

**LPC Meeting Minutes**  
**Wednesday 12<sup>th</sup> February 2020**  
**Little Channels, Little Waltham, Chelmsford, CM3 3PR**

Present	Bina Patel (BP) Rajiv Sharma (RS)	Simon Moul (SM) Amarjit Nandhra (AN)	Chirag Patel (CP) Tunde Sokoya (TS)
In attendance	Karen Samuel Smith (KSS) Sarah Read (SR)	Ashok Pattani (APat) Hema Patel (HP)	Angela Culleton (AC)
Apologies	Penny Skellern (PS)	Jon Lake (JL)	Sanjay Patel (SP)

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### Chief Officer Appointment

BP congratulated KSS on her recent appointment of Chief Officer, KSS followed by giving a brief overview of her expectations, how Essex LPC will work with community pharmacies and how it intends to assist meeting their needs.

Resources to be used more effectively, through the Committee, GSOC and local representatives - listening to what is being said, not just talking. No division between CCA, independents or AIMS etc all have same conditions of service. Works best when we work ALL together. KSS will challenge if this is disrespected and gives no apology for that.

*Essex LPC is a contractor committee... We work for them.....*

KSS also explained the new structure for the LPC Office, whereby 2 Field Officer positions and an Information and Data Officer post will be shortly advertised.

### Contract Change update

One current application for a relocation in Rochford. AN declared an interest.

Essex LPC recently circulated details of Boxing day 2020 being on a Saturday, pharmacies have been encouraged to get application in early in case they are refused initially. PCSE will responsible for managing core and supplementary hours in the future, not NSE England.

Minutes from the last meeting on Wednesday 27<sup>th</sup> November 2019 were approved and agreed. Action points were updated, see last page.

### Performance Issues

KSS included details of the 9 current performance cases which caused some discussion within the meeting, she explained the process she goes through and details about the Performance Advisory Group (PAG).

SM is keen for someone else to also have a deeper understanding of the performance process so that KSS is not they only person actively involved with the cases.

### Committee Feedback

AN submitted a report for the committee pack and the issues were discussed.

HP referred to the Primary Care Networks and the briefing notes, it would be useful to share common ground with other PCN leads. KSS met with Essex LMC recently, south east and north east Essex will have some funding get Clinical Directors and pharmacy leads together and to have some training from April 2020 onwards.

SR submitted a report for the committee pack, it would be useful to have a representative for CPCS attend meeting and/or forum meetings so that they can explain the call handler's perspective when referring emergency supply of medicine.

RS raised a couple of issues, EPS4 nominated pharmacies, and CPCS

TS raised CPCS and inappropriate referrals. KSS explained the call handler will go through a flow chart of questions and will lead to the outcome recommendation of what to do, also depends on when call is made i.e. out of hours or weekends. Any feedback from records that have been escalated can be tracked. Majority of referrals are successful but there does seem a few tweaks needed.

SM referred to the last north east Essex forum meeting discussion around primary care networks, it would be useful to use the CPCS data. EMOP appears to be very vague in the area.

CP submitted a report to the committee pack, surgeries not accepting repeats from pharmacies, speaking to the practice managers. No concerns about CPCS. Encouraging patients to use the NHS app.

#### NSAID Safety Audit

KSS to send recommendations to CCG's

#### CPCS

Highest medical supplied is salbutamol inhalers in all areas in Essex, good conversation starter for PCNs. The data shows that two thirds of patients are dealt with in the pharmacies and only a third are referred to GPs.

IS24 (111 provider) – south and mid Essex will be the first areas to pilot the on-line referral system starting in April/May 2020. Patients will use the NHS app themselves and will go through the logarithm of questions for minor illness and urgent medicine supply. The refers will remain the same, and still go via PharmOutcomes. The likelihood is that the referrals will increase.

#### PCNs – Memorandum of Understandings (PSNC) draft

KSS has reviewed the draft document and believes that the financial consideration be removed unless funding can be secured. To remove monitoring and review - don't think it's the role for LPC to "police" the pharmacy leads, that would be for other pharmacies in the PCNs to do. Length of the MoU is dependent on next year's PQS. Members agreed, KSS to make alternations and for it to be in place from 1<sup>st</sup> April 2020.

The pharmacy lead needs to engage with ALL pharmacies in the PCN not just put forward their own services and personal opinions. Essex LPC have the facilities for PCN leads to use a teleconference system if they so wish.

