



Minutes of the Meeting held Tuesday 16th March 2023
at The Showroom, Tritton Road, Lincoln, LN6 7QY

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	MB
Chris Kenny	CPL Treasurer and Member AIMp rep	CK
Blazej Jasnowski	CPL Member AIMp rep (arrived at 9.55am)	BJ
John Broomhead	CPL Member AIMp Rep	JB
Christine Stafford	CPL Member CCA rep	CS
Rob Severn	CPL Member CCA rep	RS
Andrea Mudamburi	CPL Member Independent rep	AM
Chris Mulimba	CPL Member Independent rep	CM

In attendance

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

Abbreviations

4PPC	Four Pillars of Primary Care
CO	Chief Officer
CCG	Clinical Commissioning Group
CP	Community Pharmacy
CPAF	Community Pharmacy Assurance Framework
CPCL	Community Pharmacy Clinical Lead
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
HWB	Health and Wellbeing Board
ICB	Integrated Care Board
ICSSs	Integrated Care Systems
IP	Independent Prescriber
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
PCTOG	Primary Care Transitional Oversight Group
PDAF	Pe-Delegation Assessment Framework
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.
16/03/1	Welcome, introductions & apologies	
	<ul style="list-style-type: none"> Full committee in attendance. <ul style="list-style-type: none"> No apologies. 	
16/03/2	Committee Governance	
	Declarations of Interest (DOI) & Biography <ul style="list-style-type: none"> The committee acknowledged that there are no changes to be made to DOI's and/or Biographies. PJ reminded the committee to check and update their biographies if necessary. 	All

	<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. 	
16/03/3	<p>Notes from the previous meeting</p> <p>Matters Arising</p> <ul style="list-style-type: none"> PJ suggested that in the future, the committee read through the minutes and raise points for discussion prior to the meeting so that they can be included in the agenda for discussion rather than working through each page of the minutes at the start of each committee meeting. <ul style="list-style-type: none"> The committee approved. <ul style="list-style-type: none"> Action Log only to be printed as part of the meeting papers moving forward. TLG and RS (on behalf of Notts LPC) yesterday attended the CPWM meeting. <ul style="list-style-type: none"> RS commented on the benefit of networking for TLG. The costs of transport and costs of workforce was considered. West Midlands and East Midlands work differently. CPWM have been challenged to hold meeting at Notts LPC office next time. A committee discussion followed. The importance of engagement and attending future meetings was acknowledged. Monitor brief to ensure value for contractor spending and for governance. 	
16/03/4	<p>Finance update</p> <p>Finance Report (incl recent payments list)</p> <ul style="list-style-type: none"> CK briefed the committee. <ul style="list-style-type: none"> Management report, accounts spreadsheet and bank statements included in meeting papers. Bank accounts have been reconciled to February 2023. Movement in Number 2 Account is true to running costs. Standing item of payment holiday. <ul style="list-style-type: none"> CK suggested that we don't have a payment holiday at this time. <ul style="list-style-type: none"> RS queried where we are at with reserves? <ul style="list-style-type: none"> CK responded that we are currently at the 6 months reserves level as recommended by PSNC. MB proposed that we do not have a levy holiday. BJ seconded this motion. All committee members agreed. The committee was reminded of the Expenses Policy. <ul style="list-style-type: none"> Back-fill can be up to £30 an hour. <ul style="list-style-type: none"> Half-Day is 4 hours Full-Day is 8 hours. If a higher locum rate must be paid, evidence is required and authorisation for higher rate requested. The committee was requested to submit any expense claims by 6th April at the latest. <ul style="list-style-type: none"> PJ commented that by the end of the month would be preferable. Once accounts are closed for 2022/23 the committee was asked whether historic NRF 'pots' could be consolidated into one column called 	All

