



Community Pharmacy Cheshire and Wirral



Meeting Minutes

For the Zoom meeting held on Wednesday 21 April 2021, 9.30am-3.30pm

| 1 | <p>Present</p> <table border="1"> <thead> <tr> <th data-bbox="277 712 400 741">Members</th><th data-bbox="842 712 1015 741">In Attendance</th></tr> </thead> <tbody> <tr> <td data-bbox="277 757 796 808">Nadia Ali CCA NA</td><td data-bbox="831 757 1359 808">Suzanne Austin PSM SA</td></tr> <tr> <td data-bbox="277 815 796 866">Daniel Byatt AIMp DB</td><td data-bbox="831 815 1359 866">Sara Davies EO SDa</td></tr> <tr> <td data-bbox="277 873 796 925">David Crosbie CCA DC</td><td data-bbox="831 873 1359 925">Adam Irvine CEO AI</td></tr> <tr> <td data-bbox="277 931 796 983">Ian Cubbin Independent IC</td><td data-bbox="831 931 1359 983">Gary Pickering PSM GP</td></tr> <tr> <td data-bbox="277 990 796 1041">Stuart Dudley Independent SD</td><td data-bbox="831 990 1359 1041">Alison Williams BSO AW</td></tr> <tr> <td data-bbox="277 1048 796 1099">Heather Johnson CCA HJ</td><td data-bbox="831 1093 1359 1122">Apologies</td></tr> <tr> <td data-bbox="277 1106 796 1158">Rachel Jones CCA RJ</td><td data-bbox="831 1137 1359 1189">Andrew Hodgson Independent AH</td></tr> <tr> <td data-bbox="277 1164 796 1216">Wesley Jones CCA WJ</td><td data-bbox="831 1196 1359 1247">Katrina Worthington CCA KW</td></tr> <tr> <td data-bbox="277 1223 796 1274">Anna Mir CCA AM</td><td></td></tr> <tr> <td data-bbox="277 1281 796 1332">Dane Stratton-Powell CCA DSP</td><td></td></tr> <tr> <td data-bbox="277 1339 796 1391">Stephen Thomas CCA ST</td><td></td></tr> <tr> <td data-bbox="277 1397 796 1449">Lee Williams Independent LW</td><td></td></tr> </tbody> </table> | Members | In Attendance | Nadia Ali CCA NA | Suzanne Austin PSM SA | Daniel Byatt AIMp DB | Sara Davies EO SDa | David Crosbie CCA DC | Adam Irvine CEO AI | Ian Cubbin Independent IC | Gary Pickering PSM GP | Stuart Dudley Independent SD | Alison Williams BSO AW | Heather Johnson CCA HJ | Apologies | Rachel Jones CCA RJ | Andrew Hodgson Independent AH | Wesley Jones CCA WJ | Katrina Worthington CCA KW | Anna Mir CCA AM | | Dane Stratton-Powell CCA DSP | | Stephen Thomas CCA ST | | Lee Williams Independent LW | |
|--|--|---------|---------------|----------------------------|---------------------------------|--------------------------------|------------------------------|--------------------------------|------------------------------|-------------------------------------|---------------------------------|--|----------------------------------|----------------------------------|------------------|-------------------------------|---|-------------------------------|--------------------------------------|---------------------------|--|--|--|---------------------------------|--|---------------------------------------|--|
| Members | In Attendance | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nadia Ali CCA NA | Suzanne Austin PSM SA | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Daniel Byatt AIMp DB | Sara Davies EO SDa | | | | | | | | | | | | | | | | | | | | | | | | | | |
| David Crosbie CCA DC | Adam Irvine CEO AI | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ian Cubbin Independent IC | Gary Pickering PSM GP | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Stuart Dudley Independent SD | Alison Williams BSO AW | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Heather Johnson CCA HJ | Apologies | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rachel Jones CCA RJ | Andrew Hodgson Independent AH | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wesley Jones CCA WJ | Katrina Worthington CCA KW | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Anna Mir CCA AM | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dane Stratton-Powell CCA DSP | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Stephen Thomas CCA ST | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lee Williams Independent LW | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <p>Welcome, Apologies and Expressions of Interest</p> <p>DSP chaired and welcomed members and in particular Gary Pickering who has recently joined the team as a Pharmacy Services Manager and CCA member Rachel Jones whose first LPC meeting this is.</p> <p>Apologies were received from AH and KW.</p> <p>No expressions of interest were received.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | <p>Annual Governance</p> <p>a) Election of LPC Officers</p> <p>AI asked for nominations for the position of Chair.</p> <p>i. Chair</p> <p>Dane Stratton-Powell was proposed by Ian Cubbin and seconded by Stephen Thomas. There were no objections and DSP was happy to accept the nomination and was duly appointed.</p> <p><i>DSP took over the chairing of the committee meeting.</i></p> <p>ii. Vice Chair</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | |
|----------|--|
| | <p>Stuart Dudley was proposed by Ian Cubbin and seconded by Stephen Thomas. SD was happy to accept the nomination and was duly appointed.</p> <p>iii. Treasurer</p> <p>Ian Cubbin was proposed by Stephen Thomas and seconded by Lee Williams. IC was happy to accept the nomination and was duly appointed.</p> <p>b) LPC Sub-Committee Membership</p> <p>i. Staff and Resource</p> <p>Members will remain as IC/AH/JH/ST; DSP will join this group.</p> <p>ii. Governance and Finance</p> <p>Members will remain as IC/SD/AW/KW.</p> <p>iii. CSC</p> <p>Members will remain as IC/SD/SDa/AM/ST/LW/KW/AW; RJ will join this group.</p> <p>iv. Services</p> <p>Members will remain as NA/DB/DC/AH/HJ/WJ/DSP/AI/SA; GP will join this group.</p> <p>c) Standing Order and Code of Conduct</p> <p>This existing document, pre-circulated prior to the meeting, was reviewed and adopted for the next year with no changes.</p> <p>d) Annual Declarations of Interest</p> <p>The Declarations of Interest (DOI) form was distributed to members prior to the meeting.</p> <p>On receipt back AW will update the LPC website to include member DOI's for 2021.</p> <p>e) LPC Expenses Policy</p> <p>The current expenses policy, including payment rates, was reviewed; all current rates will remain unchanged.</p> <p>AW will update the website, as necessary.</p> |
| 4 | <p>LPC Membership</p> <p>Members discussed co-option to fill the vacant independent contractor seat; AI will take this action forward.</p> |
| 5 | <p>Suzanne Austin - Chair of the Cheshire LPN</p> <p>SA updated members on the following LPN/NHSE business:</p> <ul style="list-style-type: none"> • The Integrating NHS Pharmacy and Medicines Optimisation (IPMO) programme have moved forward slightly but will become a priority. • Different approaches to the GPCPCS are being considered and progress is currently slow. <p>DSP asked how the CPCW strategy will integrate into the NSHE strategy. AI stated that the LPC will dovetail in with NHSE and plan to accelerate progress across Cheshire and Wirral.</p> <p>CPCW will aim to have one exemplar site in each of the 4 CCG areas with GP and SDa spending time to get them up and running. These sites will then be used to help roll out the implementation and as CPCW have invested money into this process we have full control over the direction of travel.</p> <p>GP shared the plans for himself and SDa for the coming weeks.</p> <ul style="list-style-type: none"> • Recycling Schemes will be an agenda item for Cheshire LPN. Whilst this work is in its infancy consideration will be given to how this might involve community pharmacy. • There are several consolidation applications in the system at the current time. |

