



Minutes of the Meeting held Thursday 17th March 2022
at Washingborough Hall Hotel, Church Hill, Washingborough, Lincoln, LN4 1BE

Chair

Marc Brooks	CPL Vice-Chair and LPC Member AIMp rep	MB
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LPC Members present

Chris Kenny	CPL Treasurer and Member AIMp rep	CK
Blazej Jasnowski	CPL Member AIMp rep	BJ
John Broomhead	CPL Member AIMp Rep	JB
Milena Krusinska	CPL Member CCA rep	MK
Rob Severn	CPL Member CCA rep	RS
Chirag Ahir	CPL Member Independent rep (left at 12.30pm)	CA
Chris Mulimba	CPL Member Independent rep	CM

In attendance

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

Apologies

Paul Jenks	CPL Chair and LPC Member CCA rep	PJ
James Stout	CPL Member CCA rep	JS

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.
17/03/1	Welcome, introductions & apologies	
	<ul style="list-style-type: none"> Apologies passed onto the committee from PJ and JS. MK was welcomed to the committee and introductions were made by the committee. 	
17/03/2	Committee Governance	
	<p>Declarations of Interest (DOI)</p> <ul style="list-style-type: none"> The committee acknowledged that there were no changes to be made. <ul style="list-style-type: none"> The committee was informed that MK had now completed her DOI paperwork. <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. 	All
17/03/3	Notes from the previous meeting	
	Matters Arising	

	<p><i>LPC Conference – September 2022</i></p> <ul style="list-style-type: none"> • The committee was informed that no responses to attend had been received following the last meeting. • CK commented that he would be happy to attend. • TLG commented that she would be happy to attend. 	
17/03/4	<p>Update from Chair and Chief Officer</p> <p>TLG updated the committee on key work since the last meeting:</p> <p>PCN Changes and Backfill</p> <ul style="list-style-type: none"> • There have been a few changes to PCNs to report: <ul style="list-style-type: none"> ○ Marina PCN is changing its name to Lincoln Health Partnership ○ Portland Medical Practice and Newark Road Surgery are merging. As Newark Road is currently part of Apex PCN we have noted the following on the website: ○ *Newark Road Surgery are merging with Portland Medical Practice so will be reassigned to the Lincoln Health Partnership (formerly Marina) PCN shortly. ○ The Deepings practice has moved to South Lincolnshire Rural from Market Deeping and Spalding PCN. ○ Marsh Medical Practice (not currently formerly in a PCN) will be joining Meridian PCN which is due to go live on 1st April 2022 • We have a bit of work to do around PCN Leads for Meridian and East Lindsey as PJ has expressed an intention to step down as a PCN Lead, so there will be vacancies for Meridian and East Lindsey. PJ & TLG will be sending out emails to the relevant pharmacies. • We continue to work with Boston PCN and the ICS to try and get backfill for PCN pharmacists as well as clarity around the role of PCN CP Leads across the system with appropriate resource attached from the CCG. Unfortunately, Boston PCN will not be covering backfill costs for a CP representative, that was agreed previously but not taken up for the period Nov 21-Mar 22 because of Covid pressures delaying meetings. This is disappointing, but we will continue to work with them and engage with their new pharmacist James Musk and his pharmacy technician colleague Natalie Goldspink, as they plan to engage with us outside of the meeting and feedback. We replied to the PCN with the response shown below: <p><i>We agree that a system wide solution is needed and we will continue to push the CCG/ICS for funding to allow this, but we are of course disappointed that temporary funding could not be accessed in the interim period.</i></p> <p><i>We feel that there is no substitute for having a community pharmacist at the meetings who really understands the day-to-day challenges and role within a community pharmacy in Boston, but you will also understand, of course, the need to ensure a</i></p> 	