	<p>“Supporting Contractors” on the spreadsheet. These are currently recorded separately:</p> <ul style="list-style-type: none"> ▪ Emergency Supply Scheme ▪ Minor Ailments Scheme ▪ HLP ○ A committee discussion followed. <ul style="list-style-type: none"> ▪ RS commented that the original organisation who was the source of the monies no longer exists. ▪ PJ commented that we tried to spend the remainder. ▪ Monies to be spent in such a way that they honour the idea of what they were given for. ▪ CK commented that he is happy to merge these fully with no background accounting required. ▪ Governance to be maintained and monies used in such a way to provide best support for contractors. ○ The committee approved the consolidation of the historic NRF ‘pots’. • The committee had no questions regarding the accounts spreadsheets and approved the payments list. 	CK, HS
16/03/5	Update from Chair and Chief Officer	
	<p>ICS/CCG Update</p> <ul style="list-style-type: none"> • Both the CO and/or Chair have continued to attend relevant system meetings and events including Primary Care Advisory Group (PCAG), Clinical and Care Directorate Strategic Board and a Stakeholder Workshop on 8th March. The Vice Chair and CO will attend a virtual Stakeholder Panel to approve the appointment of the ICB member for primary care on 22nd March, to ensure that they have a wider understanding of primary care than just general practice and that they will be able to maintain engagement across primary care. This individual will chair the PCAG group (of which our Chair PJ is Vice Chair) and feed into and from the Strategic ICB Board. • In April 2023 the ICB will take on commissioning of Pharmacy, Dentistry and Optometry and we continue to work with the system and POD colleagues to ensure the transition goes as smoothly as possible. <p>New CPCL and Pathfinder</p> <ul style="list-style-type: none"> • Lincolnshire has appointed a Band 8c Community Pharmacy Clinical Lead (CPCL) Teresa Ogungbesan, whose background is in secondary care and as a PCN pharmacist, with experience as a locum in community pharmacy. We have been supporting her as far as possible and hope that she will be able to assist in raising the profile of and supporting community pharmacy in County. <ul style="list-style-type: none"> ○ RS suggested that Teresa is invited to a face-to-face committee meeting. <ul style="list-style-type: none"> ▪ PJ agreed that this was a good idea. • The CPCL has written and submitted an application for Pathfinder Pilot Funding. We did not have input into the application other than sharing a survey to assist in finding the location of prescriber pharmacists in county. We have now had sight of the bid, on which feedback was given by the LPN Chair Stephen Gibson, and the focus is on Minor Ailments associated with acute ENT conditions and CVD Prevention. It is our 	TLG

understanding that the pathfinder sites will likely be independent premises in Grantham and Sleaford, but we have no further information.

- A committee discussion followed.

MPs - Visit and support to PSNC

- Round Table Event - feedback from last committee meeting sent to George Foote. Have suggested a date of Thursday 18th May and he will look into logistics and get back to us.
 - Once date is approved, this will be circulated to the committee.
- MP Visit to take place on Thursday 30th March: Karl McCartney, who has been vocal in his support of fair funding for community pharmacy both in national press and signing the letter to the minister written by PSNC following our encouragement via email, will be visiting Newland Pharmacy. Vice Chair will attend.
- CO continues to support PSNC lobbying work.
 - Tuesday 21st March – PSNC Roundtable event at House of Commons, 4.30pm to 5.30pm.
 - TLG is trying to write emails today to encourage Lincolnshire MPs to attend, as requested by PSNC at short notice.

Contraceptive Pilot and National Tier 1 Service

- Since the last meeting the Chief Officer (CO) and Administrator have produced promotional materials and circulated these to four 'CP Leads' for the roll out: Jeff Law, John Broomhead, Josh Pinder and Nicole Murdoch to each support roll out in one of the four PCN areas in Lincoln where the pilot is operating. The CO met face to face with Jeff and Josh but has been unable to do this with John and Nicole due to time/work pressures. Information was shared via email to all CP Leads, giving a list of GP surgeries in the area and the contact at the PCN who has been working with our Services Development Lead on GPCPCS roll out. A suggested plan for engagement was provided. CO shared promotional resources with the University of Lincoln which are being distributed. The links on the promotional materials goes to the pharmacy contraception page where additional information will be added by the NHSE team when the national service goes live and if and when the pilot is extended.
- Whilst we have been reassured by NHS England that the pilot will be extended, if the start date of the new national contraceptive service is beyond March 31st, the PGD for the service will expire on 31st March and we are awaiting confirmation that this will be extended. There is also the added complication of the delay in the National Tier 1 service roll out – as if this is beyond 31st March PSNC are advising the government that no new services should be launched without proper funding for community pharmacy so this may have an impact.
- We are proposing to pause engagement with GP practices at 31st March. There was a delay in launch of the pilot until 6th February for several reasons and then a problem with NHSE provided website links, which meant promotion proper only got going mid-February - during half term. Additionally, currently it is the time of year when everyone is trying to use up their annual leave before 31st March which has added another complication to the roll out.

