



Community Pharmacy Cheshire and Wirral



Meeting Minutes

For the meeting held on Wednesday 26 July, 9.30am at The Forest Hills, Frodsham

1	<p>Present</p> <p>Members</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Richard Bates</td><td>Independent</td><td>RB</td></tr> <tr><td>Gordon Couper</td><td>Independent</td><td>GC</td></tr> <tr><td>Ian Cubbin</td><td>Independent</td><td>IC</td></tr> <tr><td>Stuart Dudley</td><td>Independent</td><td>SD</td></tr> <tr><td>David Eaves</td><td>CCA</td><td>DE</td></tr> <tr><td>Andy Hodgson</td><td>Independent</td><td>AH</td></tr> <tr><td>Hassan Majeed</td><td>CCA</td><td>HMa</td></tr> <tr><td>Barry McCann</td><td>CCA</td><td>BM</td></tr> <tr><td>Kathy McCarthy</td><td>CCA</td><td>KM</td></tr> <tr><td>Dane Stratton-Powell</td><td>CCA</td><td>DSP</td></tr> <tr><td>Nick Thayer</td><td>CCA</td><td>NT</td></tr> <tr><td>Stephen Thomas</td><td>CCA</td><td>ST</td></tr> <tr><td>Lee Williams</td><td>Independent</td><td>LW</td></tr> </table> <p style="text-align: right;">In Attendance</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Suzanne Austin</td><td>CS&DP/LPN</td><td>SA</td></tr> <tr><td>Melanie Carrol</td><td>CS&DP</td><td>MC</td></tr> <tr><td>Helen Murphy</td><td>CEO</td><td>HM</td></tr> <tr><td>Alison Williams</td><td>BSO</td><td>AW</td></tr> <tr><td>Abigail Cowan</td><td>MLCSU</td><td>AC</td></tr> <tr><td>Paula McNamara</td><td>MLCSU</td><td>PM</td></tr> <tr><td>Shelley Brough</td><td>CEC</td><td>SB</td></tr> </table> <p style="text-align: right;">Apologies</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Lisa McCreesh</td><td>CCA</td><td>LM</td></tr> <tr><td>Heather Roberts</td><td>CCA</td><td>HR</td></tr> </table>	Richard Bates	Independent	RB	Gordon Couper	Independent	GC	Ian Cubbin	Independent	IC	Stuart Dudley	Independent	SD	David Eaves	CCA	DE	Andy Hodgson	Independent	AH	Hassan Majeed	CCA	HMa	Barry McCann	CCA	BM	Kathy McCarthy	CCA	KM	Dane Stratton-Powell	CCA	DSP	Nick Thayer	CCA	NT	Stephen Thomas	CCA	ST	Lee Williams	Independent	LW	Suzanne Austin	CS&DP/LPN	SA	Melanie Carrol	CS&DP	MC	Helen Murphy	CEO	HM	Alison Williams	BSO	AW	Abigail Cowan	MLCSU	AC	Paula McNamara	MLCSU	PM	Shelley Brough	CEC	SB	Lisa McCreesh	CCA	LM	Heather Roberts	CCA	HR
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2	<p>Welcome and Apologies</p> <p>GC welcomed all members to the meeting, including new members Hassan Majeed (Well) and Barry McCann (Rowlands).</p> <p>Apologies were received from LM and HR.</p>																																																																		
3	<p>Expressions of Interest</p> <p>No expressions of interest were received.</p>																																																																		
4	<p>Competition Law Guidance</p> <p>This was pre-circulated to all members for reference.</p>																																																																		
5	<p>Abigail Cowan and Paula McNamara – Midlands and Lancashire Commissioning Support Unit <i>(Present for this agenda item only)</i></p> <p>AC and PM updated members on the Repeat Ordering Pilot and addressed a number of issues that the LPC raised. PM explained that MLCSU support and advises the CCG but the CCG ultimately has the decision.</p> <p>Firstly, PM spoke to a presentation.</p>																																																																		

a) Data and Evidence

DSP asked if PM has any data relating hospital admissions as he is concerned that some patients that are not compliant end up hospital. PM has not seen any but will explore this further.

Committee members expressed a concern that it is difficult to identify if this pilot will lead to actual cost savings without having the data to evidence this ie how will the MLCSU extrapolate the data to demonstrate that the savings are directly attributable to the pilot?

IC explained that you would expect nationally data to show that the cost of the average prescription is dropping because the tariff has been reducing since December 2016.

