made clear that this would be optional and County wide not just for Lincolnshire Co-op.
- The committee undertook a discussion around volunteers collecting Schedule 2 & 3 drugs.
- LPC Chair commented that a working relationship was being built with We Are With You.

Sexual Health

- The committee was informed that inroads are been made into EHC PGD.
- The committee was informed that questions are been asked about Chlamydia PGD.
- LPC Chair commented that it would be useful to compile a database of contractor services.
- The committee discussed HLPs and investing the council money were needed.
 - £24,280 in funds.
 - The possibility of remote training was considered.
 - Ask on Forms whether contractors want anyone trained.

- Networking approach to enable it to become self-sustaining, but LPC Chair commented that funding could be used to provide training.

COVID-19 Recovery

Delivery Service

- The committee acknowledged that shielding stops on 31st July, therefore service stops too.
- Private arrangements can be made, which can be charged for. There is no obligation to provide a delivery service.
- Patients can be made aware of distant selling pharmacies but must not be signposted to a specific one.
- The committee discussed local lockdowns and the resulting implications.

Care Homes & MDS

- The committee was made aware that information has gone back to NHSE within our area.
- Jon commented that two scheduled meetings have been cancelled.
- LPC Chair commented that it is worth keeping an eye on, winter pressures might impact.
- The committee discussed how nursing home staff needs to be trained appropriately.
- LPC Chair informed the committee that Boots have moved away from MDS in all Care Homes.
 - Not best practice.
- Sub-group to look at best practice and guidance.

Risk Assessments

- Les queried how pro-reg pharmacists is working in Lincolnshire.
 - Chris Kenny commented that there are 3 working in Lincolnshire Co-op.
 - They are expected to be RP's and are doubled-up where possible.
 - Various checks are in place.
 - Chris Kenny is working as their clinical supervisor.

Market Entry

- The committee was informed that the Market Entry process had been paused but was now switched on.
- The committee was reminded that a change in opening required the following notice or approval:
 - Change in supplementary hours requires 90 days' notice.
 - Change in core hours needs to be approved.
- The committee was informed that the PNA has been delayed.

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 this had been granted.

Next meeting and AGM planning

- The committee was informed that the AGM was required by the end of September.
 - The next committee meeting is scheduled for 15th September.
 - LPC Chair asked whether the committee would be willing to rearrange this to 22nd September?
 - Suggesting an afternoon Teams meeting followed by AGM in the evening.
 - Rob queried whether it would be better to have a daytime AGM? People could dial in from the pharmacy.
 - The committee was asked whether a speaker or trainer should be arranged for the AGM?
 - Chirag commented that a daytime AGM would be easier if there was no speaker.
 - Chris Kenny commented that a daytime AGM would be better, suggesting a daytime committee meeting and scheduling the AGM over lunchtime.
 - The committee discussed and agreed that the AGM should be held between 12.30pm-1.30pm.
 - Invite to be sent out.
 - LPC Chair to work with Hazel to send out invites.
 - LPC Treasurer informed the committee that he had contacted the accountants and informed them that the draft accounts had to be returned by this time next month.
 - The committee discussed when to hold the committee meeting, considering before or after the AGM.
 - It was agreed that the committee meeting would be held between 9am-12noon.
 - LPC Chair commented that he had access to Zoom licences which could be borrowed for the AGM.
 - The committee discussed and agreed that this would enable the AGM to be recorded and made available on the website.
 - The committee discussed the potential of arranging an evening speaker event in the future.

AOB

PSNC

- LPC Chair reminded Enrico and Chirag that they need to send him their updated contact details for PSNC.
- The committee was made aware that some of the information that the PSNC held about the LPC was very out of date.

Communication

- LPC Chair asked the committee whether the information he was sending out was working for the committee.
 - Les commented that he likes the summary emails.
 - Weekly would be too much, fortnightly works. Monthly would become too much.

Signed  Date.....22/09/2020.....