	<ul style="list-style-type: none"> Unfortunately, we are unable to continue funding CP Lead work around the contraceptive pilot and national service after 31st March without the permission of NHSE, as we are not allowed, at the moment, to spend any more of the non-recurrent funding money set aside after 31st March. The CO is working to see if we have to return the remaining funds or can continue into the next financial year, but is awaiting a response from Jacqui Buxton at NHSE. The CO has contacted the four CP leads suggesting that we pause promoting the pilot and take stock once we have more information about the transitional pilot extension etc. If they are currently working with a practice, the CO has advised them to continue this work until the end of March and explain the situation we are in regarding the pilot and PGD extension. The ICB CPCL is chasing an update re the PGD extension. The CO remains engaged with CP Leads and Stuart Hellon (SH) our Services Implementation and Development Lead. Any engagement has not been wasted time as we see this as a relationship building journey that we can continue to foster and build upon for this and other services. <p>Lifeguard Project: Suicide and Domestic Abuse support</p> <ul style="list-style-type: none"> The Lifeguard Pilot Project was formally launched on 23rd January 2023. There were around 4 Lifeguard suitable contacts in the first month in intervention pharmacies, which appears to highlight a need for the service. The CO also works on this project as a freelance Senior Visiting Fellow at the University of Lincoln outside of her CPL role so she will continue to keep the committee updated on the pilot. <p>Changes of Ownership</p> <ul style="list-style-type: none"> We noted at the meeting with the regional team on 7th March the importance of being advised of new ODS codes, so that we can update our communication databases and the public facing website. There have been a number of ownership changes advised in recent weeks and we suspect there may be more as larger chains are considering their position in the pharmacy market. <p>IPMO Leadership Group</p> <ul style="list-style-type: none"> Stephen Gibson (LPN Chair) confirmed that the work streams agreed at the IPMO Leadership Group were as follows: <ul style="list-style-type: none"> Pharmacy Faculty and Workforce (lead Kiran Hewitt) Quality and Safety (lead Sangeeta Bassi). Yinka is currently developing a System-Wide Medicines Safety Network. Digital, Innovation and Technology (lead Colin Costello) Sustainability and Medicines Value (lead Yinka Soetan) CPL Chair sits on this group and we will hear more about meeting dates etc soon. <p>Meeting dates and venues 2023</p> <ul style="list-style-type: none"> Circulated for information and available on the website. 	
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	<p>Anticipatory prescribing Palliative Care Team</p> <ul style="list-style-type: none"> PJ informed the committee that a question had been raised following on from a pilot on Isle of Wight where stock is held in Care Homes. A committee discussion followed. <p>PCAG</p> <ul style="list-style-type: none"> PJ informed the committee that PCAG aims to meet face to face in Sleaford 4pm to 5.30pm as part of it's monthly Wednesday meeting. <ul style="list-style-type: none"> Impact of changes to pharmacy contract and integration between GP & pharmacy. <ul style="list-style-type: none"> Funding needs to follow shift in services. Dedicated section now on PCAG to Pharmacy, Optometry and Dentistry. PJ commented that it is getting to the point of selective attendance at all possible meetings; PJ and TLG do not work full-time for CPL and demand for attendance can be high <ul style="list-style-type: none"> The practicalities of attending lots of face-to-face meetings was acknowledged by the committee. 	
16/03/6	Elections	
	<p>Timetable</p> <ul style="list-style-type: none"> TLG briefed the committee around the background of meeting paper 6. PSNC had provided guidance on the election process. <ul style="list-style-type: none"> The committee was briefed on the plans for the election process. <ul style="list-style-type: none"> Timelines set as 31st January for seat numbers: <ul style="list-style-type: none"> CCA – 4 AIMp – 4 Independent - 2 List of Independent Contractors will be circulated with self-nomination form to aid two supporting Independent Contractors to gained. If more that two Independent self-nomination forms are received this will lead to an election. CCA and AIMp will be notified of their entitlement. PJ commented that the CCA are currently going through the nomination process. <ul style="list-style-type: none"> AIMp will be going through a similar process. <p>Documentation</p> <ul style="list-style-type: none"> The committee approved the proposed documents these will be circulated in line with the timetable. 	TLG, HS
16/03/7	Draft Annual Report	
	<p>For discussion and approval</p> <ul style="list-style-type: none"> TLG briefed the committee around the background of meeting paper 7. The committee was asked to review the draft annual report for accuracy and feedback comments. A committee discussion followed. <ul style="list-style-type: none"> PJ commented that the number of groups we have worked with over the past year has increased not insignificantly The annual report shows what we offer to contractors. 	All

