



Community Pharmacy Cheshire and Wirral



Meeting Minutes

For the meeting held on Wednesday 2 May 2018, 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>Ben Cole</td><td>AIMp</td><td>BC</td></tr> <tr><td>Gordon Couper</td><td>Independent</td><td>GC</td></tr> <tr><td>David Crosbie</td><td>CCA</td><td>DC</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>Andrew Hodgson</td><td>Independent</td><td>AH</td></tr> <tr><td>Heather Johnson</td><td>CCA</td><td>HJ</td></tr> <tr><td>Kathy McCarthy</td><td>CCA</td><td>KM</td></tr> <tr><td>Lisa McCreesh</td><td>CCA</td><td>LM</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>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> </table> <p style="text-align: right;">Apologies</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Ian Cubbin</td><td>Independent</td><td>IC</td></tr> <tr><td>Barry McCann</td><td>CCA</td><td>BM</td></tr> <tr><td>Stephen Thomas</td><td>CCA</td><td>ST</td></tr> </table>	Ben Cole	AIMp	BC	Gordon Couper	Independent	GC	David Crosbie	CCA	DC	Stuart Dudley	Independent	SD	David Eaves	CCA	DE	Andrew Hodgson	Independent	AH	Heather Johnson	CCA	HJ	Kathy McCarthy	CCA	KM	Lisa McCreesh	CCA	LM	Dane Stratton-Powell	CCA	DSP	Nick Thayer	CCA	NT	Lee Williams	Independent	LW	Suzanne Austin	CS&DP/LPN	SA	Melanie Carrol	CS&DP	MC	Helen Murphy	CEO	HM	Alison Williams	BSO	AW	Ian Cubbin	Independent	IC	Barry McCann	CCA	BM	Stephen Thomas	CCA	ST
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2	<p>Welcome and Apologies</p> <p>GC welcomed members to the first LPC meeting following recent elections and introductions were made; apologies were received from IC and ST. BM was not present.</p> <p>On behalf of the committee GC presented HM with a card and some gifts and wished her well in her new role as Chief Officer for Halton, St Helens & Knowsley LPC.</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>Election of LPC Officers</p> <p><i>HM asked for nominations for the position of Chair</i></p> <p>a) Chair. Gordon Couper was proposed by Andy Hodgson and seconded by Lisa McCreesh. GC was happy to accept the nomination and was duly appointed.</p> <p><i>GC took over the Chairing of the committee meeting.</i></p> <p>b) Vice Chair. Nick Thayer was proposed by Lisa McCreesh and seconded by Kathy McCarthy.</p>																																																									

	<p>NT was happy to accept the nomination and was duly appointed.</p> <p>c) Treasurer. Ian Cubbin was proposed by Kathy McCarthy and seconded by Stuart Dudley. IC (in his absence) was happy to accept the nomination and was duly appointed.</p>
6	<p>LPC Sub-Committee Membership</p> <p>a) Staff and Resource Members were identified as GC/IC/AH/LM/NT/ST. NT will chair this sub-committee and will line manage the employees. When necessary the sub-committee will liaise with external bodies (primarily for recruitment/payroll/pension).</p> <p>b) Finance and Governance Members were identified as IC/SD/KM/AW. IC will chair the sub-committee.</p> <p>c) Services Development, Implementation and Support Members were identified DE, AH, HJ, BM, KM, DSP, NT, SA and MC. BC will sit on this committee for the first meeting and swap at the June meeting. This group will meet as part of the main LPC agenda as and when necessary.</p> <p>d) Contractor Support and Communications Members were identified as GC, IC, SD, LM, ST, LW and AW. DC will sit on this committee for the first meeting and swap at the June meeting. This group will meet as part of the main LPC agenda as and when necessary.</p> <p>e) Contract and Regulation Members who have been trained in pharmacy regulations were identified as AW/MC/SA/ST/IC. LW, SD and LM will attend training (if organised) which has been requested at a regional level.</p>
7	<p>LPC Governance Principles – Acceptance and Approval</p> <p>The LPC Constitution, Declarations of Interest (DOI), Confidentiality and Code of Conduct documents were distributed to members prior to the meeting. These documents were reviewed and accepted by the members. AW will update the LPC website to include member DOI's for 2018.</p>
8	<p>LPC Expenses Policy – Review and Agree</p> <p>The current expenses policy was reviewed. AW will produce a final document and circulate to members who will sign to say that they approve of, understand and will comply with the policy. AW will circulate the expenses claim form. Members are reminded to complete the Feedback Proforma and forward to the office following meeting and seminar attendance.</p>
9	<p>LPC Committee Behaviours and Expectations</p> <p>a) CPCW Behaviour Framework This existing document was pre-circulated prior to the meeting. It was agreed that AW will amend the Code of Conduct document to include reference to the Behaviour Framework.</p> <p>b) Standing Code of Conduct/CPCW Principles These documents were adopted.</p> <p>c) Ground Rules for Communicating It was recognised that communication is key to the success of the committee.</p>