| | |
|----------|--|
| | <ul style="list-style-type: none"> • The PNA working group met on 20 April. As has happened in previous years, progress will be across Cheshire and Mersey. Surveys will be circulated shortly with a view to them being returned by the end of August. The PNAs need to be completed by October 2022. • Another wave of COVID vaccination sites have been looked at as well as expressions of interest received for the priority postcodes (on the CPCW footprint these are Ellesmere Port and Warrington, and SA gave some context as to why this was). Vaccine supply is currently limited and is being prioritised for second doses. Pfizer and Moderna will need to be used for patients under the age of 30 who have not had their first vaccination. Any pharmacy sites who deliver more than one vaccine type will need to have separate areas and this is being looked at a national level. There are currently no Moderna sites in Cheshire. • ST asked whether there have been any discussions about booster vaccines locally? There is an expectation that something may be done in the autumn, but SA has not heard anything official. |
| 6 | <p>Ian Cubbin/Stephen Thomas - PSNC Report</p> <p>PSNC has not met since the last LPC meeting took place. ST/IC updated members on the following:</p> <ul style="list-style-type: none"> • For the benefit of newer members IC explained that he sits on the PSNC as the Regional Representative for Mersey and that ST sits on PSNC as a Company Chemists Association (CCA) Representative. He went on to explain the makeup of the PSNC committee. • There has been no progress on the advanced COVID monies. • Janette Howe from DH and Social Care is due to retire and will be replaced by Alette Addison. • The Department is about to launch a consultation on Hub and Spoke. • IC/ST are involved in trying to get a work stream to look at terminology to ensure that there is a consistent understanding/term/meaning for different things (examples were given). • DSP asked if there have been any updates around PCN Leads. If this role is to continue this needs to be funded outside of the CPCS with new money. |
| 7 | <p>Stephen Thomas - Review Steering Group (RSG)</p> <p>ST updated members on the following RSG business:</p> <ul style="list-style-type: none"> • ST explained the background and remit for this group ie, to look at the recommendations from the Wright Review. • In February, the Berkeley Partnership were appointed as the external project management team and have been planning out the types of topics that need to be discussed, the interdependencies, communications and stakeholder map, timelines etc. • Two sessions were run in March- Contractor and LPC Chairs and Chief Offices. From the first session 50 contractors stated that they wanted to join a forum which will be set up for sharing ideas. • A full group meeting will take place next week to start to discuss some of the recommendations. • There is a comms plan that will be populated and will be available on the website of the Review Steering Group (https://pharmacy-review.org/home/the-review-steering-group/review-steering-group-members/) |
| 8 | Health and Partnership Board Update |