	<ul style="list-style-type: none"> Finances to be added and a final draft version will be brought to the committee in June 2023 for approval. 	TLG
16/03/8	Annual General Meeting	
	<p>Venue booked</p> <ul style="list-style-type: none"> TLG informed the committee that the venue had been booked. <ul style="list-style-type: none"> Washingborough Hall. <ul style="list-style-type: none"> The committee was reminded that the AGM would follow a full day committee meeting. <p>Decide on Speaker</p> <ul style="list-style-type: none"> The committee was asked for suggestions concerning a topic and potential speaker. <ul style="list-style-type: none"> In previous years topics have included Red Flags and Anti-Microbials. The committee discussed and agreed that a training event would be better for contractors. The committee acknowledged that we are not a training organisation but offering training attracts attendance to the AGM. <ul style="list-style-type: none"> Contraceptive Service. <ul style="list-style-type: none"> CK commented on the possibility of a Sexual Health Nurse. <ul style="list-style-type: none"> MB commented that Rob Vaughan (RV) (Lincs Co-op Pharmacist) would have possible contacts. <ul style="list-style-type: none"> MB commented that he was emailing RV now. PJ commented on the complex conversations this topic involved. <ul style="list-style-type: none"> Impacts and consequences to pharmacists could be an interesting topic. 'Understanding Oral Contraceptive Options' – could be the potential title of the presentation. No sponsorship is required. <ul style="list-style-type: none"> Suggestions for possible sponsorship options should be emailed to TLG. <ul style="list-style-type: none"> Maybe EllaOne® 	All
16/03/9	Services Implementation & Development Update	
	<p>GPCPCS Update, DMS and Contraceptive Pilot</p> <ul style="list-style-type: none"> TLG briefed the committee around the background of meeting paper 9. Proposed that a webinar be organised once a launch date for the contraceptive Tier 1 service is announced. A 'good practice for clinical record keeping' item to be included in the newsletter in the meantime. With regards to DMS, contact has been made with Mike from Notts LPC about who has got a DMS and not actioned, cross-referral. SH and TLG are also working with representative from Cambridgeshire Hospitals and NLAG to ensure cross border referrals are being actioned. ULHT still have no plan about DMS launch. <ul style="list-style-type: none"> Need three months' notice to prepare Lincolnshire contractors. PJ commented that there is a contractual obligation to accept a DMS referral. A committee discussion followed. CK commented that LPFT have switched on DMS on for everything apart from Clozapine. Support to provided to contractors rather than management. 	

	<ul style="list-style-type: none"> • TLG to add DOC renewal as a newsletter item. • The committee was informed that there is still the odd approach regarding engagement with GPCPCS. <ul style="list-style-type: none"> ◦ PharmRefer has been set up by SH in Spilsby, who are now doing 50 a month. ◦ SH is focusing on moving big users to PharmRefer, this system is easier for pharmacy. • SH's work has led to development of contacts with PCN Leads which will be beneficial for the future. • PJ suggested pulling together information regarding dropped referrals for publication in the newsletter. • A committee discussion followed. 	<p>TLG</p> <p>PJ, TLG, SH</p>
16/03/10	CPAF Questionnaire Support (June)	
	<p>For information and Discussion</p> <ul style="list-style-type: none"> • TLG informed the committee that a reminder had been published in the newsletter and had been made with those who hadn't completed. • Deepings St James will be having a visit on 31st March as they hadn't completed the CPAF questionnaire. <ul style="list-style-type: none"> ◦ Would be good to support contractor if requested. <ul style="list-style-type: none"> ▪ CK commented that he might be able to attend. • The committee was informed that NHS had asked contractors at a regional level to provide complaints data up until 31st March on the 31st March. <ul style="list-style-type: none"> ◦ They have since come back and extended the deadline until end of April. ◦ Fed back that this is not feasible and that maybe end of May would be a better option. ◦ A committee discussion followed. • The committee was asked to forward any key communications to TLG so that information could be included in the newsletter to remind contractors. • The committee discussed the need to log into NHSmail regularly, including personal NHSmail when in a branch the shared box might be used more frequently. <ul style="list-style-type: none"> ◦ JB suggested sending a test email from NHSmail regularly to ensure the account is kept active. 	All
16/03/11	Committee Effectiveness Survey Planning	
	<p>For Discussion, due to be completed June</p> <ul style="list-style-type: none"> • TLG briefed the committee around the background of meeting paper 11. • The committee was advised that this survey was adapted from one sourced online for TLG. • The committee was requested to view the Health & Safety statement which is published on the website under the Governance section. <ul style="list-style-type: none"> ◦ IT section, access to a VDU screen. <ul style="list-style-type: none"> ▪ Might have to look at IT spend for a VDU screen for CO. ◦ Lone working – have agreed check-ins. <ul style="list-style-type: none"> ▪ Standard processed other organisations follow. ▪ SH does not go to possibility difficult situations alone. • Links into CCA quarterly updates. • The committee was requested to complete the survey via Microsoft Forms. • Results will be compiled for discussion as the June committee meeting 	<p>All</p> <p>All TLG</p>
16/03/12	GLLEP Training	
	For Discussion and Decision	

