



Minutes of the Meeting held Tuesday 22<sup>nd</sup> September 2020 via Microsoft Teams platform

Chairman

Paul Jenks                                      LPC Chairman and LPC Member CCA rep

LPC Members present

Marc Brooks	LPC Vice-Chairman and LPC Member AIMp rep
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
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

#### Minutes from LPC Meeting 21<sup>st</sup> July 2020

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

#### LPC Governance

##### *Competition Law Guidelines*

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

##### *Declarations of Interest*

- Rob informed the committee that he was now a member of Humberside LPC.
- No changes to the remainder of the committee members' declarations of interest.

#### Matters Arising

##### *Website*

- LPC Chair informed the committee that the minutes on the website are as up to date as they can be.

- LPC Chair apologised for not publishing draft minutes from the previous meeting onto the website before today's meeting.
- LPC Chair informed the committee that he had learnt that PACEF are creating a new website.
- PQS - Antimicrobial Formulary – links on the website.
- Lincs Joint Formulary can be accessed – links on the website.

### *Chief Officer Recruitment*

- LPC Chair informed the committee that this will be picked up and needs to be accelerated.
- LPC Treasurer has done some work on this which needs to go out to recruitment.
- LPC Chair commented that there have been increasing demands on CPL including increasing support to contractors.
  - This is good but highlights the need to accelerate the recruitment of a Chief Officer.
  - LPC Chair informed the committee that there is some flexibility in his day job to allow for time to be spent on CPL work.
- The committee was informed that Leicester are also recruiting for a Chief Officer.
  - Potential of sharing a Chief Office was acknowledged.
- Leicester have a Communication Officer.
  - Could look to utilise.
    - This would come at a cost.
  - The committee was asked whether they would be happy to investigate the potential of utilising shared resources?
    - Following discussion, the committee agreed that this should be investigated.
- Contractors to be encouraged to communicate with CPL.
  - Two-way communication is important.

### *Progression of Sub-groups*

- LPC Chair commented that CPL is now in the position where people want our help.
- The committee discussed coming out of recovery phase and the challenge of potential resistance.
  - PQS is not insignificant in pharmacy.
    - Pharmacies are busy.
  - CPL can work on discussions and planning but have to be conscious of time pressures on Contractors.
- MDS Sub-Committee - not a huge amount as yet, work to be picked up.
- Care Service Sub-Committee is made up of Les and Chris Mulimba.
  - LPC Chair informed the committee that there is a meeting on 13<sup>th</sup> October between 2pm-3pm and queried whether either or both could attend?
    - Both confirmed they are able to attend.
      - LPC Chair to forward details.
        - Meeting is to be held by CCG's.
    - Les queried whether it would be an appropriate platform to bring up 'keeping medications in phase'?
      - Increased risk to patients as a result of additional scripts due to interim prescriptions.
      - Issue for care home residents and systems.
      - It was agreed that it would be right to raise how do we progress?
    - LPC Chair thanked Les and Chris Mulimba for attending and commented that they should invoice CPL for their time if they see this as appropriate.

## *PharmOutcomes*

- To be made clear that a specific LPC Licence is not required.
  - Update to be followed up with Chris Kenny.

## *Wright Review: next steps for CPL*

- The committee was made aware that the comments discussed during the evening committee meeting held on 18<sup>th</sup> August have been submitted.
- LPC Chair and LPC Treasurer had attended the PSNC conference.
  - Rob had also attended as LPC Chair for Nottinghamshire.
- Reduction in committee size needs to be ratified today.

## Finance update

### *Finance report and budget*

- LPC Treasurer talked the committee through the previously circulated Treasurer Report.
- The committee discussed reserves.
  - LPC Treasurers meeting had previously suggested holding 3 months of reserves.
  - Committee was asked for suggestions.
    - Rob commented that based on previous experience the PSNC self-evaluation declaration needs to change as constitution is to hold 6 months.
    - Until PSNC or CPL adopt a different constitution, we are close to on cash reserves.
  - Lack of project expenditure doesn't seem right.
- LPC Treasurer commented that a 15-16-month strategy will be formed once a Chief Officer is recruited.
- LPC Treasurer queried with the committee about a payment holiday?
  - The committee discussed and agreed that this would be a good idea.
- LPC Treasurer reminded the committee on the need to claim back-fill, if it is not claimed it doesn't show that we are working.
  - Rob queried whether Paul is getting recompensated?
    - LPC Chair responded that there are challenging expectations as Chair to do some things but when he has to shuffle his day to attend meetings is tracked by diary to ensure what he gets paid personally and what is claimed back by Boots.
    - The needs of role as Chair and additional work needs to be balanced.
- LPC Treasurer asked the committee for thoughts around Honorarium?
  - A committee discussion included the following points:
    - What are other committees doing?
    - Need to be transparent to contractors.
      - LPC Chair commented that he sends details of time to executive and governance committee.
        - If we go down honorarium route this transparency is needed.
    - Rob commented that as Nottinghamshire Chair he has a time sheet which is not published but is shared with Vice Chair and Treasurer.
    - Honorarium has to be paid as one-off PAYE.
    - CCA Members might also get honorarium as CCA.
    - Les suggested all work undertaken is logged and gets paid for.

