



Minutes of the Meeting held Thursday 21<sup>st</sup> July 2022  
via Microsoft Teams platform

Chair

Paul Jenks	CPL Chair and LPC Member CCA rep	PJ
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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
Christine Stafford	CPL Member CCA rep	CS
Rob Severn	CPL Member CCA rep (departed at 10.30am)	RS
Chris Mulimba	CPL Member Independent rep	CM

In attendance

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

Apologies

Marc Brooks	CPL Vice-Chair and LPC Member AIMp rep	MB
Milena Krusinska	CPL Member CCA rep	MK
Chirag Ahir	CPL Member Independent rep	CA

**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
CPPQ	Community Pharmacy Patient Questionnaire
CPWM	Community Pharmacy West Midlands
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
ICB	Integrated Care Board
ICSs	Integrated Care Systems
IPMO	Integrated Pharmacy and Medicines Optimisation
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
PCAG	Primary Care Advisory Group
PCCC	Primary Care Commissioning Committee
PCSE	Primary Care Support England
PEQ	Patient Experience Questionnaire
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.
<b>21/07/1</b>	<b>Welcome, introductions &amp; apologies</b>	
	<ul style="list-style-type: none"> <li>• Apologies passed onto the committee from MB, MK &amp; CA.</li> <li>• The committee was informed that RS was leaving at 10.30am to attend a CCA meeting.</li> <li>• Welcome and introductions were extended to CS by the committee</li> </ul>	
<b>21/07/2</b>	<b>Committee Governance</b>	
	Declarations of Interest (DOI) & Biography <ul style="list-style-type: none"> <li>• CS to forward a brief biography and photograph to TLG for the website               <ul style="list-style-type: none"> <li>○ CS completed a DOI and Confidentiality Agreement prior to this meeting.</li> </ul> </li> </ul>	All  CS, TLG

	<ul style="list-style-type: none"> <li>• PJ informed the committee that CA was in the process of stepping down from the committee.</li> <li>• RS commented that he will have to change his DOI before the next committee meeting. <ul style="list-style-type: none"> <li>◦ RS to forward revised DOI when changes are to be made.</li> </ul> </li> <li>• The committee acknowledged that there were no further changes to be made.</li> </ul> <p>Competition Law Guidelines</p> <ul style="list-style-type: none"> <li>• Milena and Christine to be shown a copy of the Competition Law Guidelines at September's committee meeting.</li> <li>• The committee acknowledged that there was no change to our stance on this matter.</li> </ul>	RS  PJ, TLG
<b>26/07/3</b>	<b>Notes from the previous meeting</b>	
	<p>Matters Arising</p> <p><i>Bank Signatory</i></p> <ul style="list-style-type: none"> <li>• PJ to collect bank card and card reader from HS when next in the Lincoln area.</li> </ul> <p><i>AGM Speaker</i></p> <ul style="list-style-type: none"> <li>• MB has confirmed Dr Ansari as a speaker for the AGM.</li> </ul>	PJ, HS
<b>26/07/4</b>	<b>Update from Chair and Chief Officer</b>	
	<p>TLG updated the committee on key work since the last meeting:</p> <p><b>Integrated Care System (ICS)</b></p> <p>The ICS came into being officially on 1<sup>st</sup> July. The Integrated Care Board will meet 6 times a year in public as will Primary Care Commissioning Committee (PCCC) – yet to be illustrated on a flow chart but we will receive one when available.</p> <p>As discussed in item 7, we have good representation and engagement with the ICS and we are working with partners in a number of areas. Referring to Figure 1.0 below, we should have representation on the Clinical and Care Directorate Strategic Board (POD reps) in the second, orange section and under other existing forums in the green, third section, on the Primary Care Advisory Group (PCAG).</p> <p>We also attend a monthly transition operation group and have input to the 3 IPMO groups –</p> <ul style="list-style-type: none"> <li>• JB (Polypharmacy)</li> <li>• MB (Mental Health)</li> <li>• PJ (Opioids)</li> </ul>	

