



Minutes of the Meeting held Tuesday 15<sup>th</sup> June 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
John Broomhead	CPL Member AIMp Rep	JB
Christine Stafford	CPL Member CCA rep	CS
Rob Severn	CPL Member CCA rep	RS
Chris Mulimba	CPL Member Independent rep	CM

In attendance

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

In attendance between 11.30am – 1.20pm

Lindsey Fairbrother	CPE Regional Representative	LF
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In attendance between 2.00pm – 3.00pm

Penny Mosley	University of Lincoln Representative	PM
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Apologies

Blazej Jasnowski	CPL Member AIMp rep	BJ
Andrea Mudamburi	CPL Member Independent rep	AM

**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
CPE	Community Pharmacy England
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
ICSs	Integrated Care Systems
IP	Independent Prescriber
IPMO	Integrated Pharmacy and Medicines Optimisation
LDC	Local Dental Committee
LiSH	Lincolnshire Sexual Health
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
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.
15/06/1	<b>Welcome, introductions &amp; apologies</b>	
	<ul style="list-style-type: none"> <li>Apologies passed onto the committee from AM and BJ.</li> </ul>	
15/06/2	<b>Committee Governance</b>	
	<p>Declarations of Interest (DOI) &amp; Biography</p> <ul style="list-style-type: none"> <li>The committee acknowledged that there are no changes to be made to DOI's and/or Biographies.</li> <li>PJ reminded the committee to check and update their biographies if necessary.</li> </ul> <p>Competition Law Guidelines</p> <ul style="list-style-type: none"> <li>The committee acknowledged that there was no change to our stance on this matter.</li> </ul>	All
15/06/3	<b>Notes from the previous meeting</b>	
	<p>Matters Arising</p> <p><i>Minutes</i></p> <ul style="list-style-type: none"> <li>PJ confirmed with the committee that they are happy with the arrangements for just the Action Log to be included in the printed meeting documents, minutes from the previous meeting to be reviewed prior to the meeting and any matters arising should be raised and included in the agenda as a discussion point. <ul style="list-style-type: none"> <li>The committee agreed that they accepted the minutes from the previous meeting.</li> </ul> </li> <li>The committee considered the Action Log.</li> </ul> <p><i>Sponsorship</i></p> <ul style="list-style-type: none"> <li>The committee considered the possibility of reverting to face-to-face meetings if sponsorship could be obtained. <ul style="list-style-type: none"> <li>MB suggested Bayer as a potential sponsor.</li> </ul> </li> </ul> <p><i>EHC PGD</i></p> <ul style="list-style-type: none"> <li>The committee considered how many contractors are providing this service considering Boots and Lincolnshire Co-op both not offering this service. <ul style="list-style-type: none"> <li>A committee discussion followed; points discussed included: <ul style="list-style-type: none"> <li>Buying OTC options, raises the issues of concerns over health inequalities.</li> <li>RS suggested contacting Councillors.</li> <li>CCA guidance on local contracts to be shared with TLG. <ul style="list-style-type: none"> <li>PJ and RS to help TLG write a letter. <ul style="list-style-type: none"> <li>Streamline service provision to be included in letter.</li> </ul> </li> </ul> </li> </ul> </li> <li>MB commented that this was not a big service and must be easy to deliver.</li> </ul> </li> </ul>	TLG, PJ & RS

