



**Community Pharmacy
Cheshire and Wirral**



Meeting Minutes

For the Zoom meeting held on Wednesday 22 April 2020, 6pm

1	<p>Present</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="text-align: left;">Members</td> <td colspan="3" style="text-align: left;">In Attendance</td> </tr> <tr> <td style="width: 33%;">Mujahid Al-Amin</td> <td style="width: 33%;">CCA</td> <td style="width: 33%;">MA</td> <td style="width: 33%;">Suzanne Austin</td> <td style="width: 33%;">CS&DP</td> <td style="width: 33%;">SA</td> </tr> <tr> <td>Gordon Couper</td> <td>Independent</td> <td>GC</td> <td>Adam Irvine</td> <td>CEO</td> <td>AI</td> </tr> <tr> <td>Ian Cubbin</td> <td>Independent</td> <td>IC</td> <td>Nick Thayer</td> <td>CS&DP</td> <td>NT</td> </tr> <tr> <td>Andrew Hodgson</td> <td>Independent</td> <td>AH</td> <td>Alison Williams</td> <td>BSO</td> <td>AW</td> </tr> <tr> <td>Wesley Jones</td> <td>CCA</td> <td>WJ</td> <td colspan="3" style="text-align: left;">Apologies</td> </tr> <tr> <td>Sally Lloyd</td> <td>Independent</td> <td>SL</td> <td>Nadia Ali</td> <td>CCA</td> <td>NA</td> </tr> <tr> <td>Amanda Reeve</td> <td>CCA</td> <td>AR</td> <td>Daniel Byatt</td> <td>CCA</td> <td>DB</td> </tr> <tr> <td>Dane Stratton-Powell</td> <td>CCA</td> <td>DSP</td> <td>David Crosbie</td> <td>CCA</td> <td>DC</td> </tr> <tr> <td>Stephen Thomas</td> <td>CCA</td> <td>ST</td> <td>Stuart Dudley</td> <td>Independent</td> <td>SD</td> </tr> <tr> <td>Lee Williams</td> <td>CCA</td> <td>LW</td> <td>Rachael Fairbrother</td> <td>LEO</td> <td>RF</td> </tr> <tr> <td>Katrina Worthington</td> <td>CCA</td> <td>KW</td> <td></td> <td></td> <td></td> </tr> </table>						Members			In Attendance			Mujahid Al-Amin	CCA	MA	Suzanne Austin	CS&DP	SA	Gordon Couper	Independent	GC	Adam Irvine	CEO	AI	Ian Cubbin	Independent	IC	Nick Thayer	CS&DP	NT	Andrew Hodgson	Independent	AH	Alison Williams	BSO	AW	Wesley Jones	CCA	WJ	Apologies			Sally Lloyd	Independent	SL	Nadia Ali	CCA	NA	Amanda Reeve	CCA	AR	Daniel Byatt	CCA	DB	Dane Stratton-Powell	CCA	DSP	David Crosbie	CCA	DC	Stephen Thomas	CCA	ST	Stuart Dudley	Independent	SD	Lee Williams	CCA	LW	Rachael Fairbrother	LEO	RF	Katrina Worthington	CCA	KW			
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2	<p>Welcome and Apologies</p> <p>GC welcomes members to the committee meeting.</p> <p>Apologies were received from NA, DB, DC, SD and RF.</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 style="padding-left: 20px;">Gordon Couper was proposed by Andrew Hodgson and seconded by Ian Cubbin. GC was happy to accept the nomination and was duly appointed.</p> <p style="padding-left: 20px;"><i>GC took over the chairing of the committee meeting.</i></p> <p>ii. Vice Chair and Treasurer</p> <p style="padding-left: 20px;">Given the need for stability at the current time, Dane Stratton-Powell (Vice Chair) and Ian Cubbin (Treasurer) were happy to continue in their roles for the coming year; this was unanimously agreed by members.</p> <p>b) LPC Sub-Committee Membership</p> <p>i. Staff and Resource</p>																																																																													

	<p>Members will remain as GC/IC/AH/ST. AW will ask for a member volunteer to fill the place vacated by David Eaves.</p> <p>When necessary the sub-committee will liaise with external bodies (primarily for recruitment/payroll/pension).</p> <p>ii. Governance and Finance</p> <p>Members will remain as IC/SD/AW and will be joined by KW.</p> <p>iii. CSC and Services Sub-Groups</p> <p>AW will seek preferences from members and subsequently invite them to the respective sub-group Zoom meetings.</p> <p>c) Standing Order and Code of Conduct</p> <p>This existing document, pre-circulated prior to the meeting, was reviewed. AW will include a clause relating to virtual meetings.</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 2020.</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>With the introduction of virtual meetings members agreed that the monthly sub-group and LPC evening Zoom meetings will be paid at the evening rate of £30; the monthly catch-up meeting will be unremunerated.</p>
<p>4</p>	<p>Topics for Debate</p> <p>a) Volunteers</p> <p>SA pre-circulated an email to members which indicated that there is a lot of pressure in Cheshire around the use, or not, of volunteers to deliver medication.</p> <p>There are concerns around volunteer fatigue who perhaps do not fully understand the way that community pharmacy work and the regulations and restrictions (ie indemnity insurance) that community pharmacy needs to abide by.</p> <p>SA asked members for their thoughts about how community pharmacy can use these volunteers. SA has already explained in detail many of the processes and risks of using volunteers to delivery medicine but the questions keep coming and there is a danger that it looks like our profession is not engaging.</p> <p>ST mentioned that there are examples of council set-up hubs and this should be explored by Cheshire Council.</p> <p>b) Requisitions</p> <p>NT explained that there are five hot sites on the Wirral. There are two types of patients – primary care patients who are poorly who will be managed through the normal process of FP10s/community pharmacy and a separate stream of patients who are very poorly on their way to hospital via the hot site.</p> <p>The CCG want to put some medicine packs (eg painkillers, antibiotics) in the hot sites so that they can provide immediate treatment for patients. They have asked whether they can get this stock via signed orders and requisitions. It is not a paid service and NT asked for member thoughts about them using pharmacy to do this.</p> <p>A requisition isn't a wholesaler dealing.</p> <p>To mitigate any issues, the easiest option would be for them to set up an account and order directly from the wholesaler.</p>

