



C/O 5 Proctors Road, Lincoln, LN2 4LA

Email: info@pharmacylincolnshire.org

Report of the Committee for April 2021 to March 2022

INTRODUCTION

This report provides details of the work undertaken by Community Pharmacy Lincolnshire during the period 1st April 2021 to 31st March 2022.

Community Pharmacy Lincolnshire is the Local Pharmaceutical Committee, which is the representative statutory body for all Community Pharmacy contractors in the Lincolnshire area. The committee works with the ICS/STP, CCGs and other key healthcare stakeholders including local councils and other organisations, as necessary, to ensure that the provision of pharmaceutical services continues to be an integral part of Health and Social Care in the county and that community pharmacy is truly represented.

This report outlines how the Committee have complied with their duties, the work completed during the course of 2021/22 and the priority areas of focus for 2022/23

MEMBERSHIP

The current LPC committee was formed in April 2018 and this report covers the fourth year of the committee's term. During 2021/22, in order to allow for minimum disruption during the period for voting on and the implementation of changes required as a result of the Wright Review, it was agreed at the Special General Meeting on 23rd September 2021 that terms would be extended by one year, with a new committee due to be formed in April 2023.

Community Pharmacy Lincolnshire chose to adopt the PSNC model constitution and the membership of the committee is reflective of that. The 12-person committee (reduced from 15 at the last AGM) is proportional to the numbers of contracts in the area of the LPC held by Company Chemists Association (CCA members), Association of Independent Multiple Pharmacies (AIMP) and Independent Contractors.

LPC Chair: Paul Jenks, BPharm (hons), MSc, MRPharmS, FRSPH

LPC Vice Chair: Marc Brooks, BSc (hons), MRPharmS

LPC Treasurer: Chris Kenny, MPharm, MRPharmS, PGCert, PhIP

Chief Officer: Dr Tracey Latham-Green, BA (hons), MBA, PhD

Based on contracts held on 31st November 2017, the constitution of Lincolnshire LPC (now known as Community Pharmacy Lincolnshire) comprises six CCA members, four AiMP members and two Independent Contractors. There are currently two vacant CCA positions.

Committee Members

CCA	AiMP	Independents
Paul Jenks	John Broomhead	Chirag Ahir
Robert Severn	Chris Kenny	Chris Mulimba
James Stout (Since Nov 2021)	Marc Brooks	
Milena Krusinska (Since Jan 2022)	Blazej Jasnowski	
VACANCY		
VACANCY		

Committee members who left during the financial year:

CCA: Sai Koneru (left June 2021), Jon Norman (left November 2021)

The Executive Committee

Community Pharmacy Lincolnshire Executive Committee consists of officers of the committee as follows:

- Paul Jenks, Chair
- Marc Brooks, Vice Chair
- Chris Kenny, Treasurer

Non-Committee Member Employees

- Tracey Latham-Green, Chief Officer (Since January 2021) (0.6FTE)
- Hazel Sisson, Administration Assistant (approx. 0.1FTE)

Governance

The Committee operates in line with its constitution and related policies, as shown on the website under [Committee Governance](#). Members are required to declare any conflicts of interest and ensure these declarations are updated when required. Declaration of Interest (DOI) forms for each committee member are available on our website. The Chair ensures members declare any conflicts of interest relating to specific agenda items at the start of each meeting. Members with relevant conflicts for items on the agenda are excluded from voting and in the event of this occurring, their voting exclusion and conflict is noted in the minutes.

WORK PROGRAMME & PROGRESS IN 2021/22

Meetings of the Committee

Having adapted to flexible ways of working (including online meetings) in 2020/21, Community Pharmacy Lincolnshire amended its meeting schedule to include both face-to-face and online meetings for this financial year. During the year, the Committee has met on six occasions. To ensure maximum economy, efficiency and effectiveness, the committee holds six bi-monthly meetings a year, two of which are held virtually on Teams, with placeholders for online evening meetings for the intervening months to be used if required. Details of [Committee Meeting dates, agendas and minutes](#) can be found on the website.