	<ul style="list-style-type: none"> <li>○ PJ to publish information about the PGD on the website hopefully tomorrow.</li> <li>○ MB to follow up with Rob Vaughan about LiSH.</li> </ul>	PJ
<b>15/6/4</b>	<b>Finance update</b>	
	<p>Finance Report (incl recent payments list)</p> <ul style="list-style-type: none"> <li>• CK briefed the committee around the background of meeting paper 4. <ul style="list-style-type: none"> <li>○ Management report, accounts spreadsheet and bank statements included in meeting papers.</li> <li>○ Bank accounts have been reconciled to May 2023.</li> <li>○ Movement in Number 2 Account is true to running costs.</li> <li>○ Running tight to budget.</li> <li>○ Committee reminded to claim back-fill promptly.</li> <li>○ A couple of lines might have to be added to Management Accounts for transparency.</li> </ul> </li> <li>• CK proposed that the payment list was approved. <ul style="list-style-type: none"> <li>○ RS seconded the proposal.</li> <li>○ Committee approved.</li> </ul> </li> <li>• CK informed the committee that the accounts for 2022/23 had been uploaded to a data room for the accountants to access. <ul style="list-style-type: none"> <li>○ CK commented that this has worked well.</li> <li>○ The accountants have acknowledged the timelines required to allow publication of the accounts in the timescale required prior to the AGM.</li> </ul> </li> <li>• The committee was informed that part of TLG's salary comes out of the NRF for the contraceptive pilot and GPCPCS. <ul style="list-style-type: none"> <li>○ The NRF in the Combined Development Fund could be used to fund TLG's time to undertake work in this area in the future.</li> </ul> </li> <li>• The committee was informed that there would be adequate reserves to purchase upgraded equipment when required. <ul style="list-style-type: none"> <li>○ RS queried in the role of Governance Lead whether CPL had asset stickers on equipment? <ul style="list-style-type: none"> <li>▪ Currently not in place, TLG and HS to arrange.</li> </ul> </li> </ul> </li> <li>• CK talked the committee through 2023/24 and 2024/25 budget and acknowledged the CPE levy increase.</li> <li>• CK asked the committee for any comments around finance. <ul style="list-style-type: none"> <li>○ Aim for reserves is 6 months operating costs and 12 months CPE levy. <ul style="list-style-type: none"> <li>▪ RS commented on the large value of reserves held by other committees.</li> <li>▪ TLG commented that our approach is to minimise costs to Contractor.</li> </ul> </li> </ul> </li> <li>• Standing item of payment holiday. <ul style="list-style-type: none"> <li>○ CK suggested that we don't have a payment holiday at this time. <ul style="list-style-type: none"> <li>▪ Money is required to support services. <ul style="list-style-type: none"> <li>• The cuts to the committee size and number of committee meetings were acknowledged.</li> </ul> </li> <li>▪ All committee members agreed.</li> </ul> </li> <li>○ RS commented that the committee is working well and is well run. <ul style="list-style-type: none"> <li>▪ CCA vacancy was acknowledged, and the committee was advised that this had been left empty on purpose. <ul style="list-style-type: none"> <li>• A committee discussion followed.</li> </ul> </li> </ul> </li> </ul> </li> </ul>	TLG, HS
<b>15/06/5</b>	<b>Update from Chair and Chief Officer</b>	
	ICS/CCG Update	

- CPL continue to attend various groups and system meetings, but we are being selective in which we attend, ensuring there is a clear purpose to us being there. The system is still developing, having taken over local commissioning from 1<sup>st</sup> April 2023.
- Our relationship building continues to have benefits. The ICS are funding the PharmRefer system which allows direct GPCPCS referral into PharmOutcomes until end Mar 2024. Existing users will automatically be renewed and other can get approval for funding. The most likely users are on the automatic renewal list - many tried once or twice and have since dropped off. Stuart is targeting nhs.net users to transfer them to PharmRefer where possible and those GP practices who have used in the past and may be persuaded to start again in light of the new GP access requirements in their contract.
- CO attended the transition oversight group where the need for communications from the ICB relating to the closure of Lloyds in Spalding to be strengthened was discussed to support GPs, pharmacies and patients.
- Kenny Hume (LDC Chair) gave a presentation regarding dentists being recruited in Kerala India – the possibility of this for pharmacists was discussed as this is happening in North Lincs. PJ is going to arrange to meet with Caroline Hayward to find out more.
- Four Pillars meeting was on 13<sup>th</sup> June. This is where we get a chance to meet with our Optum, GP, Dental colleagues with High level ICB execs. We discussed the need to ensure PCAG and other forums are embedded before 4PPC quarterly meetings are stood down. Various issues were raised. It was agreed that work on a pharmacy strategy would take place with the ICB liaising with PJ/TLG prior to the next meeting in the autumn.
- PJ attended PCAG meeting and provided background information to the committee. Last two PCAG meetings have been cancelled.
  - The above are all useful forums but have to be selective on what meetings are attended.
  - It was acknowledged that CPL is a representative organisation not a provider and have seats around the right tables.
    - The committee discussed how can we help/assist rather than can CPL fix.
    - Understanding how pharmacies work e.g. repeat prescriptions.
      - The committee discussed specific examples and requesting a different formulation which has no benefit to pharmacy.
      - PJ commented that work can be done with LMC around pharmacy pressures.
        - We are an Integrated Care System.