	<p><i>pharmacist is present within the community pharmacy to allow it to be open and without backfill funding this is not feasible.</i></p> <ul style="list-style-type: none"> I have already met with Natalie to discuss GP CPCS roll out and I anticipate future Teams meetings with her in this and other topic areas. <p>We Are With You Services and Event</p> <ul style="list-style-type: none"> We invited We Are With You to deliver a presentation today but unfortunately they were unable to attend due to diary clashes. However, they have provided a summary info sheet on their services, which the Chief Officer will circulate to the committee for information after the meeting. They are a pharmacy event this year in which pharmacy staff from all over Lincolnshire will be invited to attend. Here they will be discussing the Pharmacy services, best practice supervision, an insight into the work we do and how they do it etc. Adrienne will send the Chief Officer more details of the event and date when finalised which will be shared with the committee and in the newsletter to all contractors. <p>East Midland Medication Safety Forum. Theme: Opioids and transitions of care – 2nd March</p> <ul style="list-style-type: none"> Both Chief Officer and Treasurer attended this event, with the Treasurer delivering an excellent presentation. It was an opportunity for learning but also networking and we gained a contact in the form of a pharmacy technician at ULHT. These will be regular events. <p>CCG Meeting</p> <ul style="list-style-type: none"> On Wednesday 24th February the Chief Officer attended Lincolnshire CCG Meeting. It was advised that ULHT have made improvements in the caring, effective and well led domains, although their overall rating remains 'requires improvement. Whilst there are pressures in urgent and emergency care and dealing with the elective backlog, they now seem to be moving to a more stable footing. We are therefore pushing with the CCG to encourage DMS roll-out from ULHT. Our LMC colleagues are planning to write to the CCG to highlight this, as noted in the ICS paper. The LMC have suggested this is started at the Grantham site when IT is sorted. (Post CCG meeting note from systems group: The EPMA system is now up and running at ULHT so there appears to be progress in this area). There is a lot of work being done on health inequalities and we are engaged in talks with the ICS in how pharmacy services can be commissioned to support this. A GP spoke about the new ways of working in that triage of patients meant that those with long term conditions could be given a 30 minute appointment for example rather than 	TLG
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	<p>needing to come back for several 8 or 10 minute appointments, whilst those with less serious conditions were diverted to other appointments – this includes GPCPCS and is an opportunity for us in pharmacy which the GPCPCS post discussed later in the meeting at Item 9 will assist with. The Winter Access Fund was mentioned – this fund requires GPs to use GPCPCS to access some elements of the monies.</p> <ul style="list-style-type: none"> • There was an update on the progress of the legislation that is going through parliament to create the ICS – no delays are foreseen, and it is still believed the ICS will come into existence on 1st July 2022. One other interesting point was made, that the Local Authority representative on the ICS can now be a senior director or an elected councillor (previously was restricted to a senior director). • TLG to investigate toolkit for action and payment around DMS. <p>LPN Funding</p> <ul style="list-style-type: none"> • The Chief Officer attended a meeting to discuss this funding in early March. Lincolnshire will be receiving £25,000 LPN funding which we will be able to spend on one or several areas yet to be confirmed. It is our understanding this will include support for ICS development, mental well-being, PCN development and skills training. We await further details. <p>Wright Review - RSG? (Defer paper May or later)</p> <ul style="list-style-type: none"> • It was noted in the minutes of the last meeting that the paper we wrote around the Wright review would be discussed at this meeting, when it was assumed a contractor vote would have taken place in line with the original timescales. However, we have not received any additional updates, so it is suggested this remains on the 'Items from previous meetings' table in the minutes and is brought back to the committee once we have a clearer idea of the outcome of the RSG action and the contractor vote. • The committee was informed that in the PSNC briefings email sent this morning was information concerning RSG progress update and LPC engagement events to be held on 22nd & 23rd March. <ul style="list-style-type: none"> ○ TLG to circulate email to committee. 	TLG
17/03/5	Finance Update	
	<p>Finance report (including payments list; Treasurer Meeting)</p> <ul style="list-style-type: none"> • CK talked the committee through the payment's spreadsheet. <ul style="list-style-type: none"> ○ Incomings and outgoings in Number 2 account to also be included in future reports. • CK briefed the committee around £14.07 paid to NameCheap.com <ul style="list-style-type: none"> ○ Used to provide the LPC website domain, set up by former CO. ○ CO wrote to Mr Mosley via email on 16th February, response as yet not received. 	