PM explained that as the pilot is at an early stage there is a lot more data to collect. She also acknowledged that the data analysts would be taking out gluten free products.

b) For PM the pilot is about improving the system; NT added that the focus should be on patient safety and compliance and not around cost savings.

c) ST asked if any work is being done to study the increase in staff time in the practices. PM explained that they did ask practices to collate their time but this has been inconsistent. Some practices are indicating that they are saving time (members found this very surprising) as the number of queries they are receiving from pharmacies has dropped.

AH shared his experience in Macclesfield; he would be surprised if staff within the CE practices hadn't noticed a significant increase. He also indicated that the number of items that are prescribed that the patient didn't order is significant and this in turn leads to an increase in waste.

d) The practices have been tasked with challenging every prescription.

e) LPC members raised concerns that some practices were going rogue on the Wirral, with a day's notice, and believe this is partly due to the incentive scheme. Unfortunately it is ultimately up to the practice when they implement changes however they are being encouraged to work closely with MMT, CCG and local pharmacies.

f) KM shared the model that is being implemented in Liverpool which PM and AC are aware of, as Liverpool leads have spent time with our team to develop their model.

g) KM believes that the GP surgeries should be sorting out their own patient communications and that the leaflets should be coming from the surgeries and not from the pharmacies.

h) PM explained that at the beginning of July the MLCSU team visited all Wirral pharmacies; of the 93 visited only 4 expressed unhappiness with the leaflets, in fact there is local evidence to show that some contractors are happy to be involved and to have the opportunity to explain what is happening to their patients. PM stated that the project in Warrington has worked well with community pharmacies working closely with GP practices and supporting successful roll out of this project by distributing leaflets. It is up to community pharmacies if they wish to be involved but we have requested that GP practices are informed and leaflets returned to them if the pharmacy does not want support this project by handing leaflets out.

If some branches are not handing out the leaflets then let PC know.

i) Members raised concerns that the leaflet talks about 2-3 working days to issue a repeat prescription but there is nothing about lead times which may be misleading to the patients. PM will take these comments on board for any future re-prints. It was recognised that patient education remains a priority.

j) There is some work going on with NHS Digital across Cheshire & Mersey and electronic repeat prescriptions.

k) BM asked about medicines wastage. PM has shared some figures about potential reduction in prescribing but is there any evidence to back up the physical wastage that is being returned into pharmacies has reduced as a result? PM does have a baseline figure from before the

	<p>pilot started.</p> <p>IC shared an example of a high cost drug being disposed of in a doop bin and highlighted that waste needs to be tackled from all angles, not just primary care.</p> <p>l) AC regularly liaises with MC about the pilot to keep the LPC up-to-date and involved.</p> <p>m) The LPC thanked PM/AC for attending and wanted them to understand that the route of all of the LPC concerns is driven by patient care.</p>
6	<p>Shelley Brough – Public Health Commissioning Manager, Cheshire East Council <i>(Present for this agenda item only)</i></p> <p>SB updated members on the substance misuse re commissioning of Public Health Services in Cheshire East.</p> <p>a) SB updated members on a couple of things following her visit to the LPC in November 2016.</p> <ul style="list-style-type: none"> • The council arranged an engagement event which was poorly attended. They will re-evaluate to see how they engage with pharmacies in a more appropriate way. • SB has been to the LMC to see how to engage with GPs moving forward. • There has been a change in timescales; the original aim was to have a new service going live in April 2018. Since then there have been discussions between CEC and CWC whether they will jointly commission some public health services; a response is expected by end of August. <p>If joint commissioning goes ahead the timescales would slip to April 2019 to align and the current CEC contracts will need to be extended. If the decision is not to co-commission the aim for CEC would be to have a service in place by October 2018.</p> <p>b) CEC has undertaken some service user journey work across Cheshire East to understand issues and barriers. There is a growing recovering community and SB is keen to build on this. Evidence shows that there needs to be local, community provision with a shift to recovery and accessibility to services. CEC is finalising the report for the service user journey and SB will share this with the LPC when it is published.</p> <p>c) The LPC raised some concerns about the Chest when SB last attended. The council will be looking for a lead provider partnership or consortium approach for an integrated substance misuse service provision; this would mean a sub-contracting relationship so the Chest portal would not be used. Communication would be via email.</p> <p>d) SB is keen to understand how they, as commissioners, engage with community pharmacy but also how they support links with wider providers within the market.</p> <p>e) Two market engagement events have taken place and the council have been engaging with up to 19 providers both regionally and nationally. SB will share this list with the LPC. Realistically tender documents would be expected from 5 or 6 providers.</p> <p>f) SB is happy to support partnership conversations so opportunities aren't missed.</p> <p>g) SB will continue to come to the LPC to update members as necessary. There will be future market engagement events for the market to understand what local assets there are in Cheshire East; SB proposed that SA attends to represent the LPC.</p> <p>h) SB wants to see local provision at a community level and to support local organisations to develop partnerships - GPs, pharmacy, community organisations, etc.</p> <p>i) SB will share a spreadsheet that is held within the Chest with SA. The spreadsheet allows providers in the market to share who they are, what the offer and what they are looking for.</p> <p>j) SB confirmed that she has shared LPC concerns about the current training and support from CWP; SA has had a meeting with Suzanne Jones.</p> <p>k) CEC are in the process of updating the JSNA; SB is keen to emphasise our local assets within</p>