#### MPs - Visit and support to CPE

- Round table delayed due to CPE negotiations around £645m - await CPE response for a new date.
- MP Visit took place on 30<sup>th</sup> March: Karl McCartney was very impressed and wrote to the minister regarding our concerns, we await a response. He sent the Vice Chair and CO a personal, handwritten note. The CO is finalising five questions that he has offered to ask in the house. She will share with George Foote.



	<p>Lifeguard Project</p> <ul style="list-style-type: none"> <li>The Lifeguard Pilot Project continues, and the first Domestic Abuse victim was supported with relocation last month. The university are trying to access additional funding to extend the pilot by six months. 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.</li> </ul> <p>Contraceptive Pilot and National Tier 1 Service</p> <ul style="list-style-type: none"> <li>All 16 pilot pharmacies have signed up. In addition, eight new pharmacies have signed up as of 30<sup>th</sup> May 2023: <ul style="list-style-type: none"> <li>FK029, Asda, Boston</li> <li>FRJ49, Asda, Grantham</li> <li>FCX81, Asda, North Hykeham, Lincoln</li> <li>FW782, Deeping St James Pharmacy</li> <li>FW339, Queensway, Gainsborough</li> <li>FT220, St Peter's Hill, Grantham</li> <li>FE396, TA Burley, Holton Le Clay</li> <li>FGA80, Stamford Pharmacy</li> </ul> </li> <li>The Chief Officer has been working with four leads in the Lincoln area, supported by LPN funding. It is envisaged this work will continue with the national roll out and that Stuart the Services Development Lead and the CO will expand this work outside Lincoln, supported by the CPCL Teresa Ogungbesan.</li> <li>Currently there is an issue with the site that the leaflets send patients to, not showing all pharmacies that have signed up for the national service, so this work has been delayed slightly while this is rectified. Eleanor is trying to sort this out for us currently.</li> </ul> <p>CPE Community Pharmacy IT Group</p> <ul style="list-style-type: none"> <li>The CO attended this group last week. Gave some interesting insights into IT development much of which is currently under negotiation/development, so the detail is confidential. The ability to pull in and/or view different data from patient records is being explored - linking GPs and Pharmacies better and ensuring pharmacists can access relevant data when needed. CO will attend next meeting.</li> <li>Multi Factor Authentication is coming to NHSmail in Jan 2024 – may prove tricky for some pharmacies.</li> <li>A committee discussion followed.</li> </ul> <p>Issues with PCSE communications</p> <ul style="list-style-type: none"> <li>PJ informed that committee that issues with these communications have been raised to the Central Team.</li> <li>Notification process of reduction in 100 hours to 72 hours. <ul style="list-style-type: none"> <li>A list should be released by 4<sup>th</sup> July.</li> <li>A committee discussion followed around the need to be careful as have no 'need' requirement for 100 hours. <ul style="list-style-type: none"> <li>Does not change PNA.</li> </ul> </li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>Only closures are Lloyds in Sainsbury's in Lincoln and Spalding.</li> </ul>	
<b>15/6/6</b>	<b>Appointment of Chair, Vice Chair and Treasurer</b>	
	<p>Vote to appoint from 1<sup>st</sup> July 2023</p> <ul style="list-style-type: none"> <li>TLG briefed the committee around the need to have the Committee Executives in place before the next meeting. <ul style="list-style-type: none"> <li>RS commented from a governance perspective on 1<sup>st</sup> July a quick email could be circulated saying that these nominations have been received. Can be ratified on 1<sup>st</sup> July in the interim and a discussion and votes can take place during the September meeting.</li> </ul> </li> <li>TLG informed the committee that the same three people have confirmed that they are happy to continue in their role as Executives. <ul style="list-style-type: none"> <li>All committee members had been given the opportunity to email in their nomination. <ul style="list-style-type: none"> <li>No alternative nominations received.</li> </ul> </li> </ul> </li> <li>Letter to Chair and Treasurer to be sent. <ul style="list-style-type: none"> <li>Ratification to be included in the letter.</li> </ul> </li> <li>The committee was informed that PJ had been nominated by ICB to attend the NHS 75<sup>th</sup> Anniversary service at Westminster Abbey on 5<sup>th</sup> July.</li> </ul>	TLG
<b>15/6/7</b>	<b>Annual Report</b>	
	<p>For review and approval</p> <ul style="list-style-type: none"> <li>PJ briefed the committee around the background of meeting paper 7.</li> <li>Section 4 of the report shows changes to previous version.</li> <li>PJ asked for comments from the committee. <ul style="list-style-type: none"> <li>PJ commented that it was a comprehensive report.</li> <li>The committee approved the Annual Report.</li> </ul> </li> </ul>	
