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MINUTES OF LPC MEETING

16th July 2020

Zoom – Virtual Meeting

Present:

LPC Members (listed in alphabetical order):

Andrew Selvaratnam	LPC Member (CCA, Rowlands)
Arun Sharma	LPC Member (Independent)
Ashley Littlewood-Miller	LPC Member (CCA, Boots)
Davinder Virdee	LPC Member (Independent)
Gary Warner	LPC Member (Independent)
Mark Ireland	LPC Member (CCA, Boots)
Michael McWhirter	LPC Member (AIMp, Day Lewis)
Peter Woodward	LPC Member (CCA Boots)
Roshni Simmonds	LPC Member (CCA, Rowlands)
Tim Baker	LPC Member (Independent)
Alison Freemantle	LPC Professional Services Development Manager
Artur Pysz	LPC Contractor Development & Support Manager
Deborah Crockford	LPC Chief Officer
Skye White	LPC Office Manager

20/07/01	<p>Chairs Welcome & Requests for AOB</p> <p>A Littlewood-Miller (Chair) welcomed everyone to the meeting</p> <p>Items for AOB –</p> <ul style="list-style-type: none"> Flu 	
20/07/02	<p>Declarations of Interest</p> <p>Nothing to report</p>	
20/07/03	<p>Apologies for absence & nominations of proxy votes</p> <p>Jane Dean LPC Member (CCA, Lloyds)</p> <p>Kate Toms LPC Member (CCA, Lloyds) – Maternity Leave</p>	

20/07/04	<p>Committee Members Only Meeting</p> <p>All CPSC employees left the virtual meeting for the committee to conduct a confidential session.</p>	
20/07/05	<p>Minutes of the previous meeting on 16th January & 25th June 2020</p> <p>These were accepted by the Chair, A Littlewood-Miller.</p>	
20/07/06	<p>Matters arising from the Minutes and Action Update</p> <p>AOB Banking – T Baker has agreed to be put on the banking systems and approve CPSC expenses. P Woodward to set him up.</p> <p>A Littlewood-Miller is on annual leave for two weeks from the 27th July 2020</p> <p>All other matters were covered in the agenda.</p>	PW
20/07/07	<p>Professional Services Update</p> <p>A Freemantle updated the committee on her activities during the previous month by verbal report.</p> <p>Highlights</p> <ul style="list-style-type: none"> • 2 new services for Southampton, Palliative Care + UHS stop smoking. <p>Lowlights</p> <ul style="list-style-type: none"> • CAMHS in the New Forest – still trying to get a contract together and signed • Response to the request for information, to facilitate creation of the 'Size of the Prize' letters, from Hampshire County Council and the five associated CCGs was very low. 	
20/07/08	<p>Contractor Development & Support Update</p> <p>A Pysz updated the committee on his activities during the previous month by verbal report.</p> <p>Highlights</p> <ul style="list-style-type: none"> • 'Size of the Prize' – positive responses where this has been rolled out. • Some positive progress made in some PCNs regarding collaboration with Community Pharmacy • Area Managers – effective working relationships are established and producing results. <p>Lowlights</p> <ul style="list-style-type: none"> • Was hoping to achieve over 80% response for the PSNC consultation audit from HLOW area. 	

<p>20/07/09</p>	<p>Chief Officers Report</p> <p>D Crockford updated the committee on her activities during the previous month by a verbal report.</p> <p>Highlights</p> <ul style="list-style-type: none"> • Access to the provision of free virtual consultations is now available for community pharmacies in Hampshire and the Isle of Wight. • Community Pharmacy representation has been facilitated by the number of virtual meetings that we have been invited to. • The Webinars that have been delivered in place of face to face Academy meetings have been received very well. • Attending RAT meetings with PSNC and sharing the messages/actions with the other chief officers in our Region has been very effective in the dissemination of important updates and information during the pandemic. <p>Lowlights</p> <ul style="list-style-type: none"> • The uncertainty around the Wright review. • Not having taken a proper break for six months. <p>Flu</p> <p>A Selvaratnam asked if Community Pharmacy is going to be expected to be issuing more flu immunisations this year. D Crockford shared some flu planned targets data to answer the question. The answer is yes.</p> <p>The Government has managed to acquire an additional 8-9 million flu vaccinations. Distribution plans are yet to be announced.</p> <p>All flu comms are being prepared and training is completed. Local groups are starting to think about how they are going to deliver the increased flu vaccination targets this year. The PSNC early planning guidance is very useful.</p>	<p>ALL</p>
<p>20/07/10</p>	<p>Subcommittee Meetings</p> <p>All committee members broke into their sub-committee groups for a 15-minute discussion.</p>	

