



Minutes of the Meeting held Thursday 20th January 2022 via Microsoft Teams platform

Chair

Paul Jenks	CPL Chair and LPC Member CCA rep	PJ
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LPC Members present

Marc Brooks	CPL Vice-Chair and LPC Member AIMp rep (left at 11.30am)	MB
Chris Kenny	CPL Treasurer and Member AIMp rep	CK
Blazej Jasnowski	CPL Member AIMp rep	BJ
John Broomhead	CPL Member AIMp Rep	JB
James Stout	CPL Member CCA rep	JS
Milena Krusinska	CPL Member CCA rep	MK
Rob Severn	CPL Member CCA rep (left at 10.40am)	RS

In attendance

Tracey Latham-Green	CPL Chief Officer	TLG
Hazel Sisson	CPL Admin Support Officer	HS

In attendance between 10.45am – 11.05am

Shelley Edmonds	GPhC Inspection Team – (Doncaster, Rotherham, Lincolnshire, North Lincolnshire and Nottinghamshire County)	SE
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Apologies

Chirag Ahir	CPL Member Independent rep	CA
Chris Mulimba	CPL Member Independent rep	CM

Abbreviations

4PPC	Four Pillars of Primary Care
CO	Chief Officer
CCG	Clinical Commissioning Group
CP	Community Pharmacy
CPL	Community Pharmacy Lincolnshire

CPPE	Centre for Pharmacy Postgraduate Education
CRG	Clinical Reference Group
DMS	Discharge Medicines Service
DOC	Declaration of Competence
DOI	Declaration of Interest
GDPR	General Data Protection Regulation
GP	General Practitioner
GP CPCS	General Practice Community Pharmacist Consultation Service
ICSSs	Integrated Care Systems
LDC	Local Dental Committee
LMC	Local Medical Committee
LOC	Local Optical Committee
LPC	Local Pharmaceutical Committee
MYS	Manage Your Service
NIHR	National Institute for Health Research
NHSE	National Health Service England
NRF	Non-Recurrent Funding
PACEF	Prescribing and Clinical Effectiveness Forum
PCN	Primary Care Network
PCSE	Primary Care Support England
PGDs	Patient Group Directions
PhAS	Pharmacy Access Scheme
PMS	Pharmacy Management System
POD	Pharmacy, Optometry and Dentistry
PQS	Pharmacy Quality Scheme
PSNC	Pharmaceutical Services Negotiating Committee
RPS	Royal Pharmaceutical Society
SIP	Systems Improvement Programme
STPs	Sustainability and Transformation Partnerships
ULHT	United Lincolnshire Hospitals NHS Trust
UOL	University of Lincoln

Minutes:

Item	Details	Resp.
20/01/1	Welcome, introductions & apologies	
	<ul style="list-style-type: none"> • Apologies passed onto the committee from CA and CM. • MK was welcomed to the committee and introductions were made by the committee. <ul style="list-style-type: none"> ○ Offers of support to MK was extended on behalf of the committee by PJ. 	
20/01/2	Committee Governance	
	Declarations of Interest (DOI) <ul style="list-style-type: none"> • The committee acknowledged that there were no changes to be made. <ul style="list-style-type: none"> ○ MK to complete DOI paperwork. 	All MK