<b>15/6/8</b>	<b>Presentation from Regional CPE Rep</b>	
	<p>For information and Discussion</p> <ul style="list-style-type: none"> <li>LF was welcomed to the meeting and talked the committee through a presentation to provide them with an update. <ul style="list-style-type: none"> <li>Our Objectives for 2023/24 <ul style="list-style-type: none"> <li>Negotiating with Government and NHSE to secure the best possible contractual terms and remuneration for NHS services</li> <li>Laying the groundwork for the next CPCF</li> <li>Developing Community Pharmacy England's Vision and Strategy</li> <li>Delivering the Transforming Pharmacy Representation (TAPR) Programme</li> <li>Providing ongoing review and negotiation on purchase margin, pricing audits, reimbursement and medicine supply</li> <li>Representing CP's interests across service development, regulatory and legislative issues.</li> </ul> </li> <li>LF asked the committee to consider the following questions: <ul style="list-style-type: none"> <li>What do we need it to be?</li> <li>Why aren't people delivering Blood Pressure service? <ul style="list-style-type: none"> <li>Not pushing services as per CPE. <ul style="list-style-type: none"> <li>TLG will follow up when approached.</li> </ul> </li> </ul> </li> <li>When is it feasible to start offering Pharmacy First?</li> <li>Bundling Services? <ul style="list-style-type: none"> <li>Pharmacy First – all contractors</li> </ul> </li> </ul> </li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Contraceptive Service and/or Blood Pressure Service – contractor choice</li> <li>• The committee commented that there are happy with the current CPL branding and would not be adopting the suggested branding by CPE. <ul style="list-style-type: none"> <li>○ Current CPL colours fit in with the Lincolnshire flag.</li> </ul> </li> <li>• Presentation slides to be circulated to the committee following the meeting.</li> <li>• Following the presentation LF asked the committee for any questions: <ul style="list-style-type: none"> <li>○ Discussion around Flu provision. <ul style="list-style-type: none"> <li>▪ Not vaccinating 50-64's this year.</li> </ul> </li> <li>○ Discussion around the need for protected learning time.</li> </ul> </li> <li>• Feedback to be compiled and sent to LF.</li> <li>• PJ commented on the importance of CPL having input into national ideas, meetings and planning.</li> </ul>	<div>HS</div> <div>TLG</div>
<b>15/6/9</b>	<b>Discussion re CPE Position and Service</b>	
	<p>Discussion including PQS</p> <ul style="list-style-type: none"> <li>• The committee acknowledged that it had been an interesting discussion, but it was not for us to tell contractors whether to deliver services or not.</li> <li>• The committee agreed that the same was for PQS. <ul style="list-style-type: none"> <li>○ If a contractor requests support, we should try to support them.</li> </ul> </li> </ul>	
<b>15/6/10</b>	<b>Committee Effectiveness Survey</b>	
	<p>Information and Discussion</p> <ul style="list-style-type: none"> <li>• TLJ briefed the committee around the background of meeting paper 10.</li> <li>• The Committee Effectiveness Survey was circulated in April with a deadline of 8<sup>th</sup> May which was extended to 16<sup>th</sup> May.</li> <li>• TLG informed the committee that the responses were set to anonymous.</li> <li>• The committee was reminded to read the Health and Safety policy on the website.</li> <li>• CK commented that paragraph three in the meeting paper was useful to note: <ul style="list-style-type: none"> <li>○ <i>In relation to roles and responsibilities, again the committee are confident of effectiveness here: "The roles and responsibilities of the remunerated officers are clear" but it was noted "All members have the chance to input, but not all members are active!"</i></li> </ul> </li> <li>• PJ reminded all committee members on the need to be active participants.</li> <li>• It was acknowledged that this was a useful exercise, but all committee members must respond.</li> <li>• The committee agreed to repeat the survey halfway through the next term, in March 2025.</li> </ul>	All
<b>15/6/11</b>	<b>UOL Presentation</b>	