	<ul style="list-style-type: none"> • TLG briefed the committee around the background of meeting paper 12. • Training opportunities available to organisations with under 250 members of staff. <ul style="list-style-type: none"> ○ Two schemes available: <ul style="list-style-type: none"> ▪ Help-to-Grow Course ▪ Mental Health and Productivity Pilot • TLG proposed that the information regarding this training opportunities are circulated to the relevant contractor emails. <ul style="list-style-type: none"> ○ The committee agreed. <ul style="list-style-type: none"> ▪ TLG will respond to Helene. 	TLG
16/03/13	AOB	
	<p><i>PCN Lead Roles</i></p> <ul style="list-style-type: none"> • The committee acknowledged that there was no funding for these roles. • PJ commented that there are currently 3 vacancies and queried what should CPL do? <ul style="list-style-type: none"> ○ RS commented on the possibly of removing names from the CPL website. <ul style="list-style-type: none"> ▪ Following discussion, it was agreed that the PCN Lead page would be hidden on website (page to be unpublished). • The committee discussed possible future requirements for PQS. <p><i>Budget VAT changes</i></p> <ul style="list-style-type: none"> • The committee discussed the changes and what it meant to pharmacy. <ul style="list-style-type: none"> ○ VAT exemption on healthcare will be extended to include medical services carried out by pharmacy staff directly supervised by a pharmacist from 1st May 2023. <p><i>Pharmacy IT Systems</i></p> <ul style="list-style-type: none"> • The committee discussed IT systems. • PJ and TLG to communicate queries around what comments are sent to GP Practices via a newsletter article. <ul style="list-style-type: none"> ○ Potential incomplete information logged on systems being sent to GP practices e.g., GPCPCS responses. ○ Report template needs to print out PharmOutcomes text box. ○ Inappropriate referrals being send to pharmacies <p><i>Covid boosters</i></p> <ul style="list-style-type: none"> • CK commented that we should be hearing soon which contractors are undertaking Covid boosters in the Spring. <p><i>Health Education England Stakeholder Event.</i></p> <ul style="list-style-type: none"> • CK and RS attended this event last week. • CK was a speaker talking about placements. • RS attended an IP workshop and a Leadership workshop. • Feedback was provided to the committee. <ul style="list-style-type: none"> ○ Push all Universities to arrange placements through employers. <ul style="list-style-type: none"> ▪ A committee discussion followed, including discussion around differing requirements of university placements. 	<p>TLG</p> <p>PJ, TLG</p>

	<p><i>Sexual Health</i></p> <ul style="list-style-type: none"> EHC contract has been extended until 31st March 2024. <ul style="list-style-type: none"> PGD ran out in February. <ul style="list-style-type: none"> PJ informed the committee that he has written to query this. MB commented that the National PGD expired on 28th February, local PGD expires in May. Once followed up with Sexual Health, PJ queried whether we go to ICB and ask them to pull funding to move this from public health into the ICB? <p><i>Covid anti-virals</i></p> <ul style="list-style-type: none"> Yinka and Theresa have queried whether pharmacy could become a holding point for Covid anti-virals? The committee discussed. <ul style="list-style-type: none"> Happy for some pharmacies to become holding points, possibly palliative care pharmacies. Question of who pays or whether pharmacy would be given payment for a service. MB queried the frequency. <ul style="list-style-type: none"> PJ commented that pandemic rules might possibly apply. PJ to go back and ask further questions of Yinka and Theresa, including the possibility of training. <ul style="list-style-type: none"> More information is required. 	<p>PJ</p> <p>PJ</p>
	Meeting closed at 2.15pm	
	Date of Next full meeting	
	Thursday 15 th June – Full-Day face-to-face meeting at The Showroom, Lincoln	All