| | |
|----|--|
| | <p>The Partnership Board Briefing document and MoU were pre-circulated and AI outlined how community pharmacy might fit into the Board. AI asked if members wanted CPCW to do anything more substantial about the MoU? Would it be helpful to be acknowledged as a member or party to the MoU? Members were happy if there was representation on the provider forum.</p> <p>AI will be attending the inaugural meeting of the Cheshire and Merseyside Primary Care Provider Leadership Forum tomorrow (22 April) and will share notes with the committee, as necessary.</p> |
| 9 | <p>Minutes of CPCW Zoom Meeting – 3 March 2021</p> <p>a) The minutes were accepted and signed.</p> <p>b) Outstanding actions/updates:</p> <ol style="list-style-type: none"> Item 6ci - IC will write a newsletter article re the IFPP. IC updated members on the current situation and challenges of the ever-changing situation. IC will write a brief article for the newsletter regarding provisional registrants. Item 5 - SA spoke to the Cheshire CCG COVID steering group meeting who confirmed that there are currently no long COVID plans but SA will keep the committee informed of any developments. Item 11a - AI will investigate Mental Health First Aid training for the team. Item 12 – A letter was finalised during this meeting; AW will send. |
| 10 | <p>Feedback</p> <p>a) Staff and Resource (S&R)</p> <p>AI shared that S&R has recently discussed:</p> <ul style="list-style-type: none"> Employee sickness benefits (self-insuring) The Annual Appraisal Process <p>AW will arrange a meeting for the S&R to discuss the annual pay review.</p> <p>b) Engagement Officer</p> <p>SDa updated members on her activity since the last LPC meeting, including:</p> <ul style="list-style-type: none"> Contacting and introducing herself and outlining her role to 182 pharmacies across Cheshire and Wirral. Encouragingly contractors are already starting to contact her directly. Pulling together a suite of Top Tips service documents which she displayed on screen and explained the purpose and aim of them. The guides were discussed more fully under item 14c. Chasing Warrington contractors regarding sign up to the EHC service. Meeting with GP regarding GPCPCS; SDa will be focusing on pharmacies whilst GP will focus on practices. <p>c) Member Feedback – Important Items and Context for Team</p> <p>Following Feedback from the February LPC meeting this item will now form part of the core LPC agenda.</p> <p>AI asked members to share any current issues regarding Business and Financial, Customer, Operations and Workforce and People via an online post it board. Several member questions were answered during the exercise.</p> <p>ST confirmed that there was nothing contributed that had not already been discussed or was in the plan to discuss at PSNC.</p> |