	<p>Competition Law Guidelines</p> <ul style="list-style-type: none"> The committee acknowledged that there was no change to our stance on this matter. 	
20/01/3	Notes from the previous meeting	
	<p>Matters Arising</p> <p><i>Website Upgrade</i></p> <ul style="list-style-type: none"> PJ commented that we were the first LPC to go live with new website which is a credit to TLG who maintained both versions as fully functioning websites during the transition period. <p><i>Chief Officer Post</i></p> <ul style="list-style-type: none"> PJ informed the committee that TLG had confirmed she was happy to accept a permanent contract as Chief Officer. <ul style="list-style-type: none"> Contract details are in the process of been finalised. <p><i>Expenses Policy</i></p> <ul style="list-style-type: none"> TLG reminded the committee of the 3 months deadline to claim for backfill or expenses. <p><i>Supplementary Hours</i></p> <ul style="list-style-type: none"> PJ informed the committee that Boots across the County are making small changes to supplementary hours. 	All
20/01/4	Update from Chair and Chief Officer	
	<p>TLG updated the committee on key work since the last meeting:</p> <p><i>ICS</i></p> <ul style="list-style-type: none"> The anticipated date for the introduction of the new statutory Integrated Care System arrangements, which includes the establishment of the NHS Lincolnshire Integrated Care Board (into which the CCG's responsibilities will be subsumed), has been pushed back from 1st April to 1st July 2022. This change has been made because there is not enough time left in the Parliamentary timetable before the original 1st April deadline for the legislation to be passed and all the necessary arrangements put in place. What this means is that the NHS Lincolnshire CCG will continue as a statutory NHS organisation until 30th June rather than 31st March 2022, and that the CCG will continue in its current form until then. It also means that the introduction of the Lincolnshire Integrated Care Partnership will also be delayed. We will continue to develop our working relationship as part of the ICS in the county. Whilst there has been a delay in moving forward the formalities of ICS creation, we continue to work with system leads to push for greater involvement from community pharmacy, particularly in the strategic plans for the ICS development over the next few years. On 11th January we met with the Inequalities lead and lead for POD (Pharmacy, Optometry and Dental) commissioning for our regular 1:1 catch-up, Sandra Williamson (SW). SW will be putting us in touch with the Lincolnshire Primary Care Network Alliance, which is led by Dr Sunil Hindocha and is the unified 	