	<ul style="list-style-type: none"> ○ The bank has been contacted and a hold has been placed on future payments. ○ Committee agreed following discussion to write-off the debt. • The committee approved the payments list for Jan-Feb. 	
17/03/6	ICS	
	<p>Update since last Committee Meeting</p> <ul style="list-style-type: none"> • TLG briefed the committee around the background of meeting paper 6. • The committee was informed that information concerning a Translation Service should be available shortly. <ul style="list-style-type: none"> ○ TLG to feedback to committee when more information is known. 	TLG
17/03/7	PSNC Audit Results	
	<p>For information</p> <ul style="list-style-type: none"> • TLG briefed the committee around the background of meeting paper 7. • The committee was informed that PJ believed this information was worth sharing with the committee. • A committee discussion followed. <ul style="list-style-type: none"> ○ RS commented that there are a lot less errors on EPS. ○ MB commented on the need to be careful as only the top two lines are registered on EPS scripts. ○ CK to write item for newsletter concerning 'check MYS'. 	CK
17/03/8	PNA 2022	
	<p>For Information and Discussion</p> <ul style="list-style-type: none"> • The new improved PNA was received by the committee, in which the key section 7 identified no gaps in pharmacy provision in the county. • A substantial amount of resource was needed to feedback original comments on the first draft within tight deadlines. It is recognised that this document is not perfect, but there will be an opportunity to feedback on its contents as part of the consultation process which runs from 19th April until 20th June. • The committee acknowledged the work of the Chair and Chief Officer in getting the PNA to this stage and thanked them for their efforts. 	
17/03/9	Implementation Monies incl GPCPCS	
	<p>Discussion and decision</p> <ul style="list-style-type: none"> • The committee discussed the spend of the GPCPCS Implementation MOU monies, as laid out in the paper and attached budget breakdown. The appointment of the GPCPCS Implementation and Support Lead for 15 hours a week, starting in April 2022, was discussed. The individual appointed will help to roll out GPCPCS, working with ICS contacts. • The committee agreed that the GPCPCS Post and Supporting Costs, Misc GPCPCS support and ENT training contribution and equipment contribution were suitable ways of deploying the funding. • In term of the three-day minor illness training courses, the committee felt that current workforce pressures meant it would 	

	<p>be difficult for contractors to release pharmacists for training longer than one day. The committee therefore asked that the focus be on ENT training of a single day, with otoscopes provided, which would allow a greater number of contractors to benefit from the funding and potentially provide a wide pool of ENT trained pharmacists with equipment across the county. This would both assist with GPCPCS roll out (as ear condition referrals from GPs have resulted in a higher level of referral back to practice than other conditions) and would align with the NHSE funding that is also being supported by these monies as per the initial budget. The committee also suggested that oximeter provision to all contractors for support with sepsis identification would also be useful. It was noted that this upskilling of Lincolnshire pharmacists, resulting in greater provision of ENT skills across the county, could potentially be used to develop a local service with the ICS in future.</p> <ul style="list-style-type: none"> ○ It was agreed that backfill could not be paid due to the limited budget. • It was noted that support costs for spend of the monies such as administration and line management for funded posts should be charged to the MOU budget and included in the updated budget plan. • TLG will calculate how the Minor Illness Training budget can be redistributed to offer a one-day place to all contractors not receiving ENT training via the central NHS funding, focussing on ENT, with otoscope provision. • TLG will investigate oximeter costs and include in new budget. • CK will speak to Sam Travis re training provision. • TLG will speak to Josie Solomon regarding appraisal of any training. • TLG to email Amanda with updated budget when finalised. • TLG will send an expression of interest to contractors once figures have been finalised to gauge interest in support. • TLG will include admin and line management cost allowance in new budget. • The initial draft budget was sent to Amanda Alamanos, who was happy that the suggested spend was in line with the MOU. As noted above, the updated budget will be sent to Amanda, however, the items on the new budget will still be in line with the MOU and broadly the same as the initial budget but spread across more contractors. 	<p>TLG</p> <p>TLG CK TLG</p> <p>TLG TLG</p> <p>TLG</p>
	12.30pm - CA left the meeting	
17/03/10	MP Engagement	
	<p>For information and Discussion</p> <ul style="list-style-type: none"> • TLG briefed the committee around the background of meeting paper 10. <ul style="list-style-type: none"> ○ Pharmacy visits have been undertaken this year by Sir John Hayes, Matt Warman and Dr Caroline Johnson. <ul style="list-style-type: none"> ▪ All three offered to promote Lifeguard project. ○ A further letter will be sent May time to maintain engagement with MP's. ○ Committee approved TLG to keep up contact. 	<p>TLG</p>

