



**Community Pharmacy  
Cheshire and Wirral**



**Meeting Minutes**

For the meeting held on Wednesday 26 February 2020, 9.30am at The Forest Hills, Frodsham

<b>1</b>	<p><b>Present</b></p> <p><b>Members</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Mujahid Al-Amin</td><td>CCA</td><td>MA</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>Ian Cubbin</td><td>Independent</td><td>IC</td></tr> <tr><td>Stuart Dudley</td><td>Independent</td><td>SD</td></tr> <tr><td>Andrew Hodgson</td><td>Independent</td><td>AH</td></tr> <tr><td>Dane Stratton-Powell</td><td>CCA</td><td>DSP</td></tr> <tr><td>Lee Williams</td><td>Independent</td><td>LW</td></tr> </table> <p style="text-align: right;"><b>In Attendance</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Suzanne Austin</td><td>PSM/LPN</td><td>SA</td></tr> <tr><td>Adam Irvine</td><td>CEO</td><td>AI</td></tr> <tr><td>Nick Thayer</td><td>PSM</td><td>NT</td></tr> <tr><td>Alison Williams</td><td>BM</td><td>AW</td></tr> </table> <p style="text-align: right;"><b>Apologies</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Sally Lloyd</td><td>CCA</td><td>SL</td></tr> <tr><td>Amanda Reeve</td><td>CCA</td><td>AR</td></tr> <tr><td>Stephen Thomas</td><td>CCA</td><td>ST</td></tr> </table>	Mujahid Al-Amin	CCA	MA	Gordon Couper	Independent	GC	David Crosbie	CCA	DC	Ian Cubbin	Independent	IC	Stuart Dudley	Independent	SD	Andrew Hodgson	Independent	AH	Dane Stratton-Powell	CCA	DSP	Lee Williams	Independent	LW	Suzanne Austin	PSM/LPN	SA	Adam Irvine	CEO	AI	Nick Thayer	PSM	NT	Alison Williams	BM	AW	Sally Lloyd	CCA	SL	Amanda Reeve	CCA	AR	Stephen Thomas	CCA	ST
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<b>2</b>	<p><b>Welcome and Apologies</b></p> <p>GC welcomed members to the meeting.</p> <p>Apologies were received from SL, AM and ST.</p> <p>Committee member updates:</p> <ul style="list-style-type: none"> <li>• Daniel Byatt has been nominated by AIMp to fill the vacant seat; AW will contact him.</li> <li>• The CCA have advised AW that Katrina Worthington has replaced Jaspal Mann and AW has contacted her; replacements are awaited for Kathy McCarthy and David Eaves.</li> <li>• Seats vacated by resigning members will be filled during the annual discussions at the April LPC meeting.</li> </ul>																																													
<b>3</b>	<p><b>Expressions of Interest</b></p> <p>No expressions of interest were received.</p>																																													
<b>4</b>	<p><b>Competition Law Guidance</b></p> <p>This was pre-circulated to all members for reference.</p>																																													
<b>5</b>	<p><b>LPN Report - Suzanne Austin, Chair of the Cheshire LPN</b></p> <p>SA updated members on the following LPN/NHSE business:</p> <ul style="list-style-type: none"> <li>• Employment of the pharmacy support team.</li> <li>• The recent PCN lead events have been successful and well received. Based on the feedback NHSE will now determine the next stages; this is likely to include separate bespoke events for the PCN leads and the wider community pharmacy network. To maximise attendance of the latter the event is likely to be linked to a pharmacy service eg Medicines Optimisation.</li> </ul>																																													

	<ul style="list-style-type: none"> <li>• It was acknowledged that the working relationship between the LPC and NHSE is positive and collaborative.</li> <li>• The North West CPCS is leading the way nationally. There are currently 40 pharmacies across the region that are de-activated and SA is contacting these.</li> <li>• Contract monitoring visits are currently taking place.</li> <li>• NHSE is sending out regular advice about Corona Virus.</li> <li>• The MIAA meetings are going from strength to strength. A £1.7m bid has been submitted for projects. SA and Lucy Reid are currently scoping work around MDS.</li> <li>• Discussions are taking place to establish who is responsible for funding the TCAMS PharmOutcomes licences from 1 April.</li> <li>• LPN funding remains in the baseline and the LPNs across Cheshire and Merseyside are likely to continue.</li> </ul>
<b>6</b>	<p><b>PSNC Report – Ian Cubbin</b></p> <p>IC updated members on the following PSNC business:</p> <ul style="list-style-type: none"> <li>• PSNC continue to work on matters included in the 5-Year deal</li> <li>• Transitional Payments</li> <li>• Hub and Spoke dispensing</li> </ul>
<b>7</b>	<p><b>Feedback</b></p> <p>a) Staff and Resource (S&amp;R) GC will contact DE to arrange a handover of any outstanding activity.</p> <p>b) MALPS The last meeting took place on 12 February. It was agreed that the PharmOutcomes licence cost to commissioners would remain the same this year.</p> <p>c) PCN Lead Training Events These were successful and the leads are engaged, enthusiasm and positive.</p>
<b>8</b>	<p><b>PSNC/LPC Review</b></p> <p>A copy of independent review LPC Survey was pre-circulated to all LPC members with a request that they submit their thoughts; these were circulated with the papers.</p> <p>Each of the questions was discussed in turn and a committee response was agreed by the members present.</p> <p>AI will submit the LPC response.</p>
<b>9</b>	<p><b>Minutes of CPCW Meeting – 8 January 2020</b></p> <p>a) The minutes were accepted and signed.</p> <p>b) Outstanding actions:</p> <ol style="list-style-type: none"> <li>DE will explore opportunities for newer members to undertake a similar exercise to the colour's questionnaire; following DE's resignation this action will be reviewed by the S&amp;R sub-group</li> <li>Area Manager's will ask for any examples of NMS delivery best practice that can be shared more widely</li> <li>LW will write an independent member blog for April on the impact of the new contract</li> </ol>
<b>10</b>	<p><b>CEO Report</b></p> <p>AI spoke to some slides which will be circulated after the meeting; there were no questions.</p>