	<p>voice of general practice in the county. The clinical directors from the 14 PCNs (Meridian currently in shadow form) meet regularly and it is hoped we can link into the group to represent community pharmacy and build relationships with our GP colleagues.</p> <ul style="list-style-type: none"> • We asked for work to focus on: <ul style="list-style-type: none"> ○ Facilitating a higher priority for DMS roll-out in ULHT ○ Funding to allow PCN CP Lead engagement via backfill cost coverage (annual cost less than £50k) ○ Assistance in development of a GPCPCS/PharmOutcomes or other IT system direct interface for GPCPCS (like 111), rather than the current nhs.net system ○ Workforce pressures, suggesting some form of 'central emergency store' cover by PCN Community Pharmacists should perhaps be included as part of the CP role for those CPs employed by PCNs, on a paid basis of course. SW will take this back for discussion. We noted this was a high impact area at present across CP, even without covid it would be an issue. • Also noted that across the four pillars of primary care there is no access to translation services for pharmacy, optometry and dentistry whereas GP services have free access. The Chief Officer has emailed the ICS to highlight this potential health inequality risk, copying in our four pillar colleagues. <p><i>GPCPCS Update</i></p> <ul style="list-style-type: none"> • A new interface has been developed for GPs to make referral easier. We hope this will translate into future referrals. We continue to work with the system to encourage GP uptake, including the Chair taking part in a drop-in session for GP practices online on Friday 14th January. We are also working with the ICS to try and streamline the referral system into pharmacies for GPCPCS referrals. • Extended Care Service usage December <ul style="list-style-type: none"> ○ 21 UTI referrals ○ 4 Impetigo referrals ○ 2 Conjunctivitis <p><i>PSNC Regional Representative</i></p> <ul style="list-style-type: none"> • PSNC Regional Representative will be asked to dial into July's committee meeting. <p>PJ updated the committee on key work since the last meeting:</p> <p><i>Extended Care Services</i></p> <ul style="list-style-type: none"> • The Chair gave a wider update around Extended Care Services <ul style="list-style-type: none"> ○ PGDs for antimicrobials will probably not be renewed when they expire – possibly in March. <ul style="list-style-type: none"> ▪ No new contractors can sign up. • The committee discussed. 	<p>TLG</p>
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20/01/5	Finance Update	
	<p>Finance report (including payments list Nov-Dec)</p> <ul style="list-style-type: none"> • CK informed the committee that as of today the account balance stood at £70,573.58. <ul style="list-style-type: none"> ○ Approximately £5,000 under budget. ○ Committee was reminded to claim back-fill. • CK briefed the committee around meeting paper 5. <ul style="list-style-type: none"> ○ The proposed budget for 2022/23 proposes that: <ul style="list-style-type: none"> ▪ Hourly rate for backfill is increased to £35 an hour. <ul style="list-style-type: none"> • PJ provided the committee with background in this proposal. <ul style="list-style-type: none"> ▪ 4% salary increase in line with inflation. ▪ Levy to be raised to allow income of £130,000. ○ The committee discussed the proposed budget. ○ Following discussion: <ul style="list-style-type: none"> ▪ CK proposed the budget was accepted. ▪ JB seconded the proposal. ▪ The committee approved the proposed budget. • The committee approved the payments list for Nov-Dec. 	
20/01/8	Implementation Funding and GPCPCS Post	
	<p>For discussion, input & approval</p> <ul style="list-style-type: none"> • PJ briefed the committee around the background of meeting paper 8. <ul style="list-style-type: none"> ○ Possibility of funding 6 months from Implementation Funding and 6 months from NRF. <ul style="list-style-type: none"> ▪ 6 months with potential of 6-month extension. ○ Post holder would deal with each PCN working with GP's and pharmacies. • The committee undertook a discussion. <ul style="list-style-type: none"> ○ Possibly a few more hours are required than in proposed job advert. <ul style="list-style-type: none"> ▪ 2-3 days to be negotiable. ○ Need to go out to advert quickly. ○ RS commented that Local Networks could be approached for suggestions of potential applicants. ○ TLG commented on the potential need to be local to Lincolnshire. ○ CK commented on potentially including a caveat in advert that if we have enough interest, we reserve the right to close early. • Following discussion, the committee agreed to advertise the post. <ul style="list-style-type: none"> ○ 6 months with the possibility of a 6-month extension. ○ 'Reserve the right to close early' to be included. ○ The committee agreed that they were happy for the Executives to proceed with recruitment. • The committee was informed that Notts LPC will share out money, all costs will be claimed from this money. <ul style="list-style-type: none"> ○ A plan on how this money will be spent needs to be written. 	<p>CK, TLG</p> <p>All</p>

	<ul style="list-style-type: none"> • TLG requested feedback from the committee on where to advertise. 	
	10.40am – RS left the meeting	
20/01/6	Update from GPhC	
	<p>10.45am - Shelley Edmonds from GPhC joined the meeting</p> <ul style="list-style-type: none"> • Introductions were undertaken by the committee. • SE provided the committee with a presentation focusing on the following topics: <ul style="list-style-type: none"> ○ Learning from programme of codeine linctus intelligence led inspections ○ Patient safety concerns relating to online prescribing services ○ Evolving insights - what makes a good COVID-19 vaccination site ○ Update on reforms to the initial education and training of pharmacists ○ Consultation on remote hearings • TLG to PDF the presentation slides and circulate to the committee. • Following on from SE's presentation the committee was given the opportunity to ask questions. <ul style="list-style-type: none"> ○ CK queried Advanced Digital Signatures? <ul style="list-style-type: none"> ▪ Commenting on patient expectations. ▪ SE replied that she is not aware of any work being undertaken, this should be the role of prescribers but would raise the question and follow this up. ○ MB queried Designated Supervisors and whether there was any flexibility in the number of hours required? <ul style="list-style-type: none"> ▪ Workforce pressures, moving jobs or recruitment issues. ▪ SE replied that this was a question which would be passed onto the pre-reg team. • PJ thanked SE for joining the meeting. <ul style="list-style-type: none"> ○ This had been helpful to keep connected. <p>11.05am – SE left the meeting.</p>	TLG
20/01/7	Flu training	
	<p>Facilitating Flu Training 2022</p> <ul style="list-style-type: none"> • PJ briefed the committee around the background of this agenda item. <ul style="list-style-type: none"> ○ CPL facilitated flu training last year. ○ Should we facilitate again this year, or do we provide contractors with a list of available options? ○ A committee discussion followed. <ul style="list-style-type: none"> ▪ Would provide more local options. ▪ However, involves significant time and effort to facilitate. ▪ MB queried how many attended last year? <ul style="list-style-type: none"> • TLG replied that all but four where Lincolnshire Co-op. 	