- It was acknowledged that reading and creating meeting reports do add time.
- This is a zero-hour contract but needs a prior arrangement from a governance perspective.
- LPC Treasurer to build working status into expenses policy after AGM.

### Feedback from PSNC LPC Conference

- LPC Treasurer commented that it was an unusual agenda.
  - The IT which was been used to hold the meeting on a virtual platform was in trial resulting in some technological issues.
  - Break out rooms where available.
- It was acknowledged that PSNC comms were acknowledged to be very good.
- Rob feedback on discussions around the Wright Review:
  - Most LPC's and Contractors had fed back.
  - Working Group and Governance Group to be formed.
    - Initial cost is been paid for by PSNC.
    - It will be clear and equitable so all LPC's are in fact paying.
  - Governance structure needs to be in place.
    - This was acknowledged as part of the conference.
- NPA are lobbying.
  - Committee discussion followed.
- The success of pharmacies was highlighted during COVID-19.
  - Without community pharmacy the system would have fallen down.
- PQS – delivery drivers are included.
  - The committee considered how distance selling pharmacies handle this through the use of Royal Mail or other couriers.
- The committee considered how CPL has to be present, our absence would be noted at events like these.

### Services

#### *Flu Vaccination inc. notification & PCN leads*

- The committee was made aware that lots of questions regarding flu had been asked.
- The committee was made aware the people have to wait 28 days before or after a flu vaccination to have a COVID-19 vaccination when these are available.
- Patients having a private flu vaccination are advised to let their GP know that they have had the vaccination.
  - Message must be the need to notify GP's.
- PharmOutcomes notifies and records data, sending information to GP system.
- Chirag commented that they conduct a pre-consultation requesting patient to scan QR code on their mobile, form to be completed online reducing time in consultation room.
  - Chirag acknowledged the need to use both paper and QR code as necessary.
  - Enrico commented that it works well smart form can be used.
- Key message is to get a vaccination.
- It was acknowledged that pharmacies are running out of current supplies.
  - Jon commented that a patient had been told to have their vaccination at the GP's rather than the pharmacy but when they asked to book an appointment was told there wasn't any. The patient went to pharmacy instead.
- The committee was asked to feedback with any local intelligence.
- PCN leads can provide a collaborative approach and this would give them evidence for PQS.

- The committee was asked whether we should collate data of who is providing services and whether PCN leads should follow up.
- LPC Chair to draft PCN Lead email which will be shared with the committee before sending.
  - Requesting data gathering and intelligence.
- The committee discussed how to validate patients need for NHS vaccinations.
  - When last year's vaccinations were reviewed 30% were not eligible.
  - Carers are not logged.
  - Domestic or social care are entitled.
  - This will probably be raised at a later point.
  - Rob commented that there would be bad publicity for sending someone away.
  - The committee considered how this was done nationally.

### *TCAM*

- LPC Chair informed the committee that LPFT are in position to start using TCAM.
- The committee was informed that at beginning of January a funded service called 'Discharge Medicine Service' is starting.
  - Should we talk to LPFT about this now?
  - No payment as yet.
  - Should we wait for new service?
  - Pharmacies can look at but don't have to accept.
    - Comms to be sent out.
- Chris Kenny suggested the possibility of reaching out to neighbouring LPC's.
  - Expectations to be managed.

### *Advanced Services*

- Telephone/Video is allowed, approval is not needed.
- Pilot for video conferencing.
  - Still awaiting details as to who has taken part.
  - A committee discussion followed.

