



**Community Pharmacy  
Cheshire and Wirral**



**Meeting Minutes**

For the Zoom meeting held on Wednesday 17 June 2020, 8pm

<b>1</b>	<p><b>Present</b></p> <p><b>Members</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Daniel Byatt</td><td>AIMp</td><td>DB</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>John Devaney</td><td>CCA</td><td>JD</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>Sally Lloyd</td><td>CCA</td><td>SL</td></tr> <tr><td>Amanda Reeve</td><td>CCA</td><td>AR</td></tr> <tr><td>Dane Stratton-Powell</td><td>CCA</td><td>DSP</td></tr> <tr><td>Stephen Thomas</td><td>CCA</td><td>ST</td></tr> <tr><td>Lee Williams</td><td>Independent</td><td>LW</td></tr> <tr><td>Katrina Worthington</td><td>CCA</td><td>KW</td></tr> </table>	Daniel Byatt	AIMp	DB	Gordon Couper	Independent	GC	David Crosbie	CCA	DC	Ian Cubbin	Independent	IC	John Devaney	CCA	JD	Stuart Dudley	Independent	SD	Andrew Hodgson	Independent	AH	Sally Lloyd	CCA	SL	Amanda Reeve	CCA	AR	Dane Stratton-Powell	CCA	DSP	Stephen Thomas	CCA	ST	Lee Williams	Independent	LW	Katrina Worthington	CCA	KW	<p><b>In Attendance</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Rachael Fairbrother</td><td>LEO</td><td>RF</td></tr> <tr><td>Adam Irvine</td><td>CEO</td><td>AI</td></tr> <tr><td>Nick Thayer</td><td>CS&amp;DP</td><td>NT</td></tr> <tr><td>Alison Williams</td><td>BSO</td><td>AW</td></tr> </table> <p><b>Apologies</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Nadia Ali</td><td>CCA</td><td>NA</td></tr> <tr><td>Suzanne Austin</td><td>CS&amp;DP</td><td>SA</td></tr> <tr><td>Wesley Jones</td><td>CCA</td><td>WJ</td></tr> </table>	Rachael Fairbrother	LEO	RF	Adam Irvine	CEO	AI	Nick Thayer	CS&DP	NT	Alison Williams	BSO	AW	Nadia Ali	CCA	NA	Suzanne Austin	CS&DP	SA	Wesley Jones	CCA	WJ
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<b>2</b>	<p><b>Welcome and Apologies</b></p> <p>GC welcomed members to the committee meeting, including JD who has replaced the CCA seat recently vacated by Mujahid Al-Amin.</p> <p>Apologies were received from NA, SA and WJ.</p> <p>This was NT's last LPC meeting; GC thanked him for his contributions during his many years on the committee both as a member and latterly as an employee. GC wished him well.</p>																																																													
<b>3</b>	<p><b>Minutes of CPCW Zoom Meeting – 20 May 2020</b></p> <p>a) The minutes were accepted and signed.</p> <p>b) Outstanding actions/updates:</p> <ul style="list-style-type: none"> <li>i. JD will join the Staff and Resource sub-group</li> <li>ii. LW will let AW have a copy of their Declarations of Interest for 2020</li> </ul>																																																													
<b>4</b>	<p><b>Nick Thayer Handover Document</b></p> <p>NT's handover document was pre-circulated; there were no questions.</p>																																																													