	<ul style="list-style-type: none"> ▪ If PayPal can be fixed withdrawal of payments for training should be easier. ▪ Training costs have not increased. ▪ Training provided over 3 sites last year. ▪ MB commented that Lincolnshire Co-op can arrange its own training. ○ Committee concluded that CPL would signpost contractors to training opportunities but would not facilitate this for the coming year. 	
	11.30am – MB left the meeting	
20/01/9	MP Visitors and Letter from Sir Edward Leigh	
	<p>For information</p> <ul style="list-style-type: none"> • TLG briefed the committee around the background of meeting paper 9. <ul style="list-style-type: none"> ○ Following a second follow-up letter to MP's sent in November 2021, Sir John Hayes visited Holbeach Pharmacy on 14th January. <ul style="list-style-type: none"> ▪ Feedback from Sir John Hayes was that he was keen to promote work of pharmacies, two pieces will be written in his local columns. ▪ A briefing paper was submitted to Sir John Hayes, TLG, PJ, CK, MB & Darren Hawkins (Area Manager) highlighting the following points: <ul style="list-style-type: none"> • Role of Pharmacy Technicians • Social Impacts • Methadone Support • Inflation • Equal recognition for all pharmacists. ○ Matt Warman is scheduled to visit Parkside Pharmacy & Vaccine Centre on 21st January. <ul style="list-style-type: none"> ▪ CK commented that there had been the warning of anti-vac activity tomorrow and a security guard was in place. ○ Sir Edward Leigh had replied and expressed an interest in visiting a pharmacy in West Lindsey. <ul style="list-style-type: none"> ▪ The committee discussed potential pharmacies which could be visited. <ul style="list-style-type: none"> • TLG had spoken previously to PJ about Boots – Gainsborough. <ul style="list-style-type: none"> ○ However, they are currently undergoing a change in management. • CK to make enquires with Morrisons – Gainsborough and feedback to TLG. <ul style="list-style-type: none"> ○ Potential of discussion around out of hours pressures. ○ TLG to reply to Sir Edward Leigh once a pharmacy had been identified to host the visit asking for his availability. 	<p>CK</p> <p>TLG</p>

	<ul style="list-style-type: none"> ○ TLG informed the committee that she was pleased with the engagement by the MP's contacted and would write again in six months. ○ TLG will circulate the MP briefing to the committee. 	TLG
20/01/10	Wright Review/RSG	
	<p>Defer Jul 21 paper to Mar 22</p> <ul style="list-style-type: none"> ● PJ informed the committee that early feedback was that LPCs are likely to mirror ICS footprint, which would mean Lincolnshire would remain as a committee. ● The committee agreed to defer any discussion until the meeting in March. <ul style="list-style-type: none"> ○ To include in March's agenda. 	TLG
20/01/11	PSNC Events 2022	
	<p>Dates for information</p> <ul style="list-style-type: none"> ● PJ suggested MK might like to attend the LPC Members Day – scheduled for Monday 24th January. <ul style="list-style-type: none"> ○ It was acknowledged that this was short notice but was online. ● LPC Conference is scheduled for Thursday 22nd September and the committee was asked to express an interest if they wished to attend. 	All
20/01/12	AOB	
	<p>Naloxone</p> <ul style="list-style-type: none"> ● CK commented that it had been raised as a staff suggestion to have Naloxone in pharmacy. ● We Are With You responded to the query saying that as many packs as needed would be made available. Training would also be provided on how it should be administrated. ● The committee discussed. <ul style="list-style-type: none"> ○ Next conversation is take home naloxone. ○ PJ suggested requesting information from East Midlands Ambulance Service of the use of Naloxone and the number's attended. <ul style="list-style-type: none"> ▪ CK to send email to be sent to East Midlands Ambulance Services general enquires email, collaborative approach working with We Are With You. <ul style="list-style-type: none"> ● cc TLG into email. ○ We can encourage but understand this isn't a funded service. ○ Locally commissioned service to be considered as in Scotland, Wales and Norfolk. <ul style="list-style-type: none"> ▪ The committee discussed suggesting a slow start building up relationship with We Are With You before going to Commissioners. <p>Control of Entry</p> <ul style="list-style-type: none"> ● CK informed the committee that the response for Boots relocation to Marisco Medical Practice had been submitted, ● Ask Chemist – Boston Relocation. 	CK