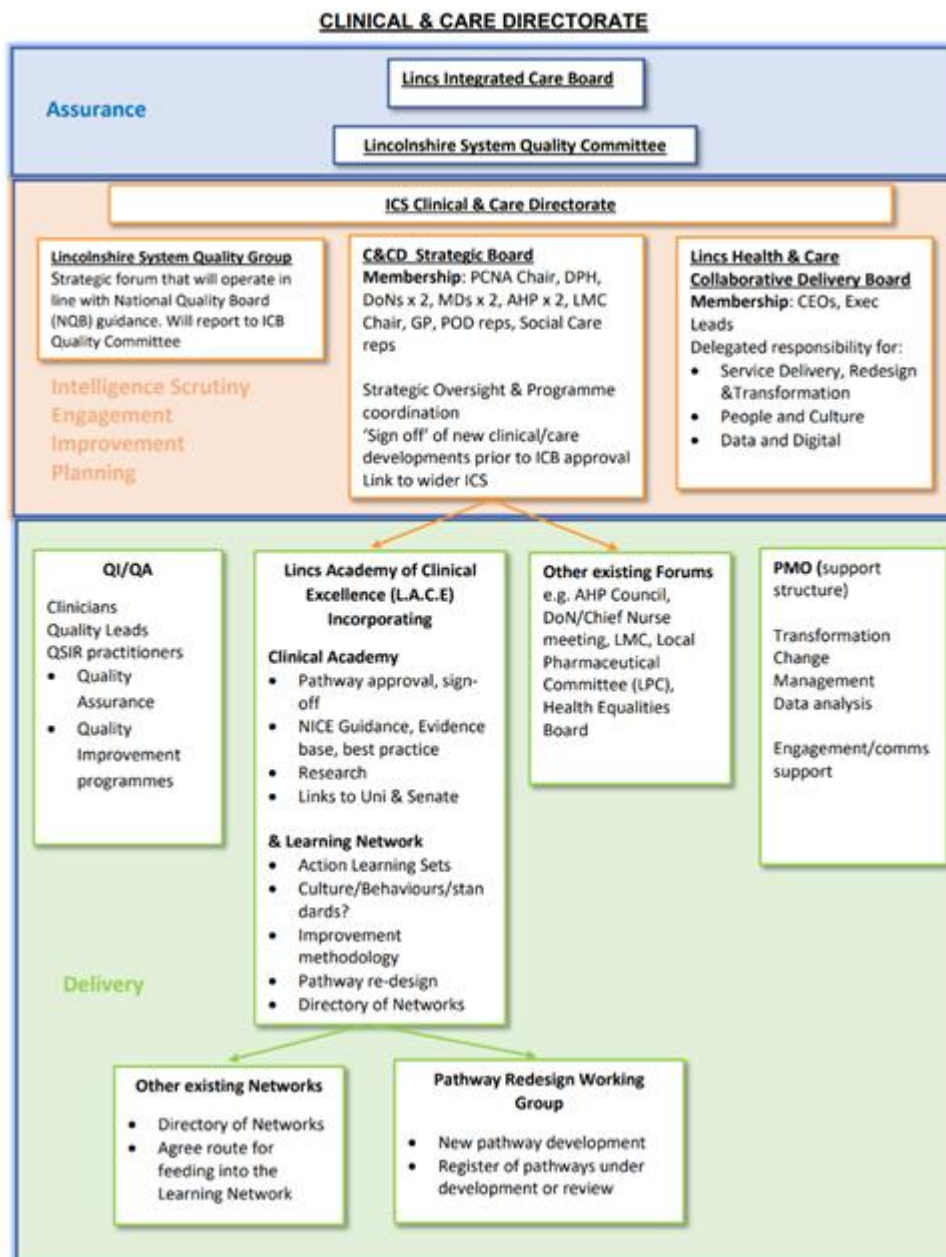


Figure 1.0 Clinical and Care Directorate Structure

CO met with the four pillars of primary care on 20<sup>th</sup> July where we received an update from John Turner, Chief Executive and Sandra Williamson, Director for Health Inequalities, Prevention and Regional Collaboration, on progress around both transitional, practical arrangements and the strategic representation. CO also met with Sarah Jane Mills, Head of the Directorate of Primary Care, Community and Social Care. I noted the need to ensure POD input remains in the orange level on the chart so there is not too much distance between the ICB board and the four pillars of primary care, to ensure strategic decisions are appropriate for a sustainable health system across Lincolnshire.