All wholesalers are registered with the MHRA; it was suggested the CCG could be sent a link to the list as the general community pharmacy contract can't handle this unless they are on the wholesaler list.

This is clearly a wholesale issue and members did not feel that significant time should be given to this. Whilst this should merely be a signposting task NT was keen to have an oversight.

NT will ask Wirral contractors if they have a wholesaler licence and if they are happy for this information to be shared with the CCG.

c) Palliative Care Drug List

West Cheshire is now being incorporated into the Cheshire CCG Urgent Palliative Care Medicines Service.

As this has historically been a Vale Royal/East and South Cheshire service IC raised an issue regarding the formulary in that it does not necessarily match the holding needs across the entire patch; one size does not necessarily fit all.

SA shared that Janet Kenyon has sent through a 1-hour delivery service and would be keen to understand member thoughts to this as soon as possible.

d) Recovery Post COVID

AI shared that a few Chief Officers have talked about what things can start to be planned for when this is over. Currently there are three things on the list and AI asked for member thoughts.

i. MDS

CPCW is already tackling this locally. Are there any resources that we can leverage nationally to the shared approach?

ii. PNAs

How is the work that has taken place in pharmacy during this time captured correctly?

iii. How do we guide contractors on deliveries post-COVID in terms of how do we position a well thought out delivery service?

Member comments included:

- SA would like to see a piece about increasing the general understanding of pharmacy (Walk in My Shoes)
- Get involved regularly in HWB meetings to raise the profile of community pharmacy
- LPCs should not be getting involved with deliveries as this is commercial decision
- It was suggested that at the current time, where virtual meetings are taking place, there may be a reduced request for LPC involvement in stakeholder decisions. AI indicated that the team were fielding a number of queries
- There was differing views on whether we could monopolise on the current elevated profile of community pharmacy or indeed whether any widespread traction was being gained in the national media. It was agreed that PSCN need to do more to promote the profession
- We need to somehow convert local positivity into something that is vocal
- What are MPs doing at the minute? MP letters will be discussed at the CSC sub-group
- The drive has been to get pharmacies to do more services and those who are providing those services will be hit the hardest. This has the real potential to

	<p>be damaging to contractor confidence - how this can be addressed and how can services be restarted/adapted?</p> <ul style="list-style-type: none"> • AH asked if we are currently using Brexit stockholding, which will eventually be depleted – are we going to run into a bigger supply problem than we’ve had already? ST confirmed that wholesalers are monitoring what is happening closely and his is not aware of any current issues • Concessions are still not representative of the lines and prices that pharmacies are paying in the market. IC confirmed that this formed part of the PSNC conversation last night (2 April) and it is key that contractors continue to report prices. AW will encourage contractors to do this and will include a standard article in the newsletter.
5	<p>Date and Time of Next Meeting</p> <p>AW will send out invitations to a rolling schedule of meetings; all Wednesday’s at 8pm. First 4 weeks:</p> <ul style="list-style-type: none"> • 29 April – CSC (Evening Rate of £30 Claimable) – Chaired by Lee, attended by CSC sub-group members and minuted • 6 May – Catch-Up • 13 May – Services (Evening Rate of £30 Claimable) – Chaired by Dane, attended by Services sub-group members and minuted • 20 May – LPC (Evening Rate of £30 Claimable) – Agenda, minuted, attended by all members

Action List

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

Min	Action	Person	Update
3bi	AW will ask for a member volunteer to fill the place on the Staff & Resource Committee vacated by David Eaves.	AW	Complete – awaiting volunteer
3biii	AW will seek preferences from members as to which sub-group they would like to sit on and subsequently invite them to the respective sub-group Zoom meetings	AW	Complete
3c	AW will include a clause relating to virtual meetings to the Standing Order and Code of Conduct	AW	Complete
3d	On receipt back AW will update the LPC website to include member DOI’s for 2020	AW	On-going
4b	NT will ask Wirral contractors if they have a wholesaler licence and if they are happy for this information to be shared with the CCG	NT	
4d	AW will encourage contractors to do this and will include a standard article in the newsletter	AW	Complete
5	AW will send out invitations to a rolling schedule of meetings; all Wednesday’s at 8pm	AW	Complete