	<ul style="list-style-type: none"> ○ The entire committee declared an interest as this is a distant selling pharmacy. ○ 3.5 miles relocation <ul style="list-style-type: none"> ▪ No change to patient access as distant selling. ○ The committee discussed the application. ○ CPL response to be written by CK, shared with the committee and signed by PJ & TLG. <p>Transitional Payments</p> <ul style="list-style-type: none"> • Contractors must have claimed for at least one NMS in the previous month and have been registered to provide CPCS to be eligible for transition payments – details were included in January’s Drug Tariff. <ul style="list-style-type: none"> ○ PJ commented that a reminder will be included in the newsletter. • The committee discussed potential focus on other services. • It has been fed back that it wasn’t widely publicised. • Comments have also been raised that NMS is a non-essential service. 	CK, PJ & TLG
	Meeting closed at 12.18pm	
	Date of Next full meeting	
	Thursday 17 th March – Full-Day face-to-face meeting – Washingborough Hall Hotel	All

Action Log from January 2022 Meeting

Min No.	Action	Deadline	Resp.	Completion Notes
20/01/2	MK to complete DOI paperwork	ASAP	MK	
20/01/3	PSNC Regional Representative to be asked to dial into July's committee meeting	Before July	TLG	PSNC Reg Rep on A/L in July and September on meeting date. Will dial in to July if she is in the UK. Note made to contact early July and check. Complete
20/01/8	Plan to be written as to how GPCPCS Implementation Funding will be used.	ASAP	CK, TLG	
20/01/8	Committee to feedback to TLG suggestions on where to advertise for GPCPCS Implementation & Support Lead	ASAP	All	Complete
20/01/6	TLG to save the GPhC presentation slides as a PDF document and circulate to the committee	ASAP	TLG	Complete – PDF circulated 20.01.22
20/01/9	CK to make enquires with Morrisons – Gainsborough about the potential of them hosting a visit by Sir Edward Leigh MP	ASAP	CK	
20/01/9	TLG to respond to Sir Edward Leigh enquiring about his availability once a suitable pharmacy had been identified to host the visit.	ASAP	TLG	
20/01/9	TLG to circulate MP briefing to the committee	ASAP	TLG	Complete – briefing circulated 20.01.22
20/01/10	Wright Review/RSG discussion deferred to March's committee meeting	March	TLG	
20/01/11	Committee asked to express an interest if they wished to attend the LPC Conference in September.	ASAP	All	
20/01/12	CK to send email to East Midlands Ambulance general enquires email enquiring about their use of Naloxone and the number's they had attended. CC TLG into correspondence.	ASAP	CK	
20/01/12	CK to write CPL response to relocation application by Ask Chemist – Boston. Response to be circulated to committee before been signed by PJ & TLG.	ASAP	CK, PJ & TLG	Complete

Actions carried over from previous meetings.