	<p>Information and Discussion</p> <ul style="list-style-type: none"> <li>• PM was welcomed to the meeting and talked to the committee about placement provision. <ul style="list-style-type: none"> <li>○ The placement provision and enrolment process to be altered.</li> <li>○ Accreditation has been gained by UOL.</li> <li>○ PM talked about the number of students who have got places on the four-year course.</li> <li>○ Admission grades to increase next year to AAB, but don't require Chemistry.</li> <li>○ PM asked for ideas on how quality is kept rather than just considering the quantity of students.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ Applications are up this year. <ul style="list-style-type: none"> <li>▪ Up 32% for MPharm</li> <li>▪ Up 78% to include science foundation year.</li> </ul> </li> <li>○ PM commented on the issue around placement numbers and asked the committee to think of any other ideas which would not put pressure on pharmacy workforce. <ul style="list-style-type: none"> <li>▪ PM commented on Care Homes.</li> <li>▪ CK commented that he did some of his Independent Prescribing Course with District Nurses.</li> <li>▪ Issues around provision by large multiples and different Universities want different things.</li> <li>▪ NHS Service Specs do not allow them to be undertaken by students. <ul style="list-style-type: none"> <li>• Requires changes in NHS. <ul style="list-style-type: none"> <li>○ This would be a great idea; information would need to be very specific.</li> <li>○ Certain agreed NHS services would help with workforce issues.</li> <li>○ CK queried whether Midlands Service Specs could be amended quickly?</li> </ul> </li> </ul> </li> <li>▪ Placements need to become more attractive to contractors.</li> </ul> </li> <li>○ TLG commented that once UOL is organised CPL can include something in newsletter for Independents to move forward as placement options.</li> </ul>	
<b>15/6/12</b>	<b>Community Pharmacy West Midlands (CPWM)</b>	
	<p>For Discussion and Decision</p> <ul style="list-style-type: none"> <li>• PJ commented that these are collective meetings which are not free due to venue costs and administration. <ul style="list-style-type: none"> <li>○ CPWM have reserves to meet these.</li> </ul> </li> <li>• Additional funds requested to offset work.</li> <li>• The committee considered and discussed what does it mean for Lincolnshire. <ul style="list-style-type: none"> <li>○ RS commented that it is good to get people together but queried where the money is going.</li> <li>○ CPE will host two Forums a year, one face-to-face and one virtual.</li> <li>○ If CPWM ask for more money based on our footprint we will see how things develop with CPE Forum's and current situations.</li> </ul> </li> <li>• The committee was informed that within the East Midlands virtual meetings take place which come with no cost apart from a small amount of admin expenses.</li> <li>• The committee agreed to continue with engagement and decline future payment requests.</li> <li>• Paid for engagement for last financial year, they have reserves to pay for current financial year.</li> </ul>	
<b>15/6/13</b>	<b>Winter Pressures Plan for system engagement</b>	
	<p>Discussion and Decision</p> <ul style="list-style-type: none"> <li>• The committee was asked what is our line when talking to the ICS? <ul style="list-style-type: none"> <li>○ Can't do everything without funding. <ul style="list-style-type: none"> <li>▪ GPCPCS needs to be maximised.</li> </ul> </li> <li>○ An article is to go in LMC newsletter.</li> </ul> </li> <li>• Ian Scott and Theresa are now in charge and are undertaking Emily Topham's work with whom we had a good working relationship.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Would be happy to develop a local funded service if funding is out there.</li> <li>• MB commented on the need for a cautious approach.</li> <li>• Email communication about lack of service provision.</li> <li>• Extended care services – unable to deliver everyday a pharmacy is open. <ul style="list-style-type: none"> <li>◦ Can't guarantee a locum will be able to support the service.</li> </ul> </li> <li>• The committee discussed the possibility of withdrawal by contractors from a service.</li> <li>• The committee concluded that they are happy for discussions to continue. <ul style="list-style-type: none"> <li>◦ Minor ailments via relevant pathway.</li> <li>◦ OTC medications, fewer products available for cough &amp; colds due to no longer having products containing pholcodine.</li> </ul> </li> <li>• PJ and TLG to liaise with LMC around winter planning pressures.</li> <li>• Communications to be included: <ul style="list-style-type: none"> <li>◦ On CPL public facing website</li> <li>◦ CPL newsletter</li> <li>◦ CPL website</li> </ul> </li> </ul>	PJ & TLG  PJ & TLG
<b>15/6/14</b>	<b>AOB</b>	
	<p>As required</p> <p><i>Meeting Venues</i></p> <ul style="list-style-type: none"> <li>• Future meeting venues and the possibility of sponsorship to be investigated. <ul style="list-style-type: none"> <li>◦ MB to ask Josh Pinder (Lincolnshire Co-op Area Manager) who he has been dealing with from Bayer regarding sponsorship.</li> </ul> </li> </ul> <p><i>Contractor Changes</i></p> <ul style="list-style-type: none"> <li>• The committee discussed recent changes with Lloyds and other contractors.</li> </ul> <p><i>MAPCOG</i></p> <ul style="list-style-type: none"> <li>• A committee discussion took place.</li> </ul>	TLG & HS
	<b>Meeting closed at 3.15pm</b>	
	<b>Date of Next full meeting</b>	
	Thursday 21 <sup>st</sup> September – Full-Day face-to-face meeting at Washingborough Hall, Washingborough followed by evening AGM	All