	<p>this document and would be keen to work with the asset map; CEC is fully on board in recognising the asset that community pharmacy is.</p> <p>l) Jane Branson, who was leading on health checks and EHC, has now retired. Nick Darwin has picked up this role and the service is under review.</p>
<p>5</p>	<p>Local Professional Network (LPN)/NHSE Update – Suzanne Austin, LPN Chair</p> <p>SA updated members on the following LPN/NHSE business:</p> <ul style="list-style-type: none"> a) Warrington has gone live with NUMSAS and SA outlined some issues, including communication. b) The eTCP Countess of Chester engagement event scheduled for 18 July was cancelled. A joint event will be arranged which covers both Chester and Leighton Hospitals. c) Pam Soo will be setting up an LPN Oversight Group meeting to ensure that all of the regional COs have a greater understanding of what projects are active across the footprint; the meeting will take place monthly before the Chief Officer/NHSE meeting at Regatta. d) SA, along with a number of local stakeholders, attended PCC training on Mergers and Consolidations commissioned by NHSE. John Hampson will be writing a briefing paper that will be shared with all local authorities so that they understand their responsibilities. e) SA met Keith Kendal who is employed by NHSE in a regional position (North) to oversee the implementation of the Pharmacy Integration Fund Project (inc NUMSAS). He also has pharmacists in care homes and pharmacists into urgent care centres projects. The bidding criteria will be announced in October. He has been charged to visit Head Office of multiples if they fall within his region. f) Jasmine Islam is considering what kind of role community pharmacy could plan in supporting mental health patients who are living in and managed within the community eg giving them messages around self-care, weight managements, alcohol abuse, etc. She has met with Andy Cairns from the Innovation Agency and thought is being given to what a pharmacy pathway look like, the funding, baseline and evaluation.
<p>6</p>	<p>PSNC Update – Stephen Thomas</p> <p>ST updated members on the following PSNC business:</p> <ul style="list-style-type: none"> a) PSNC met in London on 9 July. b) Category announcements arrived on Day 2 of the meeting and time was spent discussing the figures, details and the PSNC response; ST gave some details. c) There were a number of plenary sessions; part of the Murray Review was thinking about where MUR's might move to. There has been some work going on within PSNC (early stage) about the development of a community pharmacy care plan service. d) Discussion about the future of retained margin. e) Discussion about where IT is going within Community Pharmacy. A list of forward looking ideas was generated and the office were tasked with collating these. f) Discussion on the consultation on low value items (at the time of the meeting this hadn't been released) which is looking to remove 18 items except in exceptional circumstances. g) PSNC has lodged an appeal against the Judicial Review and this has been accepted. The appeal can be withdrawn at any point. There will be no additional levies imposed on contractors. h) Odgers Berndtson have been appointed to assist in the recruitment of the new CEO. It is hoped that interviews will take place at the end October/early November and that the PSNC meeting in November will be able to ratify the appointment. i) A MAS Service Pack has been released; the LPC should feedback comments to Rosie Taylor