The CCG failed to appoint a primary care member to the ICB so an interim solution is being sought, most likely Dave Baker GP will likely sit on the ICB and chair the Primary Care Advisory Group (PCAG) on which we sit, so there is

linkage between the two forums. It is envisaged that the PCAG will also feed into the PCCC and the operational group linked to implementation of things discussed at the PCAG (yet to be given a title). The PCAG will also act as an advisory committee for strategic decisions being made in the PCCC.

### **ICS - Local commissioning of Pharmacy, Optometry and Dentistry (PODs)**

In terms of the wider delegated commissioning and the system, this will be done on a regional basis. The five systems (Northamptonshire, Leicestershire, Nottinghamshire, Derbyshire and Lincolnshire) are meeting biweekly to co-produce the transition to POD commissioning. The operating model was signed off in June, now being integrated locally. NHSE/I, NHS Education, Digital and X are merging to reduce costs and workforce. The workforce will be reduced from 22,000 by 30-40% by 2024 (losing 6,000 to 8,000 posts). The ICS are concerned that key local contracting expertise may be lost so are keen to ensure the right people maintain in posts. There is a recruitment freeze as a result of this which means the Recruitment of the Band 8c pharmacist post for Lincolnshire will now need to be done locally instead of regionally, as was the plan to minimise costs/double working/interviewing. This has caused a further delay in recruitment which is disappointing.

### **ENT focussed Minor Illness Training**

Three training dates have been booked for a maximum of 20 candidates each (60 in total) as follows:

Tuesday 15th November – LINCOLN,  
The Showroom, Tritton Road, Lincoln, LN6 7QY Free parking on site  
<http://www.lincsymca.co.uk/the-showroom-lincoln/>

Monday 5th December - SLEAFORD  
New Life Centre, Mareham Lane, Sleaford Lincolnshire, NG34 7JP  
Free parking on site  
<https://newlifeconferencecentre.co.uk/>

Saturday 10th December - SLEAFORD  
The Source at Riverside Church, Southgate, Sleaford, NG34 7RY  
There is a public Car Park next door to the centre  
<https://source.riversidesleaford.org.uk/index.php>  
<https://www.riversidesleaford.org.uk/index.php/about-riverside/finding-us>

Those that expressed an initial interest have until 7<sup>th</sup> August to book their slots, then an open invite to contractors who have not yet booked will be circulated in the newsletter with a link to book remaining slots until full - on the basis of one place per contractor. If by the end of September there are free places, these will be allocated to those initial respondents who indicated a second place could be used.

This has been funded from the MOU funding. Once final numbers are known, otoscopes will be purchased – some of this cost may need to come from the HLP reserves (as agreed at last committee meeting), as we have been asked to set aside some monies for Tier 3 NHSE training venue costs (budgeted up to £1,264 incl). The shortfall is estimated at around £4,522 and there is £24,280 in the HLP reserves

The committee discussed and agreed that a reserve list would be formed to fill booked places were the attendee cancels. Booking confirmation will ask us to be informed of any cancellation and remind them that this training is funded from NHS money. Potential of including a penalty cost to be considered for any future training events.

### **MPs**

All MPs were sent an update letter, tweaked slightly to reflect whether they have visited pharmacy or not, with an example provided in the papers for this meeting. We received a positive response from Sir John Hayes, also attached. He was also one of only 6 MPs to engage in the debate on 21<sup>st</sup> June at Westminster Hall as per the Hansard circulated on 23<sup>rd</sup> June.

We will continue to maintain contact with MPs and ensure they understand what is happening in Community Pharmacy and what needs to be done to ensure a sustainable future.

The recent government changes have seen a new Health Secretary, Stephen Barclay and a change of Pharmacy Minister to James Morris MP, who has been MP for Halesowen and Rowley Regis since 2010 so as a Welsh MP may have some understanding of the system in Wales, which could be useful.

### **Lifeguard Pharmacy**

CK and TLG met with Josie on Monday 4<sup>th</sup> July. The 12 pharmacies have been sampled. Now that NHS Ethical Approval has been secured, CK has contacted them initially and we are working with the university to organise the training days prior to the pilot launch in the autumn.

