



Community Pharmacy Cheshire and Wirral



Meeting Minutes

For the Zoom meeting held on Wednesday 3 March 2021, 9.30am-3.30pm

1	Present				
	Members			In Attendance	
	Nadia Ali	CCA	NA	Suzanne Austin	CS&DP SA
	Daniel Byatt	AIMp	DB	Sara Davies	EO SDa
	David Crosbie	CCA	DC	Adam Irvine	CEO AI
	Ian Cubbin	Independent	IC	Alison Williams	BSO AW
	Stuart Dudley	Independent	SD		
	Andrew Hodgson	Independent	AH	Apologies	
	Heather Johnson	CCA	HJ	Rachel Jones	CCA RJ
	Wesley Jones	CCA	WJ		
	Anna Mir	CCA	AM		
	Dane Stratton-Powell	CCA	DSP		
	Stephen Thomas	CCA	ST		
	Lee Williams	Independent	LW		
	Katrina Worthington	CCA	KW		
2	<p>Welcome, Apologies and Expressions of Interest</p> <p>DSP chaired and welcomed members and in particular Sara Davies who has recently joined the team as the Contractor Engagement Officer, replacing Rachael Fairbrother.</p> <p>Apologies were received from RJ.</p> <p>No expressions of interest were received.</p>				
3	<p>Stephen Thomas - Review Steering Group (RSG)</p> <p>ST updated members on the following RSG business:</p> <ul style="list-style-type: none"> • The group identified a number of workstreams during a facilitated workshop at the end of January. The group met again at the end of February and are currently in the process of recruiting a Programme Manager to plan out and undertake work. • A contractor engagement event is taking place on 9 March to give contractors an opportunity to engage with the process, put their views forward and help shape how the group engage with contractors going forward; a recording and webinar Q&A summary will 				

	<p>be available on the website after the event. There is likely to be a C&D expose over the next few days, timed to encourage people to sign up for this event.</p> <ul style="list-style-type: none"> • An LPC engagement event will take place on 17 March. • IC stated that, with 2 bases (contractor and LPC) there is a possibility of ending up with 2 different views and also asked if there would there be any fundamental change at the end of the process. ST replied that there will be change and there is a view within the group that there is an opportunity to make some fundamental shifts in the way things are done.
<p>4</p>	<p>Ian Cubbin/Stephen Thomas - PSNC Report</p> <p>ST/IC updated members on some of main topics discussed at the last PSNC meeting which took place on 3-4 February, including:</p> <ul style="list-style-type: none"> • Ongoing funding negotiations • PSNCs strategy to work with other pharmacy organisations to co-ordinate efforts to capitalise on the contact that each organisation has, influencing and comms opportunities • Restructuring within the Department • A political update • Transition money • AH asked if PSNC have done any pharmacy closure projections relating to the clawback of the £370m (COVID advance). ST stated that there has been a piece of work looking at the implications. • SA asked what are PSNC doing to gain some influence at the Treasury; ST stated that there would be an announcement published today. • SA also asked whether the Negotiating Team were made up of the right people. IC explained that the Negotiating Team is an internal name for a group made up of 6 members (3 CCA/AIMp and 3 Independents) who help drive the policy however it is the Executive who carry out the negotiations. • AI asked for some clarification regarding the next PQS scheme elements from 1 April. ST explained that PSNC are looking at the PQS criteria, but the scheme will not start until the current one is over.
<p>5</p>	<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"> • NHSE C&M are overseeing the monitoring of pharmacy staff vaccinations although it is a CCG responsibility. SA and Bruce Prentice have been conducting virtual and physical visits to pharmacy COVID sites. NHSE(C&M) are very proud of their sites and how well they are working. <p>Whilst EOIs were requested before the end of February it is unlikely that further pharmacy sites will be needed in our area based on geography and need, however, applications will be kept on file.</p> <p>Vaccine supply is expected to stabilise by 15 March and NHSE have committed that they will receive sufficient vaccine to cover Dose 2.</p> <p>DSP asked AH for his experiences of his COVID clinic. AH shared that the service, which has so far vaccinated ~12k people, has generally been well received however there are some frustrations including, but not limited to, complications with the booking system, limited availability of vaccine leading to having to cancel and change appointments, lack of consistent delivery across the area and lack of national support.</p> <ul style="list-style-type: none"> • Business is starting to return to normal and a number of contract applications (mainly consolidations) have been submitted.