	<p>(HM).</p> <p>j) The DH has launched a review of the Market Entry and Terms of Service elements to the Pharmaceutical Services Regulations 2013. ST will be leading the PSNC work group.</p>
7	<p>Feedback</p> <p>a) <i>Staff & Resource Committee</i></p> <p>Topics discussed included</p> <ol style="list-style-type: none"> i. HM's objectives, which include a contractor engagement framework, have been finalised ii. HM will organise the team objectives with drafts required by the committee for discussion at the September meeting iii. Work place pensions and HR support iv. Holiday booking process, time off in lieu and time owing; HM will discuss with the team v. There is much pan-Mersey work taking place and, at the next MALPS Chairs/CO, a discussion will take place regarding the co-ordination of activities to help provide clarity to employees. (IC/AW)
8	<p>LPC Strategy/Work Plan Update</p> <p>HM updated members about the work activities which are scheduled over the next three months and how this might impact on the team; discussions included the regional Blood Pressure scheme which is linked to the British Heart Foundation and how the funding will work.</p> <p>The team are meeting on 1 August to draft a Contractor Engagement Framework. Team members will be contacting and visiting (if required) contractors from September onwards.</p> <p>HM will circulate an updated copy of the Work Plan to members.</p>
9	<p>General Business</p> <p>a) <i>Patient Led ordering</i></p> <ol style="list-style-type: none"> i. In Macclesfield town centre all of the practices have adopted this model. AH shared an issue that he is aware of which is undermining the process and this was discussed further; HM will liaise with AH to write a letter to the superintendent of the company in question to address this. ii. MC will draft an email PM/AC, from GC on behalf of the committee, following their attendance (minute 5) with some formal actions. iii. MC will draft a letter to Wirral CCG Chair, from GC on behalf of the committee, with a number of LPC concerns about the scheme. <p>b) <i>PharmOutcomes Patient Ordering Feedback Template</i></p> <p>All members will review the form and let AW have any amendments. This will then be adopted and shared with contractors (AW).</p> <p>AW will summarise information received to date at the September LPC meeting to see if any specific actions are required.</p> <p>c) <i>Congleton Issues</i></p> <p>An issue has been brought to the LPC's attention and SA has spoken to a contractor about it and is awaiting feedback.</p> <p>AW will draft a formal letter from GC to the contractor.</p> <p>d) <i>AGM Timings</i></p> <p>The AGM will take place at 12pm on 13 September.</p> <p>e) <i>Annual Report</i></p> <p>The Annual Report is being drafted and will be circulated to contractors before 13 August</p>

	<p>(AW).</p> <p>f) <i>Wirral Smoking Cessation</i> The LPC recently wrote to Wirral Public Health and AW shared the response to that letter from ABL regarding the LPC concerns about the current service and this was discussed. MC is meeting with ABL and Wirral PH on 27 July and will feedback the LPC concerns that the response does not address all of the issues that were raised and in places was factually incorrect. A formal response has not been received from Wirral Public Health; MC will request this.</p> <p>g) <i>Meeting Feedback</i> Members will email AW their thoughts and comments about how the meeting went today, good and bad. This will be anonymously collated and reviewed at the September meeting (AW).</p> <p>h) <i>MPs</i> Justin Madders MP has accepted an invitation to visit a pharmacy in his constituency. AW/KM will liaise with his office to arrange a visit to a Boots branch.</p> <p>i) <i>Flu</i> LW/NT/HM will consider flu communications which ideally should be circulated late August.</p> <p>j) <i>NUMSAS</i> HM had reported from a recent LPN day that 'NUMSAS is a high priority to NHSE and it is being seen as indication of community pharmacy ability to contribute to urgent care services as an enabler to future service' and LW voiced his concerns at being judged by how pharmacy were implementing a poor system. MC reassured LW that NHSE C&M have pharmacists working on NUMSAS who understand where the risks are, are putting things in place to mitigate those risks and are working closely with community pharmacy; this has led to the slow role out locally.</p>
10	<p>Sub-Group Minutes Full sub-group minutes will be distributed when available.</p>
11	<p>Minutes of CPCW Meeting – 14 June 2017</p> <p>a) The minutes were accepted and signed.</p> <p>b) Outstanding actions and matters arising:</p> <ol style="list-style-type: none"> i. Item 11bi - LM will cover member interests as part of the team building June agenda item; AW will collate a list of member's interests. ii. Item 11biii - LM should complete the annual declarations of interest and forward to AW iii. Item 7a - Staff & Resource will consider how they will feed back to the whole committee iv. Item 13b - Cheshire East members should advice SA if they are not paid for MAS consultations for Q1 17 v. Item 13d - SA will seek further advice from PSNC re alleged direction of prescriptions (awaiting a response from Gordon Hockey).
12	<p>Chief Officer Report – HM A report was pre-circulated to members. There were no matters arising.</p>
13	<p>CSDP Report – SA A report was pre-circulated to members. Actions and matters arising:</p> <p>a) There was a query from a contractor about a newsletter article regarding NMPs and their prescribing restrictions; AW explained that the article was written by a HSHK member and</p>