### **CCA Vacancy**

James Stout has resigned but we have a new CCA member Christine. There still remains a CCA vacancy.

### **LPN Funding**

We are still awaiting a response from Jacqui Buxton re the LPN Funding.

CK updated the committee on a visit to Pharmacy2U ref. hub and spoke for independents:

- Independents and small group independents were shown around Pharmacy2U's Leicester site.
- 30 lines formed 80% of their top lines.
- Looking at ways of working in the future if legislations for hub and spoke outside of a company.
- A committee discussion followed.

PJ updated the committee ref. Rookery Lane and Opioids – CK had highlighted PJ spoke to Dave at Lincs Police.

	<ul style="list-style-type: none"> <li>• Reduced prescribing of opioids has resulted in less in the market for diversion.</li> <li>• PJ commented on the need to be mindful of how these items are stored and displayed.</li> <li>• A committee discussion followed</li> <li>• TLG commented on the importance of sitting on IPMO boards.</li> <li>• PJ commented that discussion would be allowed at source around the impact on pharmacy.</li> </ul>	
<b>21/07/5</b>	<b>Update on GPCPCS</b>	
	<p><i>Stuart Hellon – GPCPCS Lead – update and Q&amp;A</i></p> <ul style="list-style-type: none"> <li>• Stuart Hellon (SH) – GPCPCS Lead joined the meeting at 10.25am to provide the committee with an update on GPCPCS.</li> <li>• Introductions were undertaken between SH and the committee.</li> <li>• SH talked the committee through a PowerPoint presentation.</li> <li>• Following SH's presentation was provided with the opportunity to ask questions. <ul style="list-style-type: none"> <li>○ CK queried whether anything had been done to see what patient concerns are either locally or nationally? <ul style="list-style-type: none"> <li>▪ TLG responded that this could cause the potential of patients going direct to pharmacy resulting in lost income. Maybe wait until next year before contacting Health Watch.</li> <li>▪ PJ commented that the profile of patients nationally is they are happy with the service provided.</li> <li>▪ SH commented that high performers on referrals both GP's and patients are very happy.</li> <li>▪ SH commented that high performers use positive language when introducing the patient to the service.</li> </ul> </li> </ul> </li> <li>• PJ thanked SH and commented on the need to continue to keep chipping away.</li> <li>• SH left the meeting at 10.45am.</li> <li>• CK commented that SH is doing a good job.</li> <li>• PJ commented on a pragmatic approach.</li> <li>• CK commented on the need for information about the GPCPCS process should potentially be included in inductions for all pharmacy team members.</li> </ul>	
<b>21/07/6</b>	<b>Finance Update</b>	
	<p>Finance report (including payments list)</p> <p><i>Changes to Backfill Rates</i></p> <ul style="list-style-type: none"> <li>• CK briefed the committee around the background of meeting paper 6. <ul style="list-style-type: none"> <li>○ It was recommended that the backfill rate was reduced to £30 per hour from 1<sup>st</sup> August 2022. <ul style="list-style-type: none"> <li>▪ This is the East Midlands average and would bring us in line with Notts LPC.</li> </ul> </li> <li>○ Need to reduce costs following YES vote. <ul style="list-style-type: none"> <li>▪ Still awaiting final figures of PSNC levy.</li> <li>▪ It was acknowledged that it is the role of CPL to ensure we are putting the right amount of pressure on PSNC as to how they are supporting Contractors.</li> </ul> </li> </ul> </li> <li>• PJ proposed the reduction in backfill rates from 1<sup>st</sup> August to £30.</li> </ul>	