17/03/11	AOB	
	<p>CPWM (Community Pharmacy West Midlands)</p> <ul style="list-style-type: none"> • TLG briefed the committee about engagement with neighbouring LPC's. • A committee discussion followed around joining what would be formed as Community Pharmacy Midlands. <ul style="list-style-type: none"> ○ Following discussion CK proposed that we join, seconded by BJ. The committee agreed. ○ The committee agreed that joining would be 'subject to terms of reference'. <ul style="list-style-type: none"> ▪ What are the expected outcomes/expectations? ▪ What is the control? <p>Meeting dates 2023</p> <ul style="list-style-type: none"> • HS asked the committee whether they were happy to follow the same meeting structure as this year. <ul style="list-style-type: none"> ○ Meetings to be planned for the third Thursday of the month. ○ Bi-monthly daytime committee meetings to be held – <ul style="list-style-type: none"> ▪ virtual meetings in January and July, ▪ face-to-face meetings in March, May, September (afternoon committee meeting & evening AGM) and November. ○ The committee approved. <p>2021-2022 AGM Arrangements – September 15th 2022</p> <ul style="list-style-type: none"> • MB suggested Dr Ansari – Cliff House Surgery would be a good potential speaker for the AGM around anti-biotics. <ul style="list-style-type: none"> ○ The committee agreed. ○ MB to follow up. <p>Hub and Spoke Consultation</p> <ul style="list-style-type: none"> • CK informed the committee that Hub & Spoke Consultation is out on Government website. <ul style="list-style-type: none"> ○ Information to be included in newsletter. <p>Expenses Policy</p> <ul style="list-style-type: none"> • CK informed the committee that this would be re-circulated for review and comments. <ul style="list-style-type: none"> ○ Back-fill amounts to be increased. 	MB
	Meeting closed at 2.00pm	
	Date of Next full meeting	
	Thursday 18 th May – Full-Day face-to-face meeting – Washingborough Hall Hotel	All

Action Log from March 2022 Meeting

Min No.	Action	Deadline	Resp.	Completion Notes
17/03/4	TLG to circulate We Are With You's 'Summary info sheet on their services' to the committee following conclusion of the committee meeting	ASAP	TLG	Complete - 22.03.22 – TLG circulated information sheet to committee.
17/03/4	TLG to investigate toolkit for action and payment around DMS.	ASAP	TLG	
17/03/4	TLG to circulate PSNC email concerning RSG progress update and LPC engagement events to be held on 22 nd & 23 rd March.	ASAP	TLG	Complete - 17.03.22 – TLG circulated PSNC email to committee.
17/03/6	TLG to feedback to committee when more information is known regarding Translation Services.		TLG	
17/03/7	CK to write newsletter article concerning 'check MYS'	ASAP	CK	
17/03/9	TLG will calculate how the Minor Illness Training budget can be redistributed to offer a one-day place to all contractors not receiving ENT training via the central NHS funding, focussing on ENT, with otoscope provision.	ASAP	TLG	
17/03/9	TLG will investigate oximeter costs and include in new budget.	ASAP	TLG	
17/03/9	CK will speak to Sam Travis re training provision.	ASAP	CK	
17/03/9	TLG will speak to Josie Solomon regarding appraisal of any training.		TLG	
17/03/9	TLG to email Amanda with updated budget when finalised.	ASAP	TLG	
17/03/9	TLG will send an expression of interest to contractors once figures have been finalised to gauge interest in support.	ASAP	TLG	
17/03/9	TLG will include admin and line management cost allowance in new budget.	ASAP	TLG	
17/03/10	TLG to send letter to local MPs to continue engagement.	May	TLG	
17/03/11	MB to contact Dr Ansari about the potential of him speaking at the AGM on September 15 th 2022	ASAP	MB	

Actions carried over from previous meetings.

Min No.	Action	Deadline	Resp.	Completion Notes
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	Reserves allocated so far to <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). 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.
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. 17.03.22 – CK commented that this was ongoing.
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. 17.03.22 – committee reminded again.
25/11/4	Investigate possibility of Clinical Director Post	ASAP	TLG, PJ	20.01.22 – ongoing discussions
25/11/10	CK to investigate payroll management	ASAP	CK	20.01.22 – on budget update 17.03.22 – CK commented that this was ongoing.
25/11/8	Double signature to be investigated for Lloyds payments.	ASAP	CK	20.01.22 – carried over. 17.03.22 – 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 Crowland had expressed an interest. 17.03.22 – carried over.
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
20/01/9	TLG to respond to Sir Edward Leigh enquiring about his availability once a suitable pharmacy had been identified to host the visit.	ASAP	TLG	17.03.22 - On agenda
20/01/10	Wright Review/RSG discussion deferred to March's committee meeting	March	TLG	17.03.22 – Agreed during committee meeting this is to be deferred until more information is available regarding the

				outcome of RSG action and the contractor vote. Defer until May or possibly later.
20/01/11	Committee asked to express an interest if they wished to attend the LPC Conference in September.	ASAP	All	17.03.22 – CK & TLG expressed an interest in attending.
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	17.03.22 – carried over.