	<p>copied across from their newsletter. No further action is required.</p> <p>b) The LPC is happy for CEC to send a link to the draft PNA to contractors via PharmOutcomes (SA); copies will be sent to CCA superintendent pharmacists (AW to provide email addresses).</p> <p>c) Employees will produce a diagram or structure of where the health services within Cheshire will sit and what their roles will be ie ACO, CCG, LRCs, etc.</p> <p>d) Members provided SA with proposed funding for a Varenicline PGD.</p> <p>e) Shelley Brough has requested a 2-page document on Pharmacy Assets that she would be able to add into the JSNA and PNA. The CSC sub-group will draft a document.</p>										
14	<p>CSDP Report – MC</p> <p>A report was pre-circulated to members. Actions and matters arising:</p> <p>a) Docman is a system that transfers information from PharmOutcomes directly into GP systems eliminating the need for the scanning of patient documents.</p> <p>MC has met with the CCG as Docman will be tested out on the Wirral with the aim for it to be rolled out across Cheshire and Mersey to help with the flu implementation. Wirral are unable to ratify this until their next Medicines Management board meeting which is on 22 August.</p> <p>b) MC will be attending the Medicines Management team meeting on 8 August where there will be a presentation on co-commissioning and how it will fit in with all of the stakeholders on Wirral.</p> <p>c) There is some work talking place to address a disparity in the contractors who are accredited to provide Think Pharmacy and those that are providing it.</p> <p>d) NHSE are extremely grateful to all of the pharmacies that were involved in the NUMSAS launch. Few of the issues experienced in Warrington were pharmacy related and MC gave an explanation of some of the problems that arose. Learning, including from other areas, will be considered going forward.</p>										
15	<p>Business Support Officer Report – AW</p> <p>A report was pre-circulated to members. Actions and matters arising:</p> <p>a) AW will respond to NHSE C&M regarding the proposed removal of a pharmacy from the pharmaceutical list.</p> <p>b) AW will respond to one application.</p> <p>c) AW reported that she had attended a PSNC training event – Digital and Social Media training in June. (AW will feedback fully at the September meeting).</p> <p>A number of members have now attended Media training in some guise or other and it was agreed that PR and Policy Statements will move as an agenda item from the CSC to the main agenda (AW)</p> <p>The CSC group will identify communications rolling forward over a 3 month period.</p>										
16	<p>Treasurer’s Report – IC</p> <p>a) Balances</p> <p><u>CPCW Money (online banking – balance as at 25 July 2017)</u></p> <table> <tr> <td>Lloyds Bank Current Account</td> <td>£148,962.46</td> </tr> <tr> <td>Holding Account LPC Money</td> <td>£1,360.73</td> </tr> <tr> <td>Close Brothers (12 month account)</td> <td>£54,271.89</td> </tr> <tr> <td>TOTAL LPC Money</td> <td>£204,595.08</td> </tr> </table> <p><u>Holding Money (to date)</u></p> <table> <tr> <td>Estates</td> <td>£11,677</td> </tr> </table>	Lloyds Bank Current Account	£148,962.46	Holding Account LPC Money	£1,360.73	Close Brothers (12 month account)	£54,271.89	TOTAL LPC Money	£204,595.08	Estates	£11,677
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17	<p>Date and Time of Next Meeting</p> <p>The next meeting will take place for Wednesday 13 September 2017 at 9.30am (Forest Hills). It will incorporate the AGM at 12pm.</p>										

Action List

NOTE: Shaded rows indicate an action carried forward from the last meeting(s)