	<ul style="list-style-type: none"> i. Emails – the title will include URGENT, ACTION REQUIRED (with a date by) or FIO ii. Some emails require the backing of a quorate committee and officers will approach members if they are not fully engaging with employees and getting back to questions in good time iii. Responders to emails should consider appropriate use of ‘reply to all’ when replying to communications d) Members should come fully prepared to meetings and engage actively. Members should raise any issues with GC if they have any concerns with member behaviours. e) Apologies should be sent in good time to avoid unnecessary costs being incurred by the LPC.
10	<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) For the benefit of newer members, SA outlined the role of the LPN. b) eTCP Roll Out <ul style="list-style-type: none"> i. Leighton Hospital has moved to PharmOutcomes and is likely to go live towards the end of May. There has been an engagement event which went well. ii. Macclesfield Hospital are not currently engaging and it is likely to be 2019 before they go live. iii. The pharmacy team at Wirral University Teaching Hospital (WUTH) are ready but the IT still needs addressing. Once the IT is sorted the turnaround time is approximately 2 weeks. iv. Warrington and Halton Hospitals will go live on 14 May. v. There are no plans to do any engagement with the CCGs. vi. Resources are available on the eTCP website; DSP shared that Hassan had attended Lloyds’ area manager meetings which was useful. c) The Blood Pressure Oversight Board has held its first quarterly meeting; the implementation group meetings are every month. d) Tom Knight has suggested NHSE would fund Virtual Outcomes (a public health online resource which supports HLPs) across the Cheshire and Merseyside footprint. e) The Regional Pharmacy Integration Fund meeting is taking place in Leeds on 3 May. SA/MC attended a NUMSAS meeting and they will use networking opportunities to seek answers to some questions. f) Bruce Prentice is visiting CCGs and Urgent Care Leads to explain the Digital Minor Illness Referral Scheme (DMIRS) and asking them to consider how they can prepare for it in their areas. g) This year’s public health campaigns are still to be finalised. NHSE are mindful that national campaigns can be imposed so they do not want to direct too many. Likely campaigns (which will fit with the self-care agenda): June (Pharmacy First), August (CHAMPs led respiratory/lung), October (Pharmacy First), December (Stay Well) and February (Pharmacy First). h) The Cheshire West Medicines Management Strategy Group is continuing. There are no plans to stop pharmacy ordering. i) SA asked the LPC to nominate a replacement for HM to attend the LPN meetings.
11	<p>CPCW Employee Structure/Way of Working</p> <p>This part of the agenda was run as a closed session; the employees were not present.</p>
12	<p>‘New’ Colours</p>

	<p>LM explained the model which focuses on how people communicate and work depending on their personality type. BC/DC completed the Colours template before LM summarised the traits associated with each of the 4 colours.</p> <p>LM/AW will produce a visual representation summary of the completed feedback.</p> <p>Members shared some facts about themselves with members of the committee.</p>
<p>13</p>	<p>Feedback</p> <p>a) <i>Regional Joint Working Group</i></p> <ol style="list-style-type: none"> i. A representative from NHS111 (linked to Mersey and not Cheshire) attended the last meeting – currently the number of referrals coming through to pharmacy is not high. ii. There are no new training sessions identified; members should encourage attendance at the 2 Pharmacy Support Training - Stress Management and Building Resilience events scheduled in June. iii. DSP summarised the Not Dispensed Scheme in Liverpool; Matt Harvey (MH) has indicated that he will share a report when one has been produced. iv. PharmOutcomes licensing has been covered, including the payment of the licence. MH is working with Pinnacle regarding GDPR. v. There has been some discussion about extending the number of BP screens that community pharmacy can undertake; follow ups will be done in the pharmacy and a proposed fee has been put forward. vi. 60 pharmacies haven't yet attended the BHP training and they are being encouraged to do so. vii. The next Area Manager meeting is scheduled for 3 July. <p>b) <i>MALPS</i></p> <ol style="list-style-type: none"> i. MALPS administration costs will be covered from the regional bank account. ii. Virtual Outcomes - this is a software package which will be funded by NHSE for all contractors across Cheshire and Merseyside. Contractors should be encouraged to sign in and use this as it supports the HLP model. <p>c) PSNC LPC Members Seminar. BC and DC summarised the main points from the recent seminar; GC encouraged them both to feed back any useful observations to the committee as they attend more meetings.</p>
<p>14</p>	<p>LPC Work Plan</p> <p>HM summarised the document as it stands prior to her departure. Actions and matters arising:</p> <ol style="list-style-type: none"> a) AH will share a copy of a PharmOutcomes message re NUMSAS. b) SA will pick up the smoking service in Cheshire West as a matter of urgency. c) SA/MC/AW will be looking at the work plan for 2018/19 when they meet on 9 May and MC summarised some of the key topics that will be considered. <p>Members should let MC know if they are happy with the format so that any changes can be made.</p>
<p>15</p>	<p>Topics for Debate</p> <ol style="list-style-type: none"> a) GDPR SA/MC/AW have undertaken an initial review of the GDPR requirements for the LPC. A small working party will be established (LM, ST, SD, SA, MC, AW) to review the process and produce a final document for consideration by the LPC. b) HEE review of the CPPE contract (email of 24 April) PSNC has requested feedback on the current CPPE service and how it could be developed.