Committee Members are required to attend the LPC meetings regularly as per the constitution, which is available on the website. It is LPC policy that members who are working on behalf of the LPC should not be financially disadvantaged for performing those activities on behalf of pharmacy contractors. A breakdown of members' attendances and expenses is provided in the table below. It should be noted that over the last year arrangement of locum cover has been particularly difficult; therefore, some members unable to attend meetings in person were able to read papers, feedback via email and vote by proxy on key issues. A copy of member's meeting attendance and expenses claims is detailed below. Please note, backfill is sometimes claimed by members for work completed outside of meeting dates, for duties such as MP visit attendance or Market Entry related paperwork. The Chair and Treasurer receive a small salary to cover regular work completed outside of committee meetings as noted in the accounts.

Name	Role	Attendance 2021-2022						Expenses Backfill and Travel
		18-May Half day online	20-Jul Half day online	23-Sep PM & AGM	25-Nov All day	20-Jan Half day online	17-Mar All day	
		COVID-19						
Paul Jenks	Chair						x	£773.76
Marc Brooks	Vice Chair							£900.00
Chris Kenny	Treasurer	x						£1,100.00*
Robert Severn	Governance Lead	x						£353.50
Blazej Jasnowski					x			£312.50
Chirag Ahir		x	x	x		x		£240.00
Chris Mulimba						x		£859.40
James Stout		N/A	N/A	N/A			x	£319.45
John Broomhead								£900.00
Jon Norman						N/A	N/A	£550.00
Milena Krusinska		N/A	N/A	N/A	N/A			None
Sai Koneru		x	N/A	N/A	N/A	N/A	N/A	None

x Apologies
 Part Attended
 Attended

*To note, Chris Kenny was paid additional backfill time to work on Market Entry responses discussed at meetings outside of committee meeting time, as agreed by committee.

Sub-Committees/Groups

There are currently no active sub-committees or groups. The Governance Lead, detailed on the website, has the power to convene a governance committee as and when required. The committee can choose to set-up groups and committees as required, subject to committee agreement.

Finance Matters

Community Pharmacy Lincolnshire's finances remained sound throughout 2021/22, as is reflected in the Treasurer's report. Financial planning aims to maintain a suitable working capital balance and retain an appropriate reserve balance in alignment with strategic plans to enhance the profile of community pharmacy in Lincolnshire.

Community Pharmacy Lincolnshire continued to take a fixed levy to deliver value for contractors and enable effective and agile financial planning for current and future strategies. Discussions regarding payment holidays were (and remain) a standing item on the agendas for committee meetings.

A modest levy increase is being proposed for 2022/23, to reflect increased costs due to inflation and workforce pressures on backfill rates, as well as the ongoing increased workload relating to Integrated Care System development and engagement in Lincolnshire. The levy has been set at £120,000 since April 2014, to reduce previously higher reserve levels; these are now down to the required level, but working costs have increased. It is therefore anticipated that the proposed levy

increase will be to around £130,000 per annum, representing an approximately 8.3% increase overall or around 1% per year.

The zero-base budget produced for 2021/22, was reviewed, updated and presented at the November 2021 Committee meeting, providing a balanced forecast budget and reserve levels within the recommended parameters for LPCs.

The annual accounts can be viewed on the website under [Community Pharmacy Lincolnshire Finance](#).

Health System Engagement

The LPC continued to employ flexible ways of working across the healthcare system, to further strengthen the voice of community pharmacy within the county and the wider Midlands region.

The Midlands Medicines and Pharmacy Co-ordination Group (MaPCOG) formed in 2021/22 continued, with LPCs and the NHSE&I Midlands teams (East and West) meeting twice weekly to discuss policy changes, issues, and plan solutions to increase resilience and address some of the challenges being faced by pharmacies during the pandemic. These meetings continue to be an invaluable opportunity for liaison with colleagues from the NHSE&I teams and to share insights across the Midlands LPCs. These will move to once per week for the next financial year.