### Action Log from June 2023 Meeting

Min No.	Action	Deadline	Resp.	Completion Notes
15/6/3	PJ and RS to help TLG write letter to Councillors regarding EHC.		TLG, PJ & RS	
15/6/3	PJ to publish EHC PGD information on CPL website	ASAP	PJ	
15/6/4	TLG and HS to source asset stickers an asset log	ASAP	TLG, HS	Completed.
15/6/5	TLG and HS to circulate AGM invites	End of July	TLG, HS	Completed.
15/6/5	TLG to circulate terms of reference relating to the Pharmacy Inquiry call for evidence and her draft response to the committee for comment prior to submission which is due by 6 <sup>th</sup> July.	ASAP	TLG	Completed
15/6/6	TLG to circulate email on 1 <sup>st</sup> July confirming the nominations received for the Executive committee roles	1 <sup>st</sup> July 2023	TLG	Completed.
15/6/8	Slides from presentation by Lindsey Fairbrother, CPE Regional Rep to be circulated to the committee following the meeting.	Following meeting.	HS	Completed
15/6/8	TLG to compile feedback and sent to LF.	ASAP	TLG	Complete. Verbal feedback given at meeting. No further feedback received.
15/6/10	Committee reminded to read Health & Safety policy published on CPL website	ASAP	All	Complete
15/6/13	Liaise with LMC around winter planning pressures		PJ, TLG	Complete – discussed at meeting 6 <sup>th</sup> Sept
15/6/13	Communications around winter pressures to be included on public facing website, newsletter and main website		PJ, TLG	
15/6/14	Investigate future meeting venues and the possibility of sponsorship.		TLG, HS	Complete: Cost prohibitive to move to all face to face due to backfill element

### 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 &amp; CO. Chair &amp; 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 &amp; TLG to meet and attempt to resolve on 10.08.22.</p> <p>15.09.22 – ongoing.</p> <p>17.11.22 – CK &amp; TLG to follow up on 23.11.22</p> <p>16.03.23 – PJ commented that one more opportunity should be given to withdraw the money with CK and TLG are in the office together.</p> <p>15.06.23 – A solution might have been identified. TLG, CK and PJ to follow up.</p>
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</p>

				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.
16/03/9	Pulling together information regarding GPCPCS dropped referrals for publication in the newsletter.		PJ, TLG, SH	15.06.23 - ongoing
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	15.06.23 – Committee reminded. RS has sent a couple of key communications which was very helpful.
16/03/12	Communicate queries around what information is fed back to GP Practices. Information to be included in newsletter.	ASAP	PJ, TLG	15.06.23 – The committee was asked to feedback local intelligence.
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	15.06.23 – PGD was going to be sent out to Contractors, but PJ pushed back. PJ signed on behalf of CPL. PGD now updated.
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	15.06.23 – Service is currently being considered by ICS and funding streams are being investigated.