	<ul style="list-style-type: none"> • The Easter rota is in place and unlike in 2020 there are no plans to direct pharmacies to open. • The Discharge Medicines Service (DMS) is generally slow across the patch with the exception of Wirral. • GP CPCS is also slow, but Simon Hay is reviewing how this can be driven forwards. • All LAs are pushing for the Pharmacy Needs Assessments (PNAs) to be extended for a further 12 months, largely due to staff capacity and the need for JSNAs to be refreshed first. • WJ asked whether long COVID was on anyone's radar as there is a clinic at Warrington hospital. SA is not aware of these conversations but will ask the question when she attends the next Cheshire CCG COVID steering group meeting. • DC asked SA for an update on when Leighton hospital will be live with DMS which she gave. • Four sites are trialling a Lateral Flow Testing service within Cheshire East. Training, funding and potential uptake were discussed. Warrington, Cheshire West and Wirral are all interested in asking for EOI. • WJ asked whether Cerner would be extended across the patch with one health record for the patient that will follow them around. SA explained that it is the electronic patient record that will be used by the hospital. WJ asked that SA start asking the question as both Cerner and the Health Information Exchange are looking at linking community pharmacy into that.
6	<p>Minutes of CPCW Zoom Meeting – 13 January 2021</p> <ul style="list-style-type: none"> a) The minutes were accepted and signed. b) Outstanding actions/updates: <ul style="list-style-type: none"> i. IC will write a newsletter article re the IFPP
7	<p>Feedback</p> <ul style="list-style-type: none"> a) Staff and Resource (S&R) <ul style="list-style-type: none"> • The sub-group met just before the LPC meeting commenced. They are looking at employee sickness cover and annual appraisals. • AI updated members on the recent recruitment drive. Gary Pickering will be joining the team on 12 April on a one-year contract with two remits firstly as the Pharmacy Services Manager covering Wirral and Warrington and secondly to increase the number of GP CPCS referrals into community pharmacy. • To help ease workload at this time SA will be increasing her weekly hours by 4 hours (to 20 hours) until further notice. b) MALPS <ul style="list-style-type: none"> • AI shared some feedback on the DMS webinar which was presented at the MALPS meeting. This event was well received and was viewed live by 245 people with an additional 313 views on YouTube.
8	<p>Sub-Group Meeting Feedback</p> <ul style="list-style-type: none"> a) Services DSP fed back on the topics discussed and full minutes will be circulated when available. Topics: <ul style="list-style-type: none"> • Service Information Sheets