	<p>Members discussed this and comments included:</p> <ul style="list-style-type: none"> i. The current training is superb and meets the needs – the consultation skills training was very good. ii. DSP shared that WCCPE have launched NESAs (National Enhanced Services Accreditation) which combines clinical knowledge of services with MECC. iii. The LPC would be keen to see training integrated to achieve a more rounded approach. <p>AW will respond to PSNC.</p> <p>c) GPhC has offered to attend LPC events to share proposals and hear feedback about the consultation on developing their approach to regulating registered pharmacies.</p> <p>AW will arrange an event in June.</p> <p>d) Cheshire East MAS</p> <p>AW summarised an issue with some PharmOutcomes funding.</p> <p>AW will write to the commissioner to make them aware of the issue and ask them to speak directly to Pinnacle to resolve.</p> <p>e) PPG Pharmacy Questionnaire</p> <p>AW pre-circulated a letter which had been sent to a number of pharmacies and this was discussed.</p> <p>SA will draft a letter (from GC) advising that the LPC will respond on behalf of all contractors (AW will inform the contractors).</p>
16	<p>Sub-Group Feedback</p> <p>Full sub-group minutes and actions will be distributed when available (AW).</p>
17	<p>Minutes of CPCW Meeting – 28 February 2018</p> <ul style="list-style-type: none"> a) The minutes were accepted and signed. b) Outstanding actions and matters arising: <ul style="list-style-type: none"> i. Item 12bi – GC will draft a response letter to Jeremy Hunt ii. Item 10b - The SDS sub-group will consider the Wirral COPD/ Manchester Care Pathway (carried forward to the June meeting)
18	<p>Chief Officer Report – HM</p> <p>A report was pre-circulated to members. Actions and matters arising:</p> <ul style="list-style-type: none"> a) Blood Pressure numbers during Know Your Numbers week in September. SD suggested that this information is collected as part of the October PH campaign (HM).
19	<p>CSDP Report – SA</p> <p>A report was pre-circulated to members. There were no actions and matters arising.</p>
20	<p>CSDP Report – MC</p> <p>A report was pre-circulated to members. Actions and matters arising:</p> <ul style="list-style-type: none"> a) MC will write a letter to WUTH from the LPC supporting eTCP and highlighting how well it is working. b) AW will register SA/MC on the PSNC Preparing Bids seminar.
21	<p>Business Support Officer Report – AW</p> <p>A report was pre-circulated to members. Actions and matters arising</p> <ul style="list-style-type: none"> a) AW will respond to one application.

