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MINUTES OF LPC MEETING

15th July 2021

Zoom – Virtual Meeting

Present:

LPC Members (listed in alphabetical order):

Andrew Selvaratnam	LPC Member (CCA, Rowlands)
Anjlee Shah	LPC Member (CCA, Lloyds)
Ashley Littlewood-Miller	LPC Member (CCA, Boots)
Kate Toms	LPC Member (CCA, Lloyds)
Gary Warner	LPC Member (Independent)
Mark Ireland	LPC Member (CCA, Boots)
Michael McWhirter	LPC Member (AIMp, Day Lewis)
Alison Freemantle	LPC Professional Services Development Manager
Artur Pysz	LPC Contractor Development & Support Manager
Deborah Crockford	LPC Chief Officer
Skye White	LPC Office Manager

21/07/01	<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"> • CDSM Complaint • Face to face meetings • LinkedIn Post 	
21/07/02	<p>Declarations of Interest</p> <p>NIL</p>	
21/07/03	<p>Apologies for absence & nominations of proxy votes</p> <p>Arun Sharma LPC Member (Independent) - Proxy T Baker</p> <p>Davinder Virdee LPC Member (Independent)</p> <p>Peter Woodward LPC Member (CCA Boots) – Proxy A Littlewood-Miller</p> <p>Tim Baker LPC Member (Independent) – Proxy Kate Toms</p>	

21/07/04	<p>Minutes of the previous meeting on 13th May 2021</p> <p>These were accepted by the committee and signed by Chair, A Littlewood-Miller.</p>	
21/07/05	<p>Matters arising from the Minutes and Action Update</p> <ul style="list-style-type: none"> • Diversity & Equality Training follow-up: The majority of the committee have attended, there is one month left to complete the training. • Stop Smoking on the IOW Copy of the service specification has been received and is the same as the Hampshire one. Training will take place on both the IOW and Southampton. • All other matters were either completed actions or covered elsewhere in the agenda. 	
21/07/06	<p>Professional Services Update</p> <p>A Freemantle updated the committee on her activities during the previous two months by both written and verbal reports.</p> <p>Highlights</p> <ul style="list-style-type: none"> • 7 weeks to Flu Season • 53 contracts active • Frimley ICS Ondansetron stock holding service spec was written by A Freemantle, the service is for two years with a £1,000 retainer per year and will go live in October 2021. • New Forest CAMHS contract is in place so A Freemantle will start to look at expanding the service. • Hampshire Council has confirmed that the delivery of flu immunisation will be via pharmacy. <p>Lowlights</p> <p>Delivery of LCS in pharmacies is very low. A Freemantle is hoping to extend the BP testing service before it goes national, but it is difficult to fight to keep the service in place when the uptake is so low.</p>	
21/07/07	<p>Contractor Development & Support Update</p> <p>A Pysz updated the committee on his activities during the previous two months by both written and verbal reports.</p> <p>Highlights</p> <ul style="list-style-type: none"> • Increase in the number of telephone calls and emails being received. • Steady progress of the GP CPCS roll-out progress, 9 are live, meeting with 22 others who are still making a decision. There is a growing number of referrals each week. 	

	<ul style="list-style-type: none"> • Text message reminder service, 37 text messages have been sent to date with very positive feedback. <p>GP Complaints Referrals – Hot on post event responses/completion. Watching referral outcomes. A Pysz to continue to establish the communication channels between GPs & Pharmacy. Pharmacist have been asked to be more specific for the reason why the patient is being referred, rather than using other.</p>	
21/07/08	<p>Chief Officers Report</p> <p>D Crockford updated the committee on her activities during the previous two months.</p> <p>Highlights</p> <ul style="list-style-type: none"> • Meeting with Lord Michael Grade. G Warner attended representing the Independents and Malcolm Harrison represented the multiples. It was a very positive meeting. Lord Grade has requested 6-8 bullet points he can present to Rt Hon Sajid Javid MP. He is a good connection for LPC to have. • Memorandum of understanding from the ICS received. Following a couple of amendments, it was signed. • Potential pilot for the national oral contraception service. Portsmouth CCG showing interest but disappointing that Southampton CCG did not. <p>Lowlights</p> <ul style="list-style-type: none"> • C&D – searching for a story about a private matter. • Questionable behaviour in some pharmacies around patient nominations. Investigated and reminded of best practice. 	
21/07/09	<p>LPC Elections 2022</p> <p>PSNC has decided to delay their elections for a year. PSNC has suggested that the LPCs may also like to delay their elections for a year to avoid a clash with voting on matters proposed by the RSG.</p> <p>To delay the elections there would need to be a change made to the constitution and to do this a general meeting with contractors will need to be called. A vote would be taken from contractors. A two thirds majority in favour, from the votes cast, would be required for a change in the constitution.</p> <p>The committee considered the suggestion from PSNC and voted, unanimously, to delay the LPC Elections for 12 months. D Crockford & S White to set up the required general meeting to coincide with the AGM in September.</p>	DC/ SW