	<ul style="list-style-type: none"> <li>○ CK seconded the motion.</li> <li>○ The committee all voted in favour.</li> <li>● CK commented that we still had not received the PSNC invoice.</li> </ul> <p><i>Annual Accounts</i></p> <ul style="list-style-type: none"> <li>● The committee was informed that TLG had made enquires with two alternative accountants. <ul style="list-style-type: none"> <li>○ One had quoted double what we currently pay.</li> <li>○ The second had not responded.</li> </ul> </li> <li>● A committee discussion followed around deadlines.</li> <li>● The committee was informed that the annual accounts have been formulated, with just a few tweaks needed. <ul style="list-style-type: none"> <li>○ Draft accounts will be available on our website by 15<sup>th</sup> August.</li> </ul> </li> <li>● It was acknowledged that the PDF version of the accounts for 2020-2021 needs to be replaced on our website with the approved version rather than the current draft version. <ul style="list-style-type: none"> <li>○ HS to follow up with CK early August.</li> </ul> </li> </ul> <p><i>Payments list</i></p> <ul style="list-style-type: none"> <li>● CK talked the committee through the accounts spreadsheets.</li> <li>● The committee approved the payments list for May-June.</li> </ul>	HS, CK
<b>21/07/7</b>	<b>PSNC Review Contractor Vote Impact</b>	
	<p>Discussion and decisions – includes Committee size reduction 12 to 10 – Reference to items 6, 8 and 9.</p> <ul style="list-style-type: none"> <li>● TLG briefed the committee around the background of meeting paper 7. <ul style="list-style-type: none"> <li>○ YES vote confirmed.</li> <li>○ Changes will take place from April 2023.</li> <li>○ Our constitution allows for the committee to make changes to its size.</li> <li>○ Terms of service changed to 12 years. <ul style="list-style-type: none"> <li>▪ Forward planning needed for succession roles.</li> <li>▪ Clinical support role possibly needed.</li> </ul> </li> <li>○ CPL has less than 200 contractors but is co-terminus with ICS. <ul style="list-style-type: none"> <li>▪ Links with ICS need to be continued.</li> </ul> </li> <li>○ PSNC toolkit is still awaited.</li> <li>○ An additional 8% of current budget to be potentially taken by PSNC. <ul style="list-style-type: none"> <li>▪ Possible suggestions of how this could be budgeted for include: <ul style="list-style-type: none"> <li>● Reduction in committee size to 10. <ul style="list-style-type: none"> <li>○ This would allow for a range of: <ul style="list-style-type: none"> <li>▪ 2 Independents</li> <li>▪ 4 AIM</li> <li>▪ 4 CCA</li> </ul> </li> </ul> </li> <li>● Change meeting schedules: <ul style="list-style-type: none"> <li>○ 3 virtual meetings</li> <li>○ 3 face-to-face meetings</li> </ul> </li> <li>● Alternative meeting venues.</li> <li>● Reduction in back-fill rate.</li> </ul> </li> <li>▪ Proposed budget included in meeting paper 7.</li> </ul> </li> </ul> </li> </ul>	



	<ul style="list-style-type: none"> <li>• £479 short – but this provides leeway.</li> <li>• Reduction in committee size has been previously discussed and approved.</li> <li>• The committee voted on the proposed changes to move to 3 face-to-face meetings and 3 virtual meetings. <ul style="list-style-type: none"> <li>○ Proposed by CK</li> <li>○ Seconded by JB</li> <li>○ Committee all voted in favour of these changes.</li> </ul> </li> </ul>	
<b>21/07/8</b>	<b>Appt Letters Chair &amp; Treasurer from April 2023</b>	
	<p>For discussion and approval</p> <ul style="list-style-type: none"> <li>• Conflict of Interest were declared by PJ and CK.</li> <li>• TLG briefed the committee around the background of meeting paper 8.</li> <li>• The committee considered and discussed the draft Letter of Appointment for the role of Chair. <ul style="list-style-type: none"> <li>○ The committee agreed that if required a Clinical Director post could be lifted from the Chair's Letter of Appointment if required.</li> <li>○ The committee was informed that the job description was sourced from PSNC.</li> <li>○ It was acknowledged that there was no clause for the Chair to step down by his choice. <ul style="list-style-type: none"> <li>▪ Need for mutual termination requiring 12 weeks' notice by either party. <ul style="list-style-type: none"> <li>• The committee agreed that they are happy for this clause to be added to both the Chair and Treasurer Letter of Appointment.</li> </ul> </li> </ul> </li> <li>○ Time commitment should include holidays and within confines 'averaged over the year appropriately'. <ul style="list-style-type: none"> <li>▪ Annual Leave is not paid.</li> <li>▪ Possibility of work to rule was discussed. <ul style="list-style-type: none"> <li>• This is for work over and above the role of Chair.</li> </ul> </li> </ul> </li> <li>○ Flat fee to be uplifted with annual pay review.</li> <li>○ Not pensionable.</li> <li>○ Timesheets would be requested as required if a new person entered the role.</li> </ul> </li> <li>• The committee was asked to vote on the Letter of Appointment for the role of Chair: <ul style="list-style-type: none"> <li>○ CM proposed.</li> <li>○ CK seconded.</li> <li>○ The committee approved.</li> </ul> </li> <li>• The committee considered and discussed the draft Letter of Appointment for the role of Treasurer. <ul style="list-style-type: none"> <li>○ Ability for the Treasurer to resign will be added.</li> <li>○ Point concerning holidays will be added to mirror those previously discussed for inclusion in the Chair letter.</li> <li>○ The committee was informed that the Treasurer role was sourced from PSNC.</li> </ul> </li> <li>• The committee was asked to vote on the Letter of Appointment for the role of Treasurer: <ul style="list-style-type: none"> <li>○ PJ proposed.</li> <li>○ JB seconded.</li> <li>○ The committee approved.</li> </ul> </li> <li>• The committee was informed that these Letters of Appointment would be in place from April 2023.</li> <li>• PJ thanked TLG for this piece of work.</li> </ul>	TLG