22	<p>Treasurer's Report</p> <p>a) CPCW total money is £232,467.82</p> <table border="0"> <tr> <td>Lloyds Bank Current Account – <i>balance</i></td> <td></td> <td></td> </tr> <tr> <td><i>at 2 May 2018</i></td> <td></td> <td style="text-align: right;">£178,195.93</td> </tr> <tr> <td>Close Brothers (12 month account)</td> <td></td> <td style="text-align: right;">£81,522.89</td> </tr> <tr> <td><i>Less Holding Money</i></td> <td></td> <td style="text-align: right;">- £27,251.00</td> </tr> <tr> <td> • <i>Estates</i></td> <td style="text-align: right;"><i>£11,677</i></td> <td></td> </tr> <tr> <td> • <i>Inhaler Training</i></td> <td style="text-align: right;"><i>£5,834</i></td> <td></td> </tr> <tr> <td> • <i>Warrington Alcohol Pilot</i></td> <td style="text-align: right;"><i>£4,500</i></td> <td></td> </tr> <tr> <td> • <i>EPS Round-Off Event</i></td> <td style="text-align: right;"><i>£240</i></td> <td></td> </tr> <tr> <td> • <i>CWC PH Campaign Resources</i></td> <td style="text-align: right;"><i>£5,000</i></td> <td></td> </tr> </table> <p>b) The draft annual accounts were pre-circulated and were accepted; AW will forward to the accountant for auditing.</p> <p>c) From 1 July 2018 the LPC will be charged a standard monthly business account tariff, replacing the previous bespoke arrangements.</p> <p>The quarterly service charge of £12.40 will be replaced by a monthly tariff of £6.50 increasing the annual account costs by £28.40. There will also be transaction charges of 20p for each online payment made.</p>	Lloyds Bank Current Account – <i>balance</i>			<i>at 2 May 2018</i>		£178,195.93	Close Brothers (12 month account)		£81,522.89	<i>Less Holding Money</i>		- £27,251.00	• <i>Estates</i>	<i>£11,677</i>		• <i>Inhaler Training</i>	<i>£5,834</i>		• <i>Warrington Alcohol Pilot</i>	<i>£4,500</i>		• <i>EPS Round-Off Event</i>	<i>£240</i>		• <i>CWC PH Campaign Resources</i>	<i>£5,000</i>	
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23	<p>Date and Time of Next Meeting</p> <p>Wednesday 13 June 2018 – Forest Hills Hotel, Frodsham.</p>																											

Action List

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

Min	Action	Person	Update
17bi	GC/HM will draft a response letter to Jeremy Hunt <i>Update: draft with GC</i>	GC	
17bii	The SDS sub-group will consider the Wirral COPD/ Manchester Care Pathway	SDS	<i>Carried forward to June</i>
7	AW will update the LPC website to include member 2018 DOI's	AW	<i>Complete – IC/AH/BM outstanding</i>
8	AW will produce and circulate the expenses policy	AW	<i>Complete</i>
8	Members will sign to say that they understand, accept and will comply with the expenses policy	Members	<i>All outstanding except BC/KM/DSP</i>
8	AW will circulate the expenses claims form	AW	<i>Complete</i>
9a	AW will amend the Code of Conduct document to include the Behaviour Framework	AW	<i>Complete</i>
10i	SA asked the LPC to nominate a replacement for HM to attend the LPN meetings	Committee	<i>Complete</i>
12	LM/AW will produce a visual representation summary of the completed feedback from the Colours questionnaire	LM/AW	
13a	Members should encourage attendance at the 2 Pharmacy Support Training - Stress Management and Building Resilience events scheduled in June	Members	<i>Complete</i>
14a	AH will forward a copy of a PharmOutcomes message re NUMSAS	AH	<i>Complete</i>
14b	SA will pick up the smoking service in Cheshire West as a matter of urgency	SA	<i>On-going</i>
14c	SA/MC/AW will be looking at the work plan for 2018/19 when they meet on 9 May and MC summarised some of the key topics that will be picked up Members should let MC know if they are happy with the format so that any changes can be made	SA/MC/AW Members	<i>On-going</i> <i>Complete</i>
15b	AW will respond to PSNC re the HEE review of the CPPE contract	AW	<i>Complete</i>
15c	AW will arrange an event in June for the sharing of the GPhC consultation	AW	<i>On-going</i> <i>Date: 26 June</i>
15d	AW will write to the commissioner to make them aware of an the issue with PharmOutcomes funding	AW	<i>Complete</i>

15e	SA will draft a letter (from GC) advising that the LPC will respond on behalf of all contractors to a PPG Pharmacy Questionnaire (AW will inform the contractors)	SA AW	<i>Draft with GC Complete</i>
18a	Blood Pressure numbers during Know Your Numbers week in September. SD suggested that this information is collected as part of the October PH campaign (HM)	HM	<i>Action to transfer with HM to HSHK</i>
20a	MC will write a letter to WUTH from the LPC supporting eTCP and highlighting how well it is working	MC	
20b	AW will register SA/MC on the PSNC Preparing Bids seminar.	AW	<i>Complete</i>
21a	AW will respond to one application	AW	<i>Complete</i>
22b	AW will forward the year end accounts for auditing	AW	<i>With accountant</i>