### Supervised Consumption

- LPC Chair commented that there has been a slight increase in supervised consumption.
- Jon commented that supervised consumption doesn't allow registration for new patients.
  - LPC Chair to pick up with We Are With You.
- Jon commented that DOC is okay.
- PharmOutcomes licence is with We Are With You.

### PQS Update

#### *PCN Leads; LPC support*

- Flu is a good start.
- The committee was asked how do we support business continuity?
  - Lincolnshire is rural.
  - LPC Chair commented on the need to keep it simple.
    - Who's doing flu?
    - Share with PCN
    - Stock dependent

- Priority to NHS vaccinations or over 65's.
- Marc commented that there is not a lot of money for PCN leads.
- LPC Chair to pull together and circulate with the committee for comments and feedback before emailing out.

## COVID-19 Recovery

### *Testing*

- The committee was informed that can log on as an employer to book a test if there are any issues with a staff member getting a test.
- Lincoln has had a problem with tests.
- Useful evidence gathering if people are struggling to get tests.
- Pharmacies need to register for PPE portal.

### *Delivery Service*

- The committee considered how the delivery service had stopped. However, would be re-started in areas of local lock-down.
  - Support for contractors was acknowledged.

### *Care Home & MDS*

- The committee considered how pharmacy can support Care Homes in the event of another lockdown.

### *Feedback and Discussion*

- Marc queried whether a QR code for Test & Trace is required in the consultation room?
  - LPC Chair commented that this is not required.
- Rob commented that he is aware of complaints that pharmacists aren't wearing face masks.
  - The committee considered how visors and screens are not part of the guidance.
  - Reminders to be sent about wearing Type IIR masks in newsletter.

## LPC Contractor Activity

### *Website*

- LPC Chair informed the committee that he is working through the website.
  - Requested that the committee look at the website, and feedback on what needs updating or including.
- The committee was informed that the PCN work that Steve had started has been finished off by LPC Chair.
  - Some might have changed e.g. consolidation or change of ownership.
- LPC Chair informed the committee that agendas and minutes are up to date on the website.
- Additional work is still to be undertaken.
- Strong ask of the committee is for assistance and feedback,

## *Email Newsletter*

- LPC Chair informed the committee that he is trying to keep up to date but commented on demands on his time.
  - Committee asked to share insights and concerns to help build contractor emails and encourage dialogue.
- The committee was informed that LPC Chair will keep pulling together.
  - 17-18% open rate.
- There has been an increase in the number of subscribers.
- The committee was asked whether the format works or is it stale?
  - Does the newsletter need changing?
- Marc asked whether we get details of who has opened the email?
  - LPC Chair commented that we get performance levels but not details.
- The committee was informed that information from back newsletters is been added to website.
- Chris commented that it needs to be a bridge between Head Office and PSNC communications.
- Chris commented that another area details the national messages at the top and the local messages at the bottom of the newsletter.
- Marc commented that this morning's newsletter was very good.
- John commented that the content is good, but that the NHS email gets bombarded.
  - John queried the possibility of amending the title.
- A committee discussion followed.
  - Got to be wary of what get caught in Spam filters.
  - Les shared Humber's newsletter.
    - The committee acknowledged this was very busy but looks visually appealing.
    - This included links.
  - Whether to send via MailChimp or as an attachment?
  - Do we ask subscribers to update their subscription options?
- LPC Chair asked the committee to send copy or details of information to be included in the newsletter.
  - Big ask of the committee.

## Market Entry

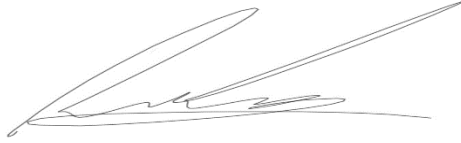
- The committee was informed that the Market Entry process was restarting, and it was business as usual.
- The committee was informed that there was little change in ongoing applications.
- The committee was reminded that we are just within the 90 days notification window to notify of a reduction in Supplementary hours for Christmas or New Year.
  - 26<sup>th</sup> December is a normal day.
    - Any Core hours must open.
    - If Supplementary must notify of closure if required as soon as possible.

## AOB

### *Future Meeting Plans*

- The committee was informed that Zoom would be used for AGM.
  - LPC Chair commented that he had made arrangements to use the Zoom account held by CPPE.

- The committee was advised on the possibility of obtaining a CPL Zoom account for future contractor events.
- LPC Chair talked the committee through the AGM presentation and asked whether there was anything to add.



Signed .....

Date.....17/11/2020.....