Within Lincolnshire, we continue to attend the ICS Pharmacy and Prescribing meetings, enabling us to take a similar approach at a more local level, allowing us to work with Lincolnshire ICS and CCG and provide clarity on pharmacy issues.

The direction of travel within the NHS is towards Integrated Care System (ICS) delivery of health and well-being services (based on a PCN footprints) due to commence from 1st July 2022. Regular attendance at meetings, advice and input has continued to develop the position of community pharmacy within the ICS. We have highlighted to the ICS that community pharmacies do not align fully to PCN locations in Lincolnshire, which can cause confusion for patients. We are therefore engaged with the ICS to ensure that services are commissioned widely, ideally on a county basis but as a minimum based geographically on clusters of PCNs, to minimise patient confusion and potential health inequalities.

The proposed Lincolnshire ICS is co-terminus with the Community Pharmacy Lincolnshire footprint, which has more easily facilitated inclusion of pharmacy's voice in the development of integrated working across the system. The Lincolnshire ICS will take delegated responsibility for commissioning of Pharmacy, Optometry and Dental Services in 2023/24, working towards this in shadow form during 2022/23. Over the year we have worked with representatives from the 'Four Pillars of

Primary Care' being pharmacy, general practice, ophthalmology and dentistry to approach the ICS as one voice, with the aim of strengthening the voice of primary care within the ICS to try and rebalance the historic focus on secondary care within the county.

Working with the other pillars of primary care, Community Pharmacy Lincolnshire now meets bi-monthly with ICS representatives and LMC Representatives, allowing us to further strengthen relationships and support the development and roll-out of services. We are part of an operational working group with the CCG which will develop to be included in the ICS structure. We also continue to push for representation at a more strategic level within the Clinical Directorate. Although this work was disrupted by the urgent need to deliver Covid-19 vaccine booster during late 2021/early 2022, momentum is being gradually restored.

The importance of the role of community pharmacy within Primary Care Networks (PCNs) has developed as part of the Pharmacy Quality Scheme and significant work was undertaken to support contractors and Community Pharmacy Primary Care Network leads. As of 31st March 2021, there was a full complement of PCN Leads. However, we are aware that the creation of a new PCN next financial year creates a gap in CP Leads. Our website provides comprehensive information about PCN membership.

The past year has seen increased requests for PCN Community Pharmacy Lead engagement with PCN boards in some areas. We have noted and continue to highlight that PCN Community pharmacy leads are only funded for limited work relating to PQS and have no additional capacity to complete PCN related work, meaning future PCN Community Pharmacy Lead integration in the requires a long-term, funded, strategic plan from the ICS. Boston PCN have also escalated our concerns relating to the need for backfill to enable PCN CP Lead engagement to the ICS/CCG, in highlighting the need for a strategic solution to funding PCN Community Pharmacy Lead engagement with the CCG/ICS in the longer term.

Members, Officers and employees of Community Pharmacy Lincolnshire continue to represent Lincolnshire community pharmacy contractors, with membership of and/or representation on the following bodies:

- Integrated Care System Bi-Monthly Development Meeting
- Midlands Medicines and Pharmacy Co-ordination Group (MaPCOG)
- Lincolnshire Pharmacy and Prescribing Cell
- Lincolnshire Prescribing and Clinical Effectiveness Forum (PACEF)
- East Midlands Clinical Senate Council (representing East Midlands LPCs)
- PSNC Rural Working Group (national)
- Pharmacy Competency Group (national)
- Lincolnshire STP Pharmacy and Prescribing Group/Board
- Lincolnshire Antimicrobial Stewardship Group

- Lincolnshire CD LIN
- Lincolnshire LPN
- Lincolnshire H&WB PNA Committee
- Lincolnshire Seasonal Influenza Planning Group
- Lincolnshire Integrating NHS Pharmacy and Medicines Optimisation (IPMO) working group
- Lincolnshire System Improvement Programme Clinical Working Groups

Local University and Academic Engagement

The Lifeguard Project

CPL are supporting this innovative project, designing a potential support service in pharmacies for domestic abuse victims and those experiencing suicidal thoughts. Chris Kenny, Superintendent Pharmacist at Lincolnshire Coop Pharmacies and Treasurer of CPL and Tracey Latham-Green, Chief Officer, CPL will sit on regular meetings with the University Steering Group.