Action Log from March 2023 Meeting

Min No.	Action	Deadline	Resp.	Completion Notes
16/03/4	Committee members reminded to submit expense claims by end of March if possible. Final deadline 06.04.23.	06.04.23	All	Complete.
16/03/4	Consolidate historic NRF 'pots' on accounts spreadsheet.		CK, HS	Complete.
16/03/5	Community Pharmacy Clinical Lead (CPCL) Teresa Ogungbesan to be invited to a future CPL face-to-face meeting		TLG	Update: TLG has discussed with Teresa, date of attendance to be confirmed
16/03/6	Election communications to be circulated in line with timetable.	21.03.23	TLG, HS	Complete.
16/03/7	Review draft annual report for accuracy and feedback comments.	ASAP	All	Complete.
16/03/7	Final draft version of annual report to be brought to the committee meeting in June 2023 for approval.	June 2023	TLG	Complete – on June Agenda
16/03/8	Email any possible sponsorship suggestions for AGM to TLG	ASAP	All	
16/03/9	TLG to add item to newsletter regarding DOC renewal.	ASAP	TLG	Complete
16/03/9	Pulling together information regarding GPCPCS dropped referrals for publication in the newsletter.		PJ, TLG, SH	
16/03/10	Forward any key communications to TLG for inclusion in the newsletter to remind contractors of information which might otherwise be missed.	Ongoing	All	
16/03/11	Read the Health & Safety statement on the LPC Website under the Governance section	ASAP	All	
16/03/11	Complete 'Committee Effectiveness Survey'	ASAP	All	
16/03/11	Results from 'Committee Effectiveness Survey' to be compiled and considered at the June 2023 committee meeting	June 2023	TLG	Complete - on June Agenda
16/03/12	TLG to inform Helene (GLLEP) that the committee had approved and information regarding training opportunities could be circulated to the relevant contractor emails.	ASAP	TLG	Complete
16/03/12	Hide PCN Lead page on website (page to be unpublished on website)	ASAP	TLG	Complete – set as private and removed from menus
16/03/12	Communicate queries around what information is fed back to GP Practices. Information to be included in newsletter.	ASAP	PJ, TLG	

16/03/12	PJ/TLG to continue to liaise with LCC re EHC PGD expiry 2802.23. If no adequate response received. ICB may be contacted to request them to pull funding for Sexual Health EHC		PJ	
16/03/12	Covid Antivirals holding in community pharmacy. PJ to go back and ask further questions of Yinka and Theresa, including the possibility of training.		PJ	

Actions carried over from previous meetings.

Min No.	Action	Deadline	Resp.	Completion Notes
16/3/5	Consider how to spend reserves and feedback		All	Ongoing
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.</p> <p>20.01.22 – paperwork has been completed.</p> <p>17.03.22 – CK commented that this was ongoing.</p> <p>19.05.22 – Balance with PayPal to be used to pay travel expenses for Chair & CO. Chair & CO to provide details for PayPal payments.</p> <p>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.</p> <p>15.09.22 – ongoing.</p> <p>17.11.22 – CK & TLG to follow up on 23.11.22</p> <p>16.03.23 – PJ commented that one more opportunity should be given to withdraw</p>

				the money with CK and TLG are in the office together.
25/11/10	CK to investigate payroll management	ASAP	CK	<p>20.01.22 – on budget update</p> <p>17.03.22 – CK commented that this was ongoing.</p> <p>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.</p> <p>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.</p>
17/1/10	TLG and HS to continue working to timetable of elections, keeping the committee updated		TLG, HS	<p>Feb. 23 – Following publication of PSNC guidance, calculations undertaken on the required numbers for committee representation from each area e.g. CCA, AIMp & Independents. Self-Nomination forms ready to circulate to Independents and letters ready to send via email to CCA and AIMp contacts.</p> <p>Mar. 23 – Self-nomination forms circulated to Independents & letter sent to CCA and AIMp.</p> <p>Apr. 23 – Two Independents submitted self-nomination forms – no election required. Independents informed. Awaiting information from CCA and AIMp regarding representatives – confirmation received</p>

				<p>from both organisations that they would both be taking up their allotted four places each.</p> <p>CPL Work Complete – remove from log</p>
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