21/07/9	<b>Meeting Schedule &amp; Venue adjustment proposal</b>	
	<p>For discussion and approval</p> <ul style="list-style-type: none"> <li>• The committee was briefed around the background of meeting paper 8.</li> <li>• The committee discussed the proposals for cheaper venues. <ul style="list-style-type: none"> <li>○ Following discussion, the committee agreed to try: <ul style="list-style-type: none"> <li>▪ The Showroom – Lincoln (£26.40 option) for March’s committee meeting</li> <li>▪ New Life – Sleaford for May’s committee meeting.</li> <li>▪ Washingborough Hall – possibly for September’s committee meeting &amp; AGM.</li> </ul> </li> </ul> </li> <li>• The committee discussed changing the date of the meetings from a Thursday back to a Tuesday. <ul style="list-style-type: none"> <li>○ Primary Care meetings are generally held on a Thursday.</li> <li>○ RS usually has CCA meetings on a Thursday.</li> <li>○ One of the reasons moving from a Tuesday to a Thursday was because Washingborough Hall was not open on a Tuesday.</li> <li>○ Following discussion, the committee agreed to move meeting dates to a Tuesday for 2023.</li> </ul> </li> <li>• The committee voted on the proposed change to move meetings to a Tuesday. <ul style="list-style-type: none"> <li>○ Proposed by CK</li> <li>○ Seconded by JB</li> <li>○ Committee all voted in favour of this change.</li> </ul> </li> </ul>	
21/07/10	<b>AGM Planning URGENT</b>	
	<p>For information</p> <ul style="list-style-type: none"> <li>• The committee discussed potential topics for the AGM. <ul style="list-style-type: none"> <li>○ ENT – managing patients’ expectation in pharmacy.</li> <li>○ Hypertension – how we work around correct service.</li> </ul> </li> <li>• MB had passed on comment that Dr Ansari had suggested anti-biotic prescribing for ENT issues but would probably be happy to talk about Hypertension.</li> <li>• The committee discussed and agreed on the topic suggested by Dr Ansari. <ul style="list-style-type: none"> <li>○ CS commented that anti-microbials and ENT would link to GPCPCS and funded training.</li> </ul> </li> <li>• TLG to liaise with MB to go back to Dr Ansari.</li> <li>• Invites to AGM will go out next week.</li> </ul>	TLG, MB
21/07/11	<b>Appointing a new independent member</b>	
	<p>For information</p> <ul style="list-style-type: none"> <li>• TLG informed the committee that she had visited an Independent during an MP visit. <ul style="list-style-type: none"> <li>○ The Independent had expressed an interest of potentially joining at the next voting round.</li> </ul> </li> <li>• PJ had spoken with CA in line with the Constitution about his attendance at meetings.</li> <li>• CA is potentially stepping down due to challenges with cover and workplace pressures. <ul style="list-style-type: none"> <li>○ CA will potentially step down if we have an Independent to take his place. <ul style="list-style-type: none"> <li>▪ Could possibility fill this gap for the rest of the term.</li> <li>▪ New voting process starts in April 2023.</li> </ul> </li> <li>○ CA is keen to sit on the committee but is facing various challenges.