	<ul style="list-style-type: none"> • Wirral Sharps Service • Cheshire MAS Review <p>b) Communications</p> <p>LW fed back on the topics discussed and full minutes will be circulated when available. Topics:</p> <ul style="list-style-type: none"> • Contractor Engagement Officer questions for next quarter • 12-month communications plan • Contractor Blog (LW)
9	<p>Service Dashboard</p> <p>AW shared some graphs to show total income, national service and local service income from January 2018 to November 2020.</p> <p>AW explained that the CPCS data is not readily available and was not included in the graphs at this time.</p> <p>A discussion followed and members continue to think that this dashboard is really valuable.</p> <p>DMS</p> <p>Members were surprised with the low uptake of NMS. It was recognised that this will recover naturally post COVID, and links nicely to both DMS and GP CPCS and could be included in any conversations/training for these services. Other suggestions included pushing back to the surgery when an opportunity presents itself (example asthma nurses), highlight current resources ie VirtualOutcomes to contractors and also use any appropriate training events eg GP CPCS to talk about it</p> <p>DSP asked if there was any PSNC discussions about expanding the NMS service. IC explained that as the contractual framework slowly moves from supply to services there are two ways forward, one is to enhance the service generally so that we do more in the services we are already commissioned for and the second is to extend the range of conditions for which it is valid.</p>
10	<p>Contractor Support Planning Workshop and Feedback</p> <p>Members split into 4 breakout rooms to brainstorm support ideas for contractors over the next 6-12 months, specifically in terms of Resilience, Business Planning, Staff Engagement and Training and Local Service Delivery.</p> <p>Facilitators shared a summary of the discussions which took place.</p> <p>The team will review the output and plan how some of the outcomes can be delivered.</p>
11	<p>Topics for Discussion</p> <p>a) Mental Health First Aid</p> <p>AI shared the costs of training the LPC team members as Mental health First Aiders. Members supported this and AI will investigate further.</p> <p>b) Zoom Licence</p> <p>AI shared a proposal (costs and process) for CPCW to host a regional licence (MALPS plus Lancashire) which allows 1 webinar at a time for up 500 people. Members were supportive of the outline.</p> <p>c) Discussions and Guests</p> <p>DSP asked members to share ideas for future agenda item topics or guests.</p> <p>Suggestions included people linked to ICPs, William Greenwood and Tom Knight.</p>
12	<p>CEO and Employee Report</p>

	<p>An employee report was pre-circulated to members and AI spoke to a set of slides.</p> <p>Actions and points to note:</p> <ul style="list-style-type: none"> Members discussed PCN leads, funding and the future for the role. <p>AI will raise the information at PLOT and AW will write to James Wood.</p>																
13	<p>Treasurer's Report</p> <p>a) CPCW total money is £260,705 as of 3 March 2021</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Lloyds Bank Current Account</td> <td style="text-align: right;">£202,050.87</td> </tr> <tr> <td>Close Brothers 12-month notice account</td> <td style="text-align: right;">£85,905</td> </tr> <tr> <td><i>Less Holding Money</i></td> <td style="text-align: right;"><i>- £27,251</i></td> </tr> <tr> <td> • <i>Estates</i></td> <td style="text-align: right;"><i>£11,677</i></td> </tr> <tr> <td> • <i>Inhaler Training</i></td> <td style="text-align: right;"><i>£5,834</i></td> </tr> <tr> <td> • <i>Warrington Alcohol Pilot</i></td> <td style="text-align: right;"><i>£4,500</i></td> </tr> <tr> <td> • <i>EPS Round-Off Event</i></td> <td style="text-align: right;"><i>£240</i></td> </tr> <tr> <td> • <i>CWC PH Campaign Resources</i></td> <td style="text-align: right;"><i>£5,000</i></td> </tr> </table> <p>b) The Governance and Finance met on 1 March to review the current financial position against the 2020/21 budget and propose a budget for 2021/22; members supported the proposed budget.</p> <p>c) The PSNC Levy will not increase on 1 April 2021 and will remain at £81,456; this will now be the sixth successive year in which a flat levy for LPCs has been maintained to fund PSNC's work.</p> <p>d) LPCs should budget some funds in H2 2021/22 to further resource the next stages of the Review Steering Group (RSG) work to deliver a future vision of effective contractor support and representation.</p>	Lloyds Bank Current Account	£202,050.87	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>
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14	<p>Date and Time of Next Meeting</p> <p>Wednesday 21 April 2021, 9am-5pm, Zoom.</p>																

Action List

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

Min	Action	Person	Update
6bi	IC will write a newsletter article re the IFPP	IC	
5	SA will ask about any long COVID plans at the Cheshire CCG COVID steering group meeting	SA	Complete
10	The team will review the output from the Contractor Support Planning Workshop and plan how we can deliver some of the outcomes	Team	Complete
11a	AI will investigate Mental Health First Aid training for the team	AI	
12	Future PCN Lead role and funding; AI will raise at PLOT and James Wood	AI	Complete