21/07/10	<p>PSNC/LPC Meeting Update – LPC Websites</p> <p>D Crockford attended the meeting. The deal is still the deal. PNA delayed until Oct 2022</p> <p>PSNC presented a new website template for LPCs. There are three packages. Package 1 - £300.00 receive just the template Package 2 - £1200 set up assistance Package 3 £2400 Set up assistance and management</p> <p>Taking into consideration the CPSC website content, design, the ongoing costs and management the LPC committee cast a vote as to whether they wanted to move to the PSNC website template, the outcome of the vote was a unanimous no.</p>	
21/07/11	<p>Subcommittee Meetings</p> <p>All committee members broke into their sub-committee groups for a 20-minute discussion.</p>	
21/07/12	<p>LPC Reports</p> <p><u>PSNC Update</u></p> <ul style="list-style-type: none"> • After 9 months a deal has been agreed for the covid cost claims. A variety of COVID-related expenditure that is not PPE can be claimed for, this can include staff costs, floor signage, IT changes etc. The offer is approximately £10,000 per pharmacy. • The £370 million was a loan to help cash flow and will have to be paid back. <p><u>Market Entry</u></p> <ul style="list-style-type: none"> ▪ Nothing to report <p><u>Service Development</u></p> <ul style="list-style-type: none"> • Chair nomination still undecided. <p><u>Governance</u></p> <ul style="list-style-type: none"> • Constitutional change due to the LPC Elections, guidance needs to be understood. MI to share the revised version and present it at the September meeting. • Clyde & Co annual changes to the employee handbook have been received. D Crockford and M Ireland to review changes and present them at the September meeting <p><u>Finance / Remuneration</u></p> <ul style="list-style-type: none"> • P Woodward circulated his report to the committee. The account balance is £187,361.14 and is in line with the budget • 	<p>Serv Sub c</p> <p>MI</p> <p>DC / MI</p>

21/07/13	<p>AOB</p> <p><u>Face to face meetings</u> Face to face meetings have not been budgeted for in the current year. In order to have a face-to-face meeting in the next 6 months it would need to be discussed by the finance subcommittee. The suggestion was to have a face-to-face meeting in 2022. All committee members in attendance were in favour of a face-to-face meeting.</p> <p><u>Information sharing.</u> Sharing information about external companies such as PharmaFinder in weekly digest or websites was deemed not appropriate as it is not part of the LPC remit.</p> <p>12:31pm. G Warner had to leave the meeting so the quorum of the meeting was no longer met from this point on.</p> <p><u>LPC Pledge as part of RPS Inclusion & Wellbeing Pledge</u> A Shah would like to put together a proposed pledge and present it to the committee. M Ireland has offered to help A Shah.</p> <p><u>Richard Buxton's Retirement</u> Richard retires at the end of July 2021 D Crockford to organise a gift and card.</p> <p><u>CDSM Complaint</u> D Crockford has asked the committee to progress this issue.</p> <p><u>LinkedIn Complaint</u> Committee to investigate.</p> <p><u>RSG Focus Groups</u> Two spaces available in August. D Crockford will be attending, anyone else who would like to attend please make contact with D Crockford.</p>	A Shah DC ALL ALL
21/07/15	<p>Meeting Close</p> <p>The meeting closed at 1.20pm</p>	
21/07/14	<p>Committee Closed Session</p> <p>Meeting with committee members only.</p>	
	<p>Future LPC Meeting dates and venues for 2021/2022:</p> <ul style="list-style-type: none"> ● 16th September 2021– Virtual Meeting – incorporating AGM ● 18th November 2021– Virtual Meeting ● 13th January 2022 – Virtual Meeting ● 10th March 2022– Virtual Meeting 	



Community Pharmacy South Central

	<ul style="list-style-type: none">• 12th May 2022– Virtual Meeting• 14th July 2022– Virtual Meeting• 15 Sep 2022 – Virtual Meeting – incorporating AGM• 17 Nov 2022– Virtual Meeting	
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