



Chairman:

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MINUTES OF LPC MEETING

13th July 2023

Holiday Inn, Southampton

Herbert Walker Avenue, Southampton, SO15 1HJ

Present:

LPC Members (listed in alphabetical order):

Anjlee Shah	LPC Member (Independent)
Daniela Lupeanu	LPC Member (CCA, Rowlands)
David Howells	LPC Member (AIMp, Kamsons Pharmacy))
Jennifer Ndichu	LPC Member (AIMp, Day Lewis)
Karen Alexander	LPC Member (CCA, Boots)
Michael McWhirter	LPC Member (Independent)
Peter Woodward	LPC Member (CCA Boots)
Alison Freemantle	LPC Professional Services Development Manager
Artur Pysz	LPC Contractor Development & Support Manager
Deborah Crockford	LPC Chief Officer
Skye White	LPC Office Manager

23/07/01	Chair's Welcome & Requests for AOB P Woodward (Treasurer) welcomed everyone to the meeting. Warm welcome to Hinal Patel, Community Pharmacy Clinical Lead. Everyone around the table introduced themselves.	
23/07/02	Declarations of Interest Nil	
23/07/03	Apologies for absence & nominations of proxy votes Alison Freemantle LPC Professional Services Development Manager Arun Sharma LPC Member (Independent – Proxy M McWhirter) Ashley Littlewood-Miller LPC Member (CCA, Boots) – Proxy P Woodward Gary Warner LPC Member (Independent)	

	Karen Alexander LPC Member (CCA, Boots) Proxy P Woodward (PM only)	
23/07/04	<p>Minutes of the previous meeting on 11th May 2023</p> <p>These were accepted by the committee and signed by Treasurer, P Woodward.</p>	
23/07/05	<p>Matters arising from the Minutes and Action Update</p> <ul style="list-style-type: none"> All matters were either completed actions or covered elsewhere in the agenda. 	
23/07/06	<p>Officer Appointments 2023/24</p> <p>Following the invitation from the Chief Officer, nominations were invited for the Position of Chair and subsequently for the other Officer positions and subcommittee membership.</p> <p>The following appointments were made in accordance with the requirements of the Constitution and observant of the Governance Procedures:</p> <p>Chair – Ashley Littlewood-Miller Vice-Chair – Arun Sharma Treasurer – Peter Woodward</p>	
23/07/07	<p>Subcommittee Membership</p> <p>Service Development Subcommittee: Chair: - TBC Anjee Shah Daniela Lupeanu Jennifer Ndichu Michael McWhirter</p> <p>Governance Subcommittee: Chair – TBC Anjee Shah Jennifer Ndichu Karen Alexander</p> <p>Finance Subcommittee Chair (Finance) – Peter Woodward Chair (Remuneration) – TBC Arun Sharma Daniela Lupeanu David Howells Karn Alexander Michael McWhirter</p>	

	<p>Market Entry Subcommittee: Chair – TBC Arun Sharma David Howells Jennifer Ndichu</p>	
23/07/08	<p>Team Building / Communication Session</p> <p>Mike Holden from Pharmacy Complete, facilitated a training session with the committee members which covered;</p> <ul style="list-style-type: none"> • Communication • Personality types • Rapport building • Strategy, values, beliefs and behaviours 	
23/07/09	<p>Professional Services Update</p> <p>On behalf of A Freemantle, D Crockford updated the committee on her activities during the previous two months with both written and verbal reports.</p> <p>Lowlights</p> <ul style="list-style-type: none"> • Length of time and frustration with Lloyds taking on the responsibility of substance misuse payments. • Nervousness of the continuity of Substance misuse service and delivery with many pharmacies closing or changing hands. • NHS BSA give dates that they will send information out and they don't stick to them. <p>Highlights</p> <ul style="list-style-type: none"> • Holiday in Croatia. • Small window between now and September before the NHS vaccinations start again. • Increase in Advance service delivery on our patch. Also increase in completion of DMS. <p>Q. Where are we at with the increase of services remuneration?</p> <ul style="list-style-type: none"> • Increase in substance misuse remuneration. • Palliative care service still in negotiation. <p>Q. Is there any uplift in council services remuneration?</p> <ul style="list-style-type: none"> • LPC is always pushing. 	
23/07/10	<p>Contractor Development & Support Update</p> <p>A Pysz updated the committee on his activities during the previous two months with both written and verbal reports.</p> <p>Highlights</p> <ul style="list-style-type: none"> • New contractors have been contacting CPSC. • Welcome pack is working and is useful. 	

