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MINUTES OF LPC MEETING

19th May 2022

Langstone Quays Resort, Hayling Island

Present:

LPC Members (listed in alphabetical order):

Anjee Shah	LPC Member (CCA, Lloyds)
Ashley Littlewood-Miller	LPC Member (CCA, Boots)
Daniela Lupeanu	LPC Member (CCA, Rowlands)
Jennifer Ndichu	LPC Member (AIMp, Day Lewis)
Karen Alexander	LPC Member (CCA, Boots)
Peter Woodward	LPC Member (CCA Boots)
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

22/05/01	<p>Chair's Welcome & Requests for AOB</p> <p>A Littlewood-Miller (Chair) welcomed everyone to the meeting.</p> <p>Welcome to Daniela Lupeanu from Rowlands Pharmacy as the new CCA representative on the CPSC committee.</p> <p>Items for AOB –</p> <ul style="list-style-type: none"> NIL 	
22/05/02	<p>Declarations of Interest</p> <p>Nil</p>	
22/05/03	<p>Apologies for absence & nominations of proxy votes</p> <p>Arun Sharma LPC Member (Independent) – Proxy J Ndichu Davinder Virdee LPC Member (Independent) Gary Warner LPC Member (Independent)</p>	

22/05/04	<p>Minutes of the previous meeting on 10th March 2022</p> <p>These were accepted by the committee and signed by Chair, A Littlewood-Miller.</p>	
22/05/05	<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. 	
22/05/06	<p>Officer Appointments 2022/23</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 Finance Officer – Peter Woodward Deputy Finance Officer – Arun Sharma</p>	
22/05/07	<p>Subcommittee Membership</p> <p>Service Development Subcommittee: Chair: - Anjlee Shah Gary Warner Tim Baker Jennifer Ndichu</p> <p>Governance Subcommittee: Chair – Anjlee Shah Jennifer Ndichu Karen Alexander</p> <p>Finance Subcommittee Chair (Finance) – Peter Woodward Chair (Remuneration) – Daniela Lupeanu Arun Sharma</p> <p>Market Entry Subcommittee: Chair – Tim Baker Arun Sharma Gary Warner</p>	
22/05/08	<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>Lowlights</p> <ul style="list-style-type: none"> • NHS Oral Contraceptive Pilot in Portsmouth – no results can be published as it is a pilot and therefore remains confidential. • National Smoking Cessation Service – Not on the radar for either UHS or HHFT. I do have an initial meeting with UHS planned for end of month. <p>Highlights</p> <ul style="list-style-type: none"> • Hypertension case service - use of an IT system to report consultations. Requested implementation of PharmOutcomes from 3 of our CCG areas who have PO licenses, some positive noise, it is better for the surgeries as it comes through on pdf, same as other services. • Forging good links with Solent NHS, looking to signpost BP screening cases from health hubs back into pharmacy for ABPM. Also encouraging the mass vaccination sites and popup vaccination sites to forward customers needing advice to surrounding community pharmacies. • Flu: Fantastic end of season figures +74.1% vaccinations completed compared to last year (+26% over 65s). 	
<p>22/05/09</p>	<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>Lowlights</p> <ul style="list-style-type: none"> • GPCPCS – Figures are not available due to license issues since March which have put on hold some work AP does with PCNs around supporting referrals implementation. • CHIE – successfully launched but only 15 active users currently <p>Highlights</p> <ul style="list-style-type: none"> • Only 1 PCN lead vacancy – CGH Basingstoke • GPCPCS referrals - targets for PCNs (minimum number of referrals required to meet IIF requirement) have been calculated and published. On average, community pharmacies should expect to receive a minimum of four referrals/week • Respiratory Sustainability Group – A Pysz has been appointed to sit on the group, two meetings so far, registering a footprint. • A Pysz to share the Service Opportunity presentation with all committee members. 	<p>AP</p>
<p>22/05/10</p>	<p>LPC Expense Policy</p> <p>P Woodward presented and shared the revised expense policy including a review of the daily allowance and travel rate. The daily allowance rate will remain at £25 per hour, and for those committee members in a patient-facing roll they are to attach a copy of their locum invoice and</p>	

	<p>claim the invoice amount as backfill. The committee agreed unanimously.</p> <p>J Ndichu to become a banking signatory. P Woodward to set her up.</p> <p>P Woodward to increase the one signatory approval amount to £10,000.</p>	<p>PW</p> <p>PW</p>
<p>22/05/11</p>	<p>Subcommittee Meetings</p> <p>All committee members broke into their sub-committee groups for a 20-minute discussion</p>	
<p>22/05/12</p>	<p>LPC Reports</p> <p><u>Market Entry</u></p> <ul style="list-style-type: none"> ▪ Two new applications. <ul style="list-style-type: none"> ▪ New Contract – unforeseen benefits, surgery site ▪ Relocation – Southampton with no significant change <p><u>Service Development</u></p> <ul style="list-style-type: none"> • A Shah had reviewed the proposed LPC pledge for the RPS Inclusion and Wellbeing pledge and simplified the content. The committee voted to accept the proposal. • It was agreed that Equality and Inclusion would be added as a consideration in the Services checklist. • D Crockford to sign up the LPC to the RPS pledge. <p><u>Governance</u></p> <ul style="list-style-type: none"> • NIL <p><u>Finance / Remuneration</u></p> <ul style="list-style-type: none"> • P Woodward circulated his report to the committee. The account balance at the end of March 2022 was £213,190 and a surplus of £12,258 to budget. • Reminder to all members that expenses for 2021/2022 must be submitted by 31st May 2022. • Major concern going forward, if the RSG proposals are accepted the levy will increase by £45,000 per year. 	<p>DC</p> <p>ALL</p>
<p>22/05/13</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"> • MDS Issues – objections from other parties are increasing as pharmacies increasingly review their patients and remove the provision of MDS for those who do not meet the necessary criteria, or for whom there is a more suitable adjustment. 	

	<ul style="list-style-type: none"> • Kate Toms has stepped down from the LPC. Grateful for everything she has done and contributed during her time on the committee. <p>Highlights</p> <ul style="list-style-type: none"> • Salary award for the team, appreciative of this recognition. • Face to face PCN conference • Face to face LPC Meeting • Connection with new chief pharmacist for ICS in Frimley. • CCA vacancies are being filled. 	
22/05/14 22/05/15	<p>Strategic Review Key Objectives</p> <p>Deborah Evans, Director of Pharmacy Complete, facilitated a training session with the committee members to help finalise the key objectives for the 2022/2023 LPC strategy.</p>	
22/05/16	<p>AOB CLOSED MEETING</p> <p>NIL</p>	
22/05/17	<p>Meeting Close</p> <p>The meeting closed at 16:35</p>	

	<p>Future LPC Meeting dates and venues for 2021/2022:</p> <ul style="list-style-type: none"> • 14 July 2022– Virtual Meeting • 15 Sep 2022 – Virtual Meeting • 17 Nov 2022– Virtual Meeting • 12 Jan 2023 – Virtual Meeting • 09 Mar 2023 – Virtual Meeting • 11 May 2023 – Face to face TBC • 13 July 2023 – Virtual Meeting • 14 Sep 2023 – Virtual Meeting • 09 Nov 2023 – Virtual Meeting 	
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