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• The committee was informed that this had been checked with RS as Governance Lead. <ul style="list-style-type: none"> <li>○ Notify contractors of vacancy in newsletters.</li> <li>○ If no interest, we could co-opt.</li> </ul> </li> <li>• The committee confirmed that they are happy to proceed with this process.</li> <li>• PJ reminded the committee of the need to be robust in member attendance as per the Constitution. <ul style="list-style-type: none"> <li>○ Information on attendance is shared in the annual report,</li> </ul> </li> </ul>	TLG
<b>27/07/12</b>	<b>GPCPCS Post</b>	
	<p>Discussion and decision</p> <ul style="list-style-type: none"> <li>• TLG briefed the committee around the background of meeting paper 12.</li> <li>• The committee discussed the possibility of offering SH a 6-month extension to carry on work relating to GPCPCS.</li> <li>• The committee considered a change in job title to: <ul style="list-style-type: none"> <li>○ GPCPCS &amp; Support Service Implementation Lead.</li> </ul> </li> <li>• Following discussion, the committee agreed that they would be happy for the extension to be offered to SH.</li> <li>• TLG to speak with SH and formally offer him a 6-month extension to continue work relating to GPCPCS.</li> </ul>	TLG
<b>27/07/13</b>	<b>AOB</b>	
	<p><i>PSNC Regional Representative Update</i></p> <ul style="list-style-type: none"> <li>• PJ provided the committee with background information regarding our PSNC Regional Rep (Lindsey).</li> <li>• The committee was informed that Lindsey wants to attend our committee meeting in November.</li> <li>• The committee was referred to a document circulated prior to the meeting as an AOB item. <ul style="list-style-type: none"> <li>○ The committee was asked to provide feedback which could be forwarded to PSNC Regional Rep.</li> <li>○ Feedback requested to be sent to TLG by midnight Monday 25<sup>th</sup> July to enable a CPL response to the five points in the document to be formulated and sent.</li> </ul> </li> <li>• The committee discussed the capacity to delivery. <ul style="list-style-type: none"> <li>○ Training burden is on contractors.</li> </ul> </li> </ul> <p><i>Lincolnshire County Council (LCC) flu vaccination programme</i></p> <ul style="list-style-type: none"> <li>• TLG read out an email from LCC to the committee about the LCC Flu Vaccination Programme.</li> <li>• The committee discussed: <ul style="list-style-type: none"> <li>○ CK commented that Lincolnshire Co-op had been approached by LCC but due to changes with NHS Flu vaccination (available to 50+) it is unlikely that Lincolnshire Co-op will be doing any private vaccinations this year.</li> <li>○ PJ commented that last year the payment offer was low.</li> <li>○ Information could be shared with Contractors – acknowledging that this was a private contract. <ul style="list-style-type: none"> <li>▪ Corporate vouchers could be purchased.</li> </ul> </li> </ul> </li> <li>• Following discussion, the committee confirmed that they would be happy for a response to be sent to LCC.</li> </ul>	<p>All</p> <p>TLG, PJ</p>