<p>20/07/11</p>	<p>LPC Reports</p> <p><u>PSNC Update</u></p> <ul style="list-style-type: none"> • All information updates are on the PSNC website. • Both DHSC and NHSE&I recognise the 'significant effort' made by the community pharmacy sector in supplying advice and medicines during the early stages of the pandemic and there is an acceptance that in doing so, costs were incurred by the sector. PSNC submitted a business case for additional funding in April to cover the COVID-19 related costs that were being incurred by contractors as well as projected margin shortfalls. Some items have been resolved, such as the delivery service and Bank Holiday openings; however, we can now start on the day-to-day costs following HM Treasury officials' consideration of PSNC's business case and the ongoing data being submitted by the sector, which was received at the beginning of July. It will be a significant piece of work, which could last many more weeks. <p><u>Market Entry</u></p> <ul style="list-style-type: none"> ▪ No local activity recorded ▪ CPSC responded to a request for their opinion regarding an issue in Maidenhead. <p><u>Service Development</u></p> <ul style="list-style-type: none"> • Nothing to report – see PSDM report • A Littlewood-Miller will email all members of the subcommittee to seek a Chair whilst K Toms is on maternity leave. <p><u>Governance</u></p> <ul style="list-style-type: none"> • GDPR work book has not been updated since June 2018. Update now overdue. M Ireland and D Crockford to review and bring any updates to the next meeting. • Employee handbook needs updating M Ireland and D Crockford will review and bring any updates to the September 2020 committee meeting. <p><u>Finance / Remuneration</u></p> <ul style="list-style-type: none"> • P Woodward presented his report to the committee. The current bank balance is higher than budget mainly due to the Hart District Council grant. There have been no committee expenses submitted to date and with no face to face meetings there is a budget saving of £5500. 	<p>ALM</p> <p>MI / DC</p> <p>MI / DC</p>
<p>20/07/12</p>	<p>Small Business Grant</p> <p>CPSC received a small business grant of £10,000. CPSC has made a number of savings due to cancelled meetings and events.</p> <p>The committee voted for a Levy Holiday and a reduced levy going forward.</p>	

	P Woodward to arrange for the Levy Holiday and look at what the levy can be reduced to.	PM
20/07/13	<p>Diversity Policy</p> <p>The employee handbook has a diversity policy that covers the employees of CPSC but does not cover committee members. All committee members to share anything from their companies in the public domain with D Crockford to assist with the drafting of a policy.</p> <p>D Crockford to reach out to CCA and AIMp to see what their diversity policies are.</p> <p>A Sharma, M Ireland, R Simmonds to form a working group with D Crockford to draft a diversity policy for presentation at the 17th September 2020 meeting.</p>	<p>ALL</p> <p>DC</p> <p>AS/ MI/ RS/ DC</p>
20/07/14	<p>Perception of Community Pharmacy</p> <p>The general public's perception of Community Pharmacy currently can be that it is very profitable, because they are very busy and there are queues out the door.</p> <p>The question was raised to see if we need to reach out to local government and patient groups about this.</p> <p>The committee agreed that the people who can do something for Pharmacy are the groups that CPSC are already working with, so the employees and committee of CPSC will continue their efforts and M Ireland and G Warner can continue to influence at a national level.</p>	
20/07/15	<p>Emotional & Mental Support</p> <p>The next webinar on the 27th July 2020 will focus on mental health and wellbeing.</p> <p>Website: R Buxton is creating a new page about Mental Health & Wellbeing. It will have links to our webinars, other websites and Apps. The aim of the webpage is to be an easily accessible portal for all relevant resources.</p>	
20/07/16	<p>AOB</p> <p>Flu – covered earlier</p>	
20/07/17	<p>Meeting Close</p> <p>The meeting closed at 1:46pm</p>	



	<p>Future LPC Meeting dates and venues for 2020:</p> <ul style="list-style-type: none">• 17th September 2020 – Virtual Meeting• 19th November 2020 – Virtual Meeting	
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