Min No.	Action	Deadline	Resp.	Completion Notes
18/5/1	PJ to speak to CCA regarding replacement for Enrico.	ASAP	PJ	Contact made 15 th April 2021 – email address provided by CCA was incorrect. Contact details have been updated and welcome extended to Milena. No further response received from Milena following welcome email or apologies regarding attendance at today’s meeting. 20.07.21 – No further response received. CCA are struggling to get LPC members. 25.11.21 – CPL are working with CCA with regards to CCA vacancies. We now have another CCA vacancy due to JN leaving. 20.01.22 – MK has now joined the committee.
16/3/5	Job description for Chair role to be formulated.		PJ	Draft Chair role with PJ for review as at 20.04.21. 18.05.21 – PJ working on draft job description which needs amending. 20.07.21 – PJ continuing to work on in the background. 25.11.21 – PJ commented that from a Governance perspective this is needed, and this was on his to-do list. 20.01.22 – ongoing.

16/3/5	Consider how to spend reserves and feedback		All	<p>Reserves allocated so far to</p> <ul style="list-style-type: none"> • Virtual Outcomes licence for 21/22 (£2,000) • Additional PSNC payment for Wright review work (circa £747) • Potential underwriting of flu training if demand is found (£2,000). <p>Additional suggestions welcome. 18.05.21 – ongoing consideration. 18.05.21 - TLG to send out Virtual Outcomes survey next week. 20.07.21 – ongoing consideration 23.09.21 – ongoing consideration 25.11.21 – Working on training. MB can we potentially use for backfill to attend NHS training? 20.01.22 – ongoing conversations.</p>
20/7/4	Committee Members to forward details of any free training resources to TLG.	Ongoing	All	Ongoing – as noted on actions from previous meetings
23/9/3	Complete paperwork to withdraw money from PayPal	ASAP	CK, PJ	25.11.21 – potential of using as a spend was discussed. Paperwork still to be completed. 20.01.22 – paperwork has been completed.
23/9/4	Feedback any intelligence to TLG regarding GPCPCS	Ongoing	All	20.01.22 – ear problems will probably be referred back for treatment.
25/11/4	Committee members to check their biographies are up to date and email TLG to confirm whether any changes need to be made or whether the biography requires no changes	ASAP	All	20.01.22 – committee reminded to check their biographies. MK asked to provide photo and a brief bio for the website.
25/11/4	BJ to send photo for website	ASAP	BJ	20.01.22 – BJ reminded to send photo.
25/11/4	Investigate possibility of Clinical Director Post	ASAP	TLG, PJ	20.01.22 – ongoing discussions
25/11/4	CK to request basic Clinical Director job description from Clyde & Co	ASAP	CK	20.01.22 – carried over

25/11/4	RS to speak to his contact about the possibility of media training	ASAP	RS	20.01.22 – PSNC are recommissioning media training. Dates should be published soon.
25/11/8	Review back-fill hourly rate in next financial year.	March	All	20.01.22 – on agenda. Complete (remove from next minutes)
25/11/10	CK to investigate payroll management	ASAP	CK	20.01.22 – on budget update
25/11/7	TLG to follow up with regards to getting a seat on ICS Strategic Board		TLG	Ongoing ICS meetings 20.01.22 – PJ informed the committee that ICS meetings are currently paused.
25/11/8	Double signature to be investigated for Lloyds payments.	ASAP	CK	20.01.22 – carried over.
25/11/12	PJ to go back to Warwick Healthcare about possibility of becoming South Lincolnshire PCN Lead	ASAP	PJ	20.01.22 – MB has been temporarily appointed. Warwick Healthcare at Chapel St Leonards had expressed an interest.
25/11/12	Committee to forward specific questions for Shelly Edmonds – GPhC, who will be allocated an agenda slot for January’s virtual committee meeting	06.01.22	All	20.01.22 - Nothing specific had been fed back. Committee asked to drop any questions into meeting chat. Complete (remove from next minutes)