University of Lincoln Research Group

The Chief Officer of CPL has been appointed as a Visiting Senior Fellow at the University of Lincoln, which will allow a relationship to be built between the University and CPL that could be useful for future service development and upskilling opportunities.

Contractor Engagement and Support

Engagement with contractors continues via the weekly newsletter circulation, including upcoming deadlines, shared directly to registered mailboxes, via twitter, Facebook and the website (which was transferred to a new platform via the PSNC upgrade in autumn 2021) As one of the first four LPCs to change to the new platform this ensured our contractors had improved access to resources as early as possible. The weekly newsletter continues to provide a summary of key interest areas for contractors including upcoming deadlines and available training and resources.

We worked with regional LPC partners to share online training to assist in NMS, DMS and GP-CPCS service implementation.

Quality Payments

Community Pharmacy Lincolnshire continued to provide support to contractors to maximise any potential payments available through the Quality Payments Scheme. Significant work was undertaken to support appointment of Community Pharmacy PCN leads to ensure that all eligible pharmacies were able to claim this aspect of PQS.

GP referral to CPCS Roll-out

The Chair and Chief Officer worked closely with the LMC to develop a toolkit for the GPCPCS roll-out across the county and continue to work in this area with CCG and NHSE colleagues

Funding was accessed externally to purchase a copy of The Little Book of Red Flags and The Minor Illness Manual for each contractor, to assist with assessment and management of minor conditions and the roll out of GP referral to CPCS. Webinars for both pharmacy staff and GPs were offered.

Public Engagement

The public facing webpage, created last year, continues to promote community pharmacy in Lincolnshire ensures maximum visibility of community pharmacy across the county. Patients landing on the CPL website homepage are prompted via a pop-up window to visit the public facing website at www.lincolnshirepharmacies.co.uk. The public facing website is also clearly highlighted on CPL's Facebook page. The website is designed to signpost and link patients to centrally managed NHS pharmacy resources as well as show the locations of pharmacies within the county.

Despite covid restrictions which impacted face-to-face engagement throughout the year, the Chief Officer was able to attend a Healthwatch event in November 2021, where she was able to promote the work and important role of community pharmacies in the county.

Parliamentary Engagement

Following regular correspondence, updating MPs on the work of community pharmacies and their importance to population health and well-being, four MPs visited Lincolnshire pharmacies in 2021/22. Gareth Davies MP visited Well Pharmacy in Grantham in July 2021 and then in January 2022, Sir John Hayes visited Lincolnshire Coop Holbeach Pharmacy and Matt Warman, MP for Boston, visited the Lincolnshire Coop Parkside Pharmacy and Covid-19 booster vaccination site. Dr Caroline Johnson visited the Independent Clover House Pharmacy (formerly Gohil's) in Sleaford in February.

Overall, these visits allowed CPL to highlight the importance of the work that pharmacies are doing and the vital support they give to populations, both directly related to healthcare and also more widely in terms of social impacts. The role of pharmacies in things such as long-term condition management support, care for vulnerable populations, and potential reduction in re-offending via methadone maintenance treatment and accessibility, particularly during the pandemic when isolation and loneliness was an issue for many patients were discussed. We also shared our concerns around inadequate resourcing of community pharmacies, providing a briefing showing the impact of flat funding on the sector, pressing for MPs to push for greater funding at Westminster and highlight the important role of pharmacies in the NHS long term plan and wider society. Summary briefings were provided to MPs both in hard copy and via email covering the key areas for

their reference. We continue to engage with MPs, who also offered support in progressing ICS relationship building across the county.

Pharmacy Applications

Where requests for comment were received, the committee continued to provide appropriate responses based upon the views of contractors. Applications during this period included changes of ownership, consolidations, no significant change relocations and an application for a distance selling pharmacy. Community Pharmacy Lincolnshire were also notified of several permanent changes to contractors' supplementary hours during this period.