#### EMOP

Frank McLaughlan has been tasked to increase the EMOP referrals for Essex and has successfully increased it to 71% in West Essex, he is due to work more closing with south Essex in the coming

weeks. Broomfield not engaging yet as their computer system is not compatible, but this will change over the next year.

Name may change to TCAM as only Essex and Herts call it EMOP. Encouraging pharmacies to set up internal systems and use the referral process now before it is part of the contract.

#### LPC Conference and AGM – Wednesday 23<sup>rd</sup> September 2020 – Ivy Hill Hotel - Margareting

Ideas for the conference were discussed and it was agreed that Ed Waller from Department of social and healthcare would be contacted as a guest speaker, and so would Bruce Warner, Chief Pharmacist, as will Oge Chesa, Suffolk and North East Essex STP Primary Care and Pharmacy Director.

#### Finance Report

APat reported back that the reserve looks healthy, but PSNC levy needs to be paid in April as this is likely to be approximately £55,000.

Reminded committee members if submitting a claim to ensure the post code from and to to be included on the form.

APat put forward some slight alterations to amounts members could claim, these were agreed and will be put to GSOC and be effective from 1<sup>st</sup> April 2020

#### NPA report

NPA report received from Anil Sharma and was circulated to the members.

#### PSNC/LPC Survey

All committee members participated and agreed answers to the LPC survey. KSS to pull together details, circulate to members by 17<sup>th</sup> February before submitting to PSNC.

DATE RAISED	ACTION DETAILS	ACTION BY
24.7.19	<b>Electronic Medicines Optimisation Pathway (EMOP)</b> – Frank to continue increase the 70% county wide. West has achieved 71%, focus now being placed in South Essex	Frank McLaughlan
23.1.19	<b>CD Local Intelligence Network (LIN)</b> Jon Lake to try to arrange for a representative from network to attend forum meetings in 2020.	JL
24.7.19	<b>Essex LPC Self-Assessment</b> – Karen completed but not yet published. Penny to assist with checking details - PENDING	ALL/PS
24.7.19	<b>First Thing First</b> – Mid and South Essex training taken place and now progressing	
18.9.19	<b>Essex LPC Budget 2020-21</b> budget to be available earlier than this year	
18.9.19	<b>Healthy Living Pharmacy</b> – currently have approximately 30 pharmacies that may not have registered. Will be mandatory from April 2020, office to contact these to find out the current position and whether Leadership and Champion training is required will do so nearer end of PQS window. Distance selling pharmacies position to be confirmed by PSNC	KSS/AC
18.9.19	<b>Primary Care Networks</b> – pharmacy mapping details to be sent to all Essex Community Pharmacies to confirm nominated PCN Pharmacy leads for each PCN. KSS to share PSNC Memorandum of understanding with her comments, members to accept or to tailor it.	AC KSS/Members
27.11.19	<b>Declaration of Interest</b> – only waiting for one member to complete and return. However, all members to let LPC Office now any future changes	ALL
27.11.19	<b>Recruitment</b> – Chief Officer vacancy filled. Information & Data Officer and 2 Field Officer roles to be advertised and appointed to as fixed term contracts	GSOC/ LPC Office
27.11.19	<b>GSOC Meeting dates 2020</b> – dates to be scheduled 2 weeks prior to the committee meetings, still awaiting confirmed dates	GSOC
27.11.19	<b>Multiples</b> – representatives to encourage more attendance to LPC events, has been successfully, especially within Rowlands	CP, JL, SP, AN, AA
12.2.2020	<b>Performance Casework</b> – AN Other to understand the process	
12.2.2020	<b>EPS4</b> – South West gone live, check with other CCG's when they are all going live.	KSS
12.2.2020	<b>NSAID Safety Audit</b> - KSS to send recommendations to CCG's	KSS
12.2.2020	<b>PCNs – Memorandum of Understandings (PSNC) draft</b> – KSS to make alternations effective from 1 <sup>st</sup> April 2020	KSS
12.2.2020	<b>LPC Conference and AGM – Wednesday 23rd September 2020</b> – suggested Guest speakers to be contacted	LPC Office
12.2.2020	<b>Members Claims Allowance</b> – to be updated and effective from 1 <sup>st</sup> April 2020	APat
12.2.2020	<b>AIMS Report</b> - to contact and request report for future committee meetings	AC
12.2.2020	<b>PSNC/LPC Survey</b> – for all details to be pulled together, circulated to members and submitted to PSNC	KSS