Min	Action	Person	Update
11bi	LM will cover member interests as part of the team building June agenda item; AW will collate a list of member's interests	LM	<i>On agenda</i>
11biii	LM should complete the annual declarations of interest and forward to AW	LM	<i>Complete</i>
7a	Staff & Resource will consider how they will feed back to the whole committee	Staff & Resource	<i>Complete</i>
13b	Cheshire East members should advise SA if they are not paid for MAS consultations for Q1 17	CE Members	<i>Complete</i>
13d	SA will seek further advice from PSNC re alleged direction of prescriptions	SA	<i>Awaiting a response</i>
5g	PM will take some comments about amendment for the patient led ordering leaflets on board for any future re-prints.	PM	
6b	CEC is finalising the report for the service user journey and SB will share this with the LPC when it is published	SB	
6e	SB will share a list of providers who they have been engaging with via some market engagement events	SB	
6i	SB will share a spreadsheet which allows providers in the market to share who they are, what the offer and what they are looking for	SB	
7aii	HM will organise the team objectives with drafts required by the committee for discussion at the September meeting	HM	<i>Complete</i>
7aiv	Holiday booking process, time off in lieu and time owing; HM will discuss with the team	HM	<i>Complete</i>
7v	There is much pan-Mersey work taking place and, at the next MALPS Chairs/CO, a discussion will take place regarding the co-ordination of activities to help provide clarity to employees (IC/AW)	IC/AW	<i>Transferred to MALPS Agenda</i>
8	HM will circulate an updated copy of the Work Plan to members	HM	<i>Complete</i>
9ai	HM will liaise with AH to write a letter to the superintendent of the company in question to address patient led ordering issues	HM	<i>Superseded</i>
9aii	MC will draft an email PM/AC, from GC on behalf of the committee, following their attendance (minute 5) with some formal actions	MC	
9aiii	MC will draft a letter to Wirral CCG Chair, from GC on behalf	MC	

	of the committee, with a number of LPC concerns about the scheme		
9b	All members will review the patient led ordering template and let AW have any amendments. This will then be adopted and shared with contractors (AW). AW will summarise information received to date at the September LPC meeting to see if any specific actions are required.	Members AW	<i>Complete</i> <i>On agenda</i>
9c	AW will draft a formal letter from GC to a contractor re potential direction of prescription issue	AW	
9e	The Annual Report will be circulated to contractors before 13 August (AW)	AW	<i>Complete</i>
9f	MC is meeting with ABL and Wirral PH on 27 July and will feedback the LPC concerns that a response received does not address all of the issues MC will request a formal response from Wirral Public Health	MC MC	
9g	Members will email AW their thoughts and comments about how the meeting went today, good and bad. This will be anonymously collated and reviewed at the September meeting (AW)	Members/AW	<i>Complete/</i> <i>On agenda</i>
9h	AW/KM will liaise with Justin Madders MP's office to arrange a visit to a Boots branch	AW/KM	<i>Complete –</i> <i>21 Sep</i>
9i	LW/NT/HM will consider flu communications which ideally should be circulated late August	LW/NT/HM	
13b	SA will advise CEC that the LPC is happy them to send a link to the draft PNA to contractors via PharmOutcomes (SA); copies will be sent to CCA superintendent pharmacists (AW to provide email addresses)	SA AW	<i>Complete</i> <i>Complete</i>
13c	Employees will produce a diagram or structure of where the health services within Cheshire will sit and what their roles will be ie ACO, CCG, LRCs, etc	Employees	
13d	Members provided SA with proposed funding for a Varenicline PGD. This will be fed back	SA	<i>Complete</i>
13e	The CSC sub-group will draft a 2-page document on Pharmacy Assets that CEC would be able to add into the JSNA and PNA	CSC	<i>On agenda</i>
15a	AW will respond to NHSE C&M regarding the proposed removal of a pharmacy from the pharmaceutical list	AW	<i>Complete</i>
15b	AW will respond to one application	AW	<i>Complete</i>
15c	AW will add PR and Policy Statements to the main LPC agenda	AW	<i>Complete</i>
15c	AW will feedback on the Digital and Social Media training at the September meeting	AW	<i>On agenda</i>

15c	The CSC group will identify communications rolling forward over a 3 month period	CSC	<i>On agenda</i>
16d	AW will circulate a revised expenses claim form	AW	<i>Complete</i>
16ei	AW will set up a pre-pay account for the Merseyflow for employees to cross the new Runcorn toll bridge	AW	<i>Complete</i>
16eiii	Regional Bank Account: The CPCW holding monies will be transferred in their entirety into the Close Brother Account (AW) The 'empty' holding account will then be available as a regional bank account for the holding monies, pending signatories and agreement from the MALPS LPCs (IC/AW)	AW IC/AW	<i>Transferred to MALPS Agenda</i>
16f	An Annual dinner will be is arranged for 25 November, 1 or 2 December at Willington Hall (AW) for members plus one	AW	<i>Complete</i>