Pharmacy Local Services

Community Pharmacy Lincolnshire carried on its work with public health commissioners to ensure that services continued to be delivered to the standards demanded by community pharmacy contractors for service users, including work looking at potential local service commissioning by the new Integrated Care System, due to come into being in July 2022. This included suggestions around healthy living support and frailty related services. The need to commission on a county wide or location basis rather than a PCN basis was highlighted, reflecting patient understanding of pharmacy services

Pharmaceutical Needs Assessment (PNA) 2022

The Pharmaceutical Needs Assessment (PNA) is a crucial part of the market entry system, and supports commissioning decisions based on patient needs, it is important that Health and Wellbeing Boards (HWBs) prepare PNAs to national comparable standards. During the year, CPL assisted in distribution of the contractor survey for the next PNA. The Chair and Chief Officer sat on the steering panel for PNA drafting, commenting extensively on the first draft of the document, despite very tight timelines. The draft PNA is due to go out for consultation in the next financial year from 19th April until 20th June 2022.

SUMMARY AND WORK PLAN FOR 2022/23

Like the previous year, 2021-22 was a very busy year for Community Pharmacy Lincolnshire; the COVID-19 pandemic still impacted progress in many areas relating to future health and care systems in the county while also adding workload relating to COVID-19 itself. However, new ways of working facilitated during the pandemic have continued relationship developments across the region with neighbouring LPCs, NHS representatives and wider health and care professionals. The pace of change and demand on the committee's, officers' and employees' time was, and continues to be, significant. We continued to devote time and effort to ensuring that pharmacy contractors in Lincolnshire could continue to deliver services to their patients, and to look critically at the services currently being commissioned, with a view to ensuring that these were safe, effective and adequately funded. This work will continue in 2022/23.

Stakeholders are continuing to seek to discuss ideas and concerns earlier, allowing for outcomes beneficial to contractors. After a positive year working with the ICS representatives in the county, and with primary care local committee representatives for dentistry, ophthalmology and general practice, we will further fortify these relationships and benefits in 2022-23.

As we move into 2022/23 we will continue to support contractors in relation to service development, including the wider roll out of the Community Pharmacy Consultation Service to include GP referrals, through continued liaison with the LMC and CCG/ICS with the aim of maximising service potential. We have appointed a GP-CPCS Implementation and Support Lead on 15 hours per week on a fixed term contract, utilising external funding, to further develop this roll-out over the first six months of the new financial year. This year we also hope to see ULHT roll-out the Discharge Medicines Service, which as an essential service should see improved patient outcomes, growth of interprofessional networks and an increase in income for contractors across the county.

We continue to encourage the CCG/ICS to make ULHT's role in Discharge Medicine Service roll-out a priority, as it should positively impact patient outcomes and the system as a whole and are encouraged that the IT solutions appeared to be in place ready for a potential roll-out in Spring/Summer 2022.

As healthcare systems continue to evolve, the activities and approaches of LPCs and the PSNC must do so too. The committee of Community Pharmacy Lincolnshire continue to look at how we can best serve contractors in a large rural county, being mindful of national changes and recommendations. However, with progress paused due to the COVID-19 pandemic, the Wright Review recommendations are due to be considered by contractors in May 2022. As an LPC we will engage with PSNC and share information with contractors through the usual routes, as well as ensuring that our ideas and concerns are heard.

I would again like to take this opportunity to formally thank the members of the LPC committee for their hard work and devotion during the year. In particular, I would like to share my gratitude for the support of Marc Brooks (Vice Chair) and Chris Kenny (treasurer).

I would also like to extend this to Tracey Latham-Green, our Chief Officer and to Hazel Sisson, our Administrative Assistant for her continued hard work.

ASSURANCE STATEMENT

I confirm that the committee has met its duties and recommend that the committee continues its work under the terms of the constitution.

Paul Jenks
Chair of Community Pharmacy Lincolnshire

March 2022