	<ul style="list-style-type: none"> • Feedback from NHS 111, 3 in 4 referrals are dealt with by pharmacy. 79% of the calls have not called NHS 111 back. 70% completion rate. • GPCPCS – Looking quite good. 2,680 referrals (Jan-June 23). 70% completion rate (pharmacist has spoken to patient), 20% dropped, 1% accepted and 9% unknown/ not actioned. £68,000 saving on GP costs. <p>Lowlights</p> <ul style="list-style-type: none"> • New contracts ODS, not receiving the email address from NHS digital. • eRD - is not ICS's focus at the moment, being left to run as it is. 	
<p>23/07/11</p>	<p>Chief Officer's Report</p> <p>D Crockford updated the committee on her activities during the previous two months.</p> <p>Lowlights</p> <ul style="list-style-type: none"> • Lack of interest in July Academy webinar, next one scheduled for September. D Crockford to look at moving the Academy to Tuesday or Wednesday evenings as more attractive for pharmacists. • The very low number of referrals into community pharmacy for the GP CPCS and DMS across the South East. • 50-64-year-olds (not at clinical risk) are not going to be included in Flu Service for 2023/24 season. • CCA still to fill their vacant seat. They have 90 days from 1st July or the seat will be forfeit. <p>Highlights</p> <ul style="list-style-type: none"> • Invited to participate in a radio interview regarding Pharmacy pressures. • Invitation to attend the LOC annual general meeting. A Freemantle was also invited. • Official notice of retirement has been given. November 9th 2023 will be D Crockford's last CPSC committee meeting. <p>Insurance</p> <p>Extra insurance for committee members was considered, to cover personal liabilities. The cost would be £500 - £1000 per year. The committee have indemnity insurance through CPE which was considered sufficient for this purpose.</p> <p>CPE Conference</p> <p>12th October, face to face, CPSC has 5 votes/places, Debby, Alison and Artur will attend.</p> <p>Chairs' Day – A Littlewood-Miller Treasurers' Day – S White New Committee Members – D Howells</p>	<p>DC</p>

23/07/12	<p>Hinal Patel, Community Pharmacy Clinical Integration Lead HIOW</p> <p>Hinal Patel gave a presentation recapping the last meeting, last three months and her priorities over the next few months.</p>	
23/07/13	<p>Subcommittee Meetings</p> <p>Due to a number of committee members missing, the subcommittee meetings did not take place.</p>	
23/07/14	<p>LPC Reports</p> <p><u>PSNC Update</u></p> <ul style="list-style-type: none"> • NIL <p><u>Market Entry</u></p> <ul style="list-style-type: none"> • NIL <p><u>Service Development</u></p> <ul style="list-style-type: none"> • NIL <p><u>Governance</u></p> <ul style="list-style-type: none"> • NIL <p><u>Finance / Remuneration</u></p> <ul style="list-style-type: none"> • NIL 	
23/07/15	<p>AOB</p> <p>Recruitment of Chief Officer</p> <ul style="list-style-type: none"> • Advertising options, recruitment agency, CPE update, LinkedIn, • Recruitment steering group, P Woodward, A Shah, A Littlewood-Miller, J Ndichu, D Howells. • Specification of role, content for the advertisement. • CPE Job description. • Consider various options for structure - does the LPC need a full time CO etc? Scope options out for committee to vote on preferred structure. • Remuneration subcommittee to review associated remuneration. • Recruitment subcommittee to have a meeting before the end of July via Zoom. D Crockford to coordinate. • Potential interviews in September 2023 • Offers by the end of Sep 2023 	<p>DC</p> <p>DC</p>
23/07/16	<p>Meeting Close</p> <p>The meeting closed at 16:30</p>	



	<p>Future LPC Meeting dates and venues for 2023 /2024:</p> <ul style="list-style-type: none">• 14 Sep 2023 – Virtual Meeting• 09 Nov 2023 – Face to face• 11 Jan 2024 – Virtual Meeting• 14 Mar 2024 - Virtual Meeting• 09 May 2024 – Face to face• 11 July 2024 – Virtual Meeting• 19 Sep 2024 – Virtual Meeting• 14 Nov 202 - Virtual Meeting	
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