

LPC Meeting Minutes
Zoom Meeting Monday 11th January 2021

Present: Simon Moul Jon Lake Penny Skellern Tunde Sokoya
 James Chaplin Chirag Patel Rajiv Sharma Sanjay Patel

In attendance: Karen Samuel Smith Angela Culleton Hema Patel Sarah Read
 Frank McLaughlan Tony Mardle Mo Raje
 Ashok Pattani Bharat Patel (for part of meeting)

Not present: Bina Patel

Follow up from Minutes 3rd December 2020

Tony Mardle is leaving Essex LPC at the end of January 2021; therefore, the workforce planning will be reviewed to ensure some form of continuity to Contractors.

Frank McLaughlan reported back his activities to the Committee (report submitted to members in advance), including meetings attended, contractor support and PCN progress within North East and West Essex.

Mo Raje provided an update of those PCNs in a position to receive GP CPCS training. However, there are still several sites not yet ready, he is very mindful of the 31st of March 2021 deadline date and will concentrate on training pharmacy teams in the coming weeks.

ACTION: Mo Raje and Tunde Sokoya to discuss referral cases that have occurred in West Essex recently.

PSNC Update

Pinnacles (PharmOutcomes) have been the registered system used to record and export data for the Covid-19 vaccinations programme.

A PSNC one-day audit will take place in January, this will be for community pharmacies to record how many unpaid GP referrals are taking place.

No further updated on the Wright Review Steering Group, only that a virtual meeting had already taken place.

Contract Change

No current applications to be discussed.

NE Essex Palliative Draft Contract (April 2021)

Karen explained the draft contract, the significant difference was the remuneration being offered to pharmacies for reporting weekly/monthly and maintaining end of life stock. The current contract offered £500 upfront cost and £100 quarterly payments. The revised contract offers £200 for the whole year, which equates to £3.85 per week. Is this a reasonable amount, how much work for community pharmacies to maintain the stock?

ACTION: Frank McLaughlan to contact the NE Essex providers to establish their opinions on the revised contract. *(Frank has since contacted the pharmacies, feedback is the time used in manage the service is ok, it is a useful service to be offered and no one raised any concerns over payment)*

Levy Holiday

No acknowledgement from community pharmacies about the levy holiday in December 2020. However, the members discussed a further 2-month levy holiday, which was proposed by Penny Skellern and seconded by Rajiv Sharma. Unanimously agreed.

ACTION: Ashok Pattani to contact NHSBSA to cancel payments for February and March 2021. *(Received confirmation and contractors to be informed)*

Covid-19

Flexible Opening Provisions

The regional team have an option in the SOP (October 2020) waive the requirement for contractors to apply for closed door working. However, to date they haven't taken this waiver option. Those that want to work behind closed doors still need to request via NHSE.

Temporary Change of Opening Hours

Contractors still to provide 24 hours' notice to NHSE, however it can be refused. The LPC Office has been completing forms on behalf of some pharmacy teams. Approval seems to depend on detail provided.

Emergency Closure

There have been some pharmacies that have had to close at short notice in Essex. Crucial for all pharmacies to have an up-to-date business continuity plan in place and to follow in these situations.

It appears that some of the multiples have linear BCP, but these are not necessarily reflected or understood in the actual branches or communicated locally.

ACTION: Committee Members representing multiples will follow up with their head offices and ensure that where pharmacies need to close, details are shared with local pharmacies/within PCN. This should, however, be the same for ALL community pharmacies.

Extended hours

There are some 100-hour pharmacies within Essex who applied to reduce hours last year under the covid-19 SOP and still operating under the reduced times, instead of their contractual obligations of 100 hours. This is putting pressure on other pharmacies nearby. These pharmacies are being contacted by NHSE to return to contracted hours.

Vaccinations

Various ways for pharmacy teams to book a covid-19 vaccine, including; if invited from a PCN book a vaccine; Mid, North East and South Essex can use shift partner to book vaccines for team members; West Essex is working through hospital trust; Gateway messages are circulated regularly with update and LPC Office have been notifying staff and have even assisted with booking some staff in for vaccines.

Some pharmacies are wanting to assist more with administering the vaccines, if this is the case the best approach would be to ask within the PCN how and what can be done to support the programme further.

Sites

Two community pharmacies in Essex offering vaccines week commencing 18th January 2021, will be able to identify lessons learnt with the view to others to follow and the likelihood of community pharmacies to be offered to apply again after the end of the month to become vaccination sites.

Lateral Flow tests

Tests have been delivered to pharmacies since 5th January, however if not received by 22nd January contact Essex LPC Office. If requests were not submitted in time, those that did are being dealt with first and then other distributions will follow.

Next Meeting

The next meeting will take place on Wednesday 3rd February and will cover:

- Essex LPC Constitution and the new ways of working
- Training session on contract changes and applications
- Planning for 2022 – election of LPC members/rising stars
- Locality updates from committee members

IJ from Pfizer is not available to facilitate the meeting in February, however she will be later in the year.

It was agreed that members will prepare for the meeting in the morning, including reading the constitution, contact pharmacies within their locality (the office can prepare a crib sheet if required). The meeting will commence at 1.30pm with two 1 ½ hour sessions.

Other meetings taking place

GSOC meeting will meet on 19th January 2021

HLPartnership Board meeting will meet on 13th January 2021 (*this was re-arranged to 28th January 2021*)

Feedback from Contractors

The general feedback was that there is excessive workload, community pharmacies are under increased pressure, more pharmacy team members are having to self-isolate, getting coronavirus. Teams are seeing more patients unable to access GP's or dentists, lots of queries about when and where Covid-19 vaccines are taking place (those that are in the top 4 cohort groups will receive a letter from the NHS to book an appointment, do not phone GP's but wait to receive a letter - it will arrive).

AC/14th January 2021

Overall Workplan for Essex LPC up to March 2021

Responsibility	Action	Nov	Dec	Jan	Feb	Mar
All	Agree Workplan at Team meeting	24th				
Frank/Tony/Karen	To complete PCN templates	29 th /30 th				
Office	Present workplan to Committee		3rd			
Mo	Identify early sites for GP CPCS		by 31 st			
Frank/Tony	Work on business continuity plan with PCN Leads and Contractors					
Office	Accreditation for Health Improvement (Healthy Living Pharmacies)					
Office	Flu vaccination service			50-64's		
Office	Covid-19 vaccination					
Office	LPC Lease Agreement					
Office	Essex LPC business continuity plan					
Office	Part 1 PQS					
Mo	GP CPCS go lives			by 31 st		
Office	Healthy Living Pharmacies (never done)					
Office	Part 2 PQS - Provide weekly updates					
Office	PQS Part 2 submissions <i>NOTE: Part 2 requirements will have a flexible completion date. Contractors will still make their declaration in February and get paid on 1 April, but they will now have until the end of June 2021 to collate the evidence to demonstrate that they are compliant.</i>				by 26th	
Office	CPAF year-end preparation <i>NOTE: will not run in 2020/21. This will run as normal in 2021/22.</i>					
Office	Workforce review (<i>Tony Mardle leaving 27/1/2021</i>)					
Office	Healthy Living Pharmacies					
Office	CPAF year end					
Mo	GP CPCS engagement in all CCGs					by 31st

NOTE:

- The NHS England and NHS Improvement set audit and the pharmacy specific audit will be **waived** for 2021.
- The Community Pharmacy Patient Questionnaire will be **waived** 2020/21.
- No action will be taken against contractors who have not updated the Data Security Protection toolkit for 2019/20, provided they are working to complete the toolkit for 2020/21