	<ul style="list-style-type: none"> <li>• AI/GC met with NT last week to start the full handover – a second meeting is planned between AI/NT on Friday</li> <li>• AI assured members that a process is being followed and recruitment will follow shortly once it is clearer how the Wright Review recommendations will impact on CPCW</li> </ul>																
<b>5</b>	<p><b>Engagement Officer Report – Rachael Fairbrother</b></p> <p>RF updated members on the following business:</p> <ul style="list-style-type: none"> <li>• After consideration of WJ’s suggestion of a contractor survey at the last LPC meeting RF believes that the information that she has been able to capture during telephone conversations is far richer and allows her to start to build a rapport with the contractors; a survey will not be sent at this time</li> <li>• RF continues to telephone contractors starting with PCN leads followed by pharmacies within that network <ul style="list-style-type: none"> <li>○ To date she has spoken to 32/33 contractors (minimum target of 8 per week)</li> <li>○ The length of the call varies between 10-30 minutes; she is keen for quality of information over quantity of calls made</li> <li>○ RF has been capturing information about pharmacist experiences, challenges and how they have adapted during this difficult period</li> <li>○ Her calls have been well received</li> </ul> </li> </ul>																
<b>6</b>	<p><b>LPC Finances</b></p> <p>a) CPCW total money is £160,487</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Lloyds Bank Current Account – <i>balance at 17 June 2020</i></td> <td style="text-align: right; vertical-align: bottom;">£ 103,078</td> </tr> <tr> <td style="padding-left: 20px;">Close Brothers (12-month notice account) – <i>balance as at 17 June 2020</i></td> <td style="text-align: right; vertical-align: bottom;">£84,660</td> </tr> <tr> <td style="padding-left: 20px;"><i>Less Holding Money</i></td> <td style="text-align: right; vertical-align: bottom;">- £27,251</td> </tr> <tr> <td style="padding-left: 40px;">• <i>Estates</i></td> <td style="text-align: right; vertical-align: bottom;">£11,677</td> </tr> <tr> <td style="padding-left: 40px;">• <i>Inhaler Training</i></td> <td style="text-align: right; vertical-align: bottom;">£5,834</td> </tr> <tr> <td style="padding-left: 40px;">• <i>Warrington Alcohol Pilot</i></td> <td style="text-align: right; vertical-align: bottom;">£4,500</td> </tr> <tr> <td style="padding-left: 40px;">• <i>EPS Round-Off Event</i></td> <td style="text-align: right; vertical-align: bottom;">£240</td> </tr> <tr> <td style="padding-left: 40px;">• <i>CWC PH Campaign Resources</i></td> <td style="text-align: right; vertical-align: bottom;">£5,000</td> </tr> </table> <p>b) The draft CPCW 2019-20 accounts were pre-circulated; there were no questions and AW will arrange for the final version to be prepared</p> <p>c) The draft Regional Account 2019-20 accounts were pre-circulated; there were no questions and AW will await feedback from the regional LPCs before the final version is prepared</p> <p>d) The Governance &amp; Finance sub-committee will await the outcome of the Wright Review before the 2020-21 budget is finalised.</p>	Lloyds Bank Current Account – <i>balance at 17 June 2020</i>	£ 103,078	Close Brothers (12-month notice account) – <i>balance as at 17 June 2020</i>	£84,660	<i>Less Holding Money</i>	- £27,251	• <i>Estates</i>	£11,677	• <i>Inhaler Training</i>	£5,834	• <i>Warrington Alcohol Pilot</i>	£4,500	• <i>EPS Round-Off Event</i>	£240	• <i>CWC PH Campaign Resources</i>	£5,000
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<b>7</b>	<p><b>Wright Review</b></p> <p>PSNC shared Professor David Wright’s Independent Review of Community Pharmacy Contractor Representation and Support: “Providing best value for contractors” with all LPC members today.</p> <p>AI gave a precis of the recommendations and members shared their initial thoughts.</p> <p>LPC’s have the opportunity to submit a single list of initial questions about the report to Professor Wright by 3 July; a Zoom meeting will be scheduled for 8pm on 24 June to prepare</p>																

	<p>a response (AW). AW will circulate the recommendations to members and will collate responses before circulating in preparation for the meeting.</p> <p>The meeting will consist of a number of strands linked to member feedback:</p> <ul style="list-style-type: none"> <li>• Open discussion to declare views</li> <li>• Form the questions to ask of David Wright based on the 33 recommendations; these will be drafted and circulated for final approval before being submitted</li> </ul> <p>It was recognised that further discussions will be required to consider what it means for CPCW, how involved CPCW want to be in the national discussion/working party, how CPCW contractors feel, etc.</p> <p>AI/GC will be attending a virtual meeting on 8 July which will give LPCs and PSNC the opportunity to discuss the findings of the review; the review author, Professor David Wright, will be present and attendees will have the chance to question him on his report.</p>
<b>8</b>	<p><b>Future LPC Meetings Format/Standing Items/Reports</b></p> <p>Members reviewed the current schedule of Zoom meetings. It was agreed that whilst virtual meetings continue to be successful during the current pandemic a blend of these and face-to-face meetings will be important going forward.</p> <p>The 15 July LPC meeting will continue as a daytime Zoom meeting with appropriate breaks. Flu will feature on the agenda.</p>
<b>9</b>	<p><b>Date and Time of Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Wednesday 15 July 2020 – Zoom, 9-5pm (actual times to be confirmed once the agenda has been drafted)</li> </ul> <p>Reminder of other meetings:</p> <ul style="list-style-type: none"> <li>• 24 June – Wright Review (Evening Rate of £30 Claimable)</li> <li>• 1 July – Catch-Up</li> <li>• 8 July – Services (Evening Rate of £30 Claimable) – Chaired by DSP, attended by Services sub-group members and minuted</li> </ul>

### Action List

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

Min	Action	Person	Update
3bii	On receipt back AW will update the LPC website to include member DOI's for 2020	LW	
5g	SA will do some further investigation around some instances of prescriptions being sent electronically to the wrong pharmacy in CWC	SA	Complete
6b	AW will arrange for the final version of the CPCW 2019-20 accounts to be prepared	AW	Awaiting *
6c	AW will await feedback from the regional LPCs before the final version is prepared	AW	* Waiting for HSHK/Liverpool sign-off
7	AW will schedule a Wright Review Zoom for 24 June	AW	Complete

7	AW will circulate the recommendations to members and will collate responses before circulating in preparation for the meeting	AW/ Members	<i>Complete</i>
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