| | |
|-----------|---|
| | The item will remain as a regular standing agenda to inform the team. |
| 11 | Sub-Group Meeting Feedback <p>a) Services DSP fed back on the topics discussed and full minutes will be circulated when available. Topics:</p> <ul style="list-style-type: none"> • RAG Rating of Services • Palliative Care Service Specification for Warrington <p>b) Communications LW fed back on the topics discussed and full minutes will be circulated when available. Topics:</p> <ul style="list-style-type: none"> • PCN Lead Letter • Top Tip Guides (Message and Layout Sign off) • Ongoing events |
| 12 | Service Dashboard AW shared some graphs to show total income, national service and local service income from January 2018 to December 2020. There were no questions. |
| 13 | CPCW Strategy Review AI facilitated a review the strategy document. Based on the member discussions AI will collate and circulate an updated draft for sign off at the June LPC meeting. |
| 14 | Topics for Discussion <p>a) Member Topics for June LPC Meeting DSP/AI/AW met, and will continue to meet, a couple of weeks before each LPC meeting to plan the agenda. Members asked for the following topics to be added to the June meeting (AW).</p> <ul style="list-style-type: none"> • A situation report on GPCPCS and DMS with a view to using the information to identify how we can improve delivery. • Flu Update to allow us to be prepared to support our contractors. <p>b) MALPS Agenda Items and Attendees (26 May 2021) DSP/AI/SD will attend the next meeting.</p> <p>c) Top Tips Guides One-page guides have been produced and written from a team point of view. To enrich the documents members should review the guides, for any service that they deliver (from a user point of view) and should let AW have any useful builds or additional helpful information back by 30 April. AW will finalise and publish the documents after feedback is received. The documents will also form the basis of some podcasts and YouTube videos.</p> <p>d) Annual Report A final draft of the 2020/21 Annual Report will be presented for sign-off at the July LPC meeting. AI/DSP/IC will draft their sections and forward to AW.</p> <p>e) Face-to-Face meeting Members discussed the possibility of re-introducing face to face LPC meetings. Members will let AW know their company stance on face-to-face meetings by 30 April. This information will allow the committee to plan going forward for the June,</p> |