11	<p><b>Employee Report</b></p> <p>A report was pre-circulated to members and AI highlighted some key activity. DC asked NT to share some additional information regarding Pharmacogenomics which he did.</p>																
12	<p><b>Treasurer's Report</b></p> <p>a) CPCW total money is £134,243</p> <table border="0" style="width: 100%;"> <tr> <td style="padding-left: 20px;">Lloyds Bank Current Account – <i>balance at 25 February 2020</i></td> <td style="text-align: right;">£76,834</td> </tr> <tr> <td style="padding-left: 20px;">Close Brothers (12-month notice account) – <i>balance as at 25 February 2020</i></td> <td style="text-align: right;">£84,660</td> </tr> <tr> <td style="padding-left: 20px;"><i>Less Holding Money</i></td> <td style="text-align: right;"><i>- £27,251</i></td> </tr> <tr> <td style="padding-left: 40px;">• <i>Estates</i></td> <td style="text-align: right;"><i>£11,677</i></td> </tr> <tr> <td style="padding-left: 40px;">• <i>Inhaler Training</i></td> <td style="text-align: right;"><i>£5,834</i></td> </tr> <tr> <td style="padding-left: 40px;">• <i>Warrington Alcohol Pilot</i></td> <td style="text-align: right;"><i>£4,500</i></td> </tr> <tr> <td style="padding-left: 40px;">• <i>EPS Round-Off Event</i></td> <td style="text-align: right;"><i>£240</i></td> </tr> <tr> <td style="padding-left: 40px;">• <i>CWC PH Campaign Resources</i></td> <td style="text-align: right;"><i>£5,000</i></td> </tr> </table> <p>b) Quarter 3 Accounts were pre-circulated; there were no questions.</p> <p>c) The PSNC levy for 2020/21 will remain at the same level as 2019/20 (£81,456). An invoice for £42,094.87 has been received by the LPC. The invoice consists of the PSNC levy costs for the first half of the year (£40,728) and an additional one-off levy of £1,366.87 to contribute towards the costs of the independent review into contractor representation and support.</p> <p>d) IC asked <b>members</b> to try to submit their outstanding claims so that payment can be made within this financial year.</p>	Lloyds Bank Current Account – <i>balance at 25 February 2020</i>	£76,834	Close Brothers (12-month notice account) – <i>balance as at 25 February 2020</i>	£84,660	<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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13	<p><b>Services Dashboard</b></p> <p>The static dashboard was pre-circulated. Based on January's feedback NT shared more in depth details about local service income. Members were asked to think about what level of income is required to shift business models to a service focus.</p>																
14	<p><b>Training Plan and Needs</b></p> <p>AI shared his ideas for future training events and asked members to share their thoughts about the list and to put forward any additional topics.</p>																
15	<p><b>Topics for Discussion</b></p> <p>a) Engagement Officer Brief Rachael Fairbrother will start as the Engagement Officer on 2 March. She will be meeting the team as part of her induction on Monday. She will join the April LPC meeting for lunch and give feedback on her activity to date.</p> <p>b) MOCH Report (NT) The first report was pre-circulated and NT highlighted some key elements within it. The pilot is supported and well received by GPs.</p> <p>c) National Meeting of LPCs – 5 May <b>AW</b> will register GC and AI to attend.</p> <p>d) Depending on timescales a Minor Eye Care Service may be brought to next meeting.</p>																
16	<p><b>Date and Time of Next Meeting</b></p> <p>Wednesday 22 April 2020 – Forest Hills Hotel, Frodsham, 9.30am.</p>																

## **Action List**

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

Min	Action	Person	Update
9bi	DE will explore opportunities for newer members to undertake a similar exercise to the colour's questionnaire	S&R	
9bii	AM's will ask for any examples of NMS delivery best practice that can be shared more widely	AMs	
9biii	LW will write an independent member blog for April on the impact of the new contract	LW	
2	AW will contact Daniel Byatt	AW	Complete
7a	GC will contact DE to arrange a handover of any outstanding S&R activity	GC	
8	AI will submit the LPC response to the PSNC/LPC review	AI	
12d	Members should try to submit their outstanding claims so that they can be paid this financial year	Members	
15	AW will register GC and AI to attend the National Meeting of LPCs	AW	