	<ul style="list-style-type: none"> <li>○ CPL will respond to LCC saying we would highlight this to Contractors but mention that Contractor's focus might be on NHS Flu Vaccinations.</li> </ul> <p><i>Sexual Health Team</i></p> <ul style="list-style-type: none"> <li>• The committee was informed that there was a meeting next week with the Sexual Health Team.</li> <li>• Potential risks to Contractors in this contract with Council. <ul style="list-style-type: none"> <li>○ Concerns will be raised.</li> </ul> </li> <li>• PJ briefed the committee around possible issues.</li> </ul>	
	<b>Meeting closed at 12.35pm</b>	
	<b>Date of Next full meeting</b>	
	Thursday 15 <sup>th</sup> September – Half-Day face-to-face meeting – Washingborough Hall Hotel – followed by evening AGM	All

## Action Log from July 2022 Meeting

Min No.	Action	Deadline	Resp.	Completion Notes
21/07/2	CS to send biography and photo to TLG for publication on the website	ASAP	CS, TLG	
21/07/2	RS to submit revised DOI before the next committee meeting when changes to his DOI have come into effect.		RS	
21/07/23	PJ to collect bank card and card reader from HS next time he is in the Lincoln area.		PJ, HS	
21/07/6	Approved version of annual accounts for 2020-2021 to replace draft version currently on website	ASAP	CK, HS	
21/07/8	Add additional point to both Chair and Treasurer Letter of Appointment concerning need for mutual termination rights giving 12 weeks' notice by either party.		TLG	Completed
21/07/10	TLG to liaise with MB around arrangements for Dr Ansari to speak at the AGM	ASAP	TLG, MB	Ongoing – 26.07.22 Dr Ansari has confirmed his attendance.
21/07/11	TLG to include Independent Committee Member vacancy in newsletter.	ASAP	TLG	
21/07/12	TLG to speak to SH to formally offer a 6-month extension to continue his work relating to GPCPCS	ASAP	TLG	
21/07/13	Response to five points on PSNC Regional Representative document	25.07.22	All	Completed
21/07/13	Response to be sent to LCC regarding Flu Vaccination Programme	ASAP	TLG, PJ	Completed

**Actions carried over from previous meetings.**

<b>Min No.</b>	<b>Action</b>	<b>Deadline</b>	<b>Resp.</b>	<b>Completion Notes</b>
16/3/5	Consider how to spend reserves and feedback		All	<p>Reserves allocated so far to</p> <ul style="list-style-type: none"> <li>• Virtual Outcomes licence for 21/22 (£2,000)</li> <li>• Additional PSNC payment for Wright review work (circa £747)</li> <li>• Potential underwriting of flu training if demand is found (£2,000).</li> </ul> <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.            19.05.22 – ongoing.            21.07.22 – ongoing – on agenda.</p>
23/9/3	Complete paperwork to withdraw money from PayPal	ASAP	CK, PJ	<p>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.            19.05.22 – Balance with PayPal to be used to pay travel expenses for Chair &amp;</p>

				CO. Chair & CO to provide details for PayPal payments. 21.07.22 – CK will follow up again, currently struggling to withdraw or use the funds in any way. CK & TLG to meet and attempt to resolve on 10.08.22.
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. 19.05.22 – CK advised that he had looked into this, commenting that it was easy to do as done now but would not involve a massive cost to use payroll management. The committee discussed the possible benefits and agreed that this should be adopted. CK to arrange. 21.07.22 – CK suggested we wait until after the Wright Review but suggested the need for another person to access basic payroll tools. JB to be shown. RS commented on the importance of another committee member knowing the process as a matter of governance and oversight. To be kept on agenda.
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. 19.05.22 – carried over. 21.07.22 – PJ commented that this would be left until next round of PQS. Watching brief at this point.
17/03/9	TLG will speak to Josie Solomon regarding appraisal of any training.		TLG	19.05.22 – ongoing

19/05/2	MK to be shown a copy of the Competition Law Guidelines.	ASAP	PJ, TLG	21.07.22 – Both MK and CS to be shown a copy of the Competition Law Guidelines at September's committee meeting.
19/05/3	Website PCN information to be updated to reflect merger of Newark Road Surgery with Portland Medical Practice.	ASAP	PJ, TLG	21.07.22 – TLG confirmed that the merger had been finalised. Changes have been made on website. PJ to move surgery on website maps.
19/05/3	CK to advise TLG of possible dates for Sir Edward Lee to visit Market Street – Gainsborough in July. TLG to contact Sir Edward Lee with the suggested dates.	ASAP	CK, TLG	Complete-12 <sup>th</sup> (pm), 13 <sup>th</sup> , 14 <sup>th</sup> July offered to Sir Edward in letter send early June. Await response.
19/05/14	TLG & CK to meet up to discuss data from EMAS and write a business case for potential Naloxone Service.		TLG, CK	Met with EMAS. Naxalone business case development is still on to do list when capacity allows. 21.07.22 - TLG commented that no one has used in Norfolk.