| | | | | | | | | | | | | | | | | | |
|--|---|-----------------------------|----------|--|---------|---------------------------|------------------|------------------|----------------|---------------------------|---------------|-----------------------------------|---------------|------------------------------|-------------|------------------------------------|---------------|
| | <p>July meetings. AW will contact the Forest Hills to understand their plans on reopening their meeting rooms safely.</p> <p>AI will explore options for purchasing equipment which will allow guests/members to join physical meetings via virtual means if necessary.</p> <p>f) BBC</p> <p>SA to ask the question whether the public information is available.</p> | | | | | | | | | | | | | | | | |
| 15 | <p>CEO and Employee Report</p> <p>An employee report was pre-circulated to members and AI spoke to a set of slides which will be circulated with the minutes.</p> <p>Actions and points to note:</p> <ul style="list-style-type: none"> The IPMO membership is currently unclear but there has been a request for one community pharmacy representative across Cheshire and Mersey. AI talked about investment HEE has made regarding support for community pharmacy workforce development across the North West, working with Metaphor Development. The development must cover skills, roles, gap analysis and a future vision. IC suggested that working group is set up which incorporates all areas involved (AI). AI highlighted the plan following feedback from the Contractor Support Planning workshop; there was no member feedback. DSP asked about the regular GPCPCS meetings and how much was achieved? AI shared some statistics and there have only been 2 meetings and it is about what support needs to be put in place in each area going forward and AI shared what types of things are discussed at the meeting. | | | | | | | | | | | | | | | | |
| 16 | <p>Treasurer's Report</p> <p>a) CPCW total money is £217,377 as of 21 April 2021</p> <table> <tr> <td>Lloyds Bank Current Account</td><td>£158,723</td></tr> <tr> <td>Close Brothers 12-month notice account</td><td>£85,905</td></tr> <tr> <td><i>Less Holding Money</i></td><td><i>- £27,251</i></td></tr> <tr> <td>• <i>Estates</i></td><td><i>£11,677</i></td></tr> <tr> <td>• <i>Inhaler Training</i></td><td><i>£5,834</i></td></tr> <tr> <td>• <i>Warrington Alcohol Pilot</i></td><td><i>£4,500</i></td></tr> <tr> <td>• <i>EPS Round-Off Event</i></td><td><i>£240</i></td></tr> <tr> <td>• <i>CWC PH Campaign Resources</i></td><td><i>£5,000</i></td></tr> </table> <p>b) The first 2021/22 PSNC Levy payment has been paid - £40,728; the next instalment is due on 1 October.</p> <p>c) AW will produce year end accounts and forward to the auditor in preparation for the Annual Report.</p> | Lloyds Bank Current Account | £158,723 | Close Brothers 12-month notice account | £85,905 | <i>Less Holding Money</i> | <i>- £27,251</i> | • <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> |
| Lloyds Bank Current Account | £158,723 | | | | | | | | | | | | | | | | |
| Close Brothers 12-month notice account | £85,905 | | | | | | | | | | | | | | | | |
| <i>Less Holding Money</i> | <i>- £27,251</i> | | | | | | | | | | | | | | | | |
| • <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> | | | | | | | | | | | | | | | | |
| 17 | <p>Date and Time of Next Meeting</p> <p>Wednesday 9 June 2021, 9am-5pm.</p> | | | | | | | | | | | | | | | | |

Action List

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

| Min | Action | Person | Update |
|-----|--------|--------|--------|
|-----|--------|--------|--------|

| | | | |
|-------|---|-----------|--|
| 9bi | IC will write a brief article for the newsletter regarding provisional registrants | IC | Complete |
| 9biii | AI will investigate Mental Health First Aid training for the team | AI | Ongoing |
| 9biv | AW will send the PCN Lead letter to PSNC | AI | Complete |
| 3 | AW will update the website as necessary following review of annual governance topics | AW | Complete |
| 3d | The Declarations of Interest (DOI) form was distributed to members prior to the meeting | Members | Outstanding at 24 May: IC, AH, WJ, LW, KW |
| 4 | AI will take forward an action regarding the co-option of an independent committee member | AI | On-going |
| 8 | AI will share notes of the inaugural meeting of the Cheshire and Merseyside Primary Care Provider Leadership Forum | AI | Complete |
| 10a | AW will arrange a meeting for the S&R to discuss the annual pay review | AW | Complete |
| 14a | AW will add a few topics to the June LPC meeting | AW | Noted |
| 14c | Members should review the Top Tips guides and reply to AW by 30 April | Members | Complete |
| 14c | AW will finalise and publish the Top Tips documents | AW | Complete |
| 14d | AI/DSP/IC will draft their sections of the Annual Report and forward to AW | AI/DSP/IC | Ongoing |
| 14e | Members will let AW know their company stance on face-to-face meetings by 30 April. | Members | Complete |
| 14e | AW will contact the Forest Hills to understand their plans on reopening their meeting rooms safely | AW | Complete |
| 14e | AI will explore options for purchasing equipment which will allow guests/members to join physical meetings via virtual means if necessary | AI | In progress |
| 15 | AI will look to set up a working group for the HEE/Metaphor work stream | AI | In progress |
| 16c | AW will produce year end accounts and forward to the auditor in preparation for the Annual Report | AW | Complete |