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THE 138th MEETING OF THE COMMITTEE WAS HELD VIA
ZOOM CONFERENCE CALL ON
WEDNESDAY 20th JANUARY 2021 AT 10AM

Present

In the Chair: Rob Severn (RS)
Chief Officer: Nick Hunter (NH)
Secretary: Alison Ellis (AE)
Treasurer: Gordon Heeley (GH)

Members: Raza Ali (RA), Mandeep Bassi (MB), Rebecca Butterworth (RB), Beth Chamberlain (BC), Linda Ferguson (LF), Dave Fernley (DF), Saikiran Koneru (SK) – only attended beginning of meeting, Vijay Pujara (VP), Jon Such (JonS), James Sutcliffe (JS), Randeep Tak (RT)

1.1 Attended

- Jackie Buxton, Derbyshire LPC chief officer and NHS England Pharmacy Integration Programme

1.2 Apologies

- Kate Dawson, AHSN
- Garry Myers, PSNC Regional Representative
- Samantha Travis, NHSE Midlands, Clinical Leadership Adviser
- Dhiren Raval, LPC member

1.3 Acceptance of the minutes from 18th November 2020 - Attachment 1A

The minutes were accepted as a true and accurate record of the meeting held on 18th November 2020 after the following correction.

*Page 5 Item 7 - Clinical Lead Dr Ahmed – VP discussed flu vacs with him and he felt that pharmacies are doing all the mobile patients but not doing housebound and care home patients. **It was Girish Lad and not VP who spoke to Dr Ahmed.***

1.4 Action points from 18th November 2020 not on the agenda

1.4.1 Controlled Drugs reporting on private prescriptions

Not had anything through at the moment re article on controlled drugs reporting – NHSE very busy concentrating on COVID-19 site inspections.

Action: Newsletter article re controlled drugs reporting on private prescriptions – AE to follow up with Sam Travis

1.4.2 NHS mail application

Still being progressed with PSNC and NHS Digital.

1.4.3 Menta Health Support webinar

This has been put on hold due to CCG Medicines Management team working fulltime in the Covid-19 vaccination centres and will be for the foreseeable future due to using the Pfizer vaccine.

Action: Pharmacist Support mindfulness event for Nottinghamshire contractors. NH contacting Sam Travis and Mindy Bassi - ongoing

1.4.4 Cashflow slides

The cashflow slides were shared with the LPC members after the LPC meeting.

GP-CPCS plan and funding

Exec team have not discussed GP-CPCS implementation plans yet – been in discussion with some pharmacies and planning on some early meetings with GP surgeries. Forward action to March 2021 meeting

LPC exec team to discuss plans for GP-CPCS implementation and funding that will be needed. Bring plans back to the LPC committee for approval.

1.4.5 TCAM update

Information received and included in LPC newsletter explaining how to complete TCAM referrals on PharmOutcomes

1.4.6 Extended Care

AE has spoken with NHSE and there is no chasing up re pharmacies sending back documents as there is no real deadline for sign up.

Asked members if their pharmacies were involved in the Extended Care service

Tier 2 will be implemented soon.

This service has been aligned across the whole Midlands NHSE area – needing to change the SLA's and PGD's – this is technically still a pilot as funding is not recurrent and NHSE rebid for funds each year.

1.4.7 Video consultations

Members reported that they were not using video consultations in their pharmacies. Jackie Buxton attending the open meeting to give an update.

1.4 Declarations of Interest for any item on the agenda

If any member has any personal or pecuniary interest whatsoever in any matter, they should declare it or not actively contribute to the discussion unless asked by the rest of the committee to provide factual information to aid their understanding. In either case they should not vote on the item

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Governance Items

Governance Items

2.1 Declarations

All received - any changes let AE know

2.2 CCA vacancy – resignation received from Saikiran Koneru

SK joined the meeting to thank the LPC for their support and to say that he had enjoyed his time on the LPC and explained that he felt it had helped him with his confidence and role of pharmacist.

AE and NH are waiting for replacement details from CCA.

2.3 Feedback from Governance committee

Nothing to report

<p>3</p>	<p>Independent PSNC/LPC pharmacy review</p> <p>➤ <u>Latest information from the Wright review –</u> Steering group has met at least once- more in common than against but still finding their feet. Should start moving quickly now</p> <p><u>Steering group members</u></p> <ul style="list-style-type: none"> • Peter Cattee (AIM) • Sandeep Dhama (AIM) • Sam Fisher (CCA) • Tricia Kennerley (CCA) • Adrian Price (CCA) • Stephen Thomas (CCA) • David Broome (independent) • Mark Burdon (independent) • Mike Hewitson (independent) • Aneet Kapoor (independent)
<p>4</p>	<p>NHS Contract Matters</p> <p><u>4.1 New contracts-Routine</u> Nothing received</p> <p><u>4.2 New contracts-Excepted</u> 4.2.1 Nothing received</p> <p><u>Contract applications received from other areas</u></p> <p><u>4.3 Litigation</u> Nothing received</p> <p><u>4.4 Decisions</u> 4.4.1 Application to change core opening hours By: Singh’s Pharmacy At: 77 High Street, Arnold, Nottingham, NG5 7DJ Still waiting for decision</p> <div style="border: 1px solid black; padding: 5px;"> <p>Action: AE to check with market entry team re change of core hours application by Singh’s Pharmacy – panel may not have met yet as some delays due to COVID.</p> </div> <p>4.4.2 No significant change relocation By: Bestway National Chemists Ltd T/A Well From: St Ann’s Valley Centre, 2 Livingstone Road, St Ann’s, NG3 3GG To: 1 Livingstone Road, St Ann’s, Nottingham, NG3 3GG Waiting for decision</p> <p>4.4.3 Change of ownership From: Galexa Pharmacy To: Galexa2020 Ltd At: 61 Annesley Road, Hucknall, NG15 7DR Approved 20.11.20</p> <p>4.4.4 Change of ownership From: Boots Pharmacy To: Sandhurst Healthcare Ltd</p>

	<p>At: St Albans Medical Centre, Hucknall Lane, Bulwell, NG6 8AQ</p> <p>4.4.5 Change of ownership From: Boots pharmacy To: Firstcare Uk Ltd At: Riverside Pharmacy, Bulwell Riverside Centre, Main Street, Bulwell, NG6 8QJ From 24.12.20</p> <p>4.5 <u>Responses received</u> Nothing received</p> <p>4.6 <u>Amendments to the list – Attachment 4A</u></p> <p>4.6.1 Relocation By: PCT Healthcare Ltd T/A Peak Pharmacy From: 1a Forester Street, Netherfield, Nottingham, NG4 2LJ To: Netherfield Medical Centre, Knight Street, Netherfield, Nottingham, NG4 2FN From 09.01.21</p>
<p>5</p>	<p>Finances – GH</p> <p>5.1 <u>Finances November / December 2020 – Attachment 5A, 5B</u> November 2020</p> <p><u>Income</u> PGD equipment invoice paid - £535.36 Lincolnshire LPC invoice paid - £967.97 Total income = £1,503.33 No levy payment received as this was sent through in October 2020</p> <p><u>Expenditure</u> Normal meeting costs and staff costs Total = £10,301.66 Balance = £100,367.94</p> <p>December 2020</p> <p><u>Income</u> Levy payment December - £17, 600.02 Levy payment January - £17,599.96 (January payment received early due to Bank Holiday)</p> <p><u>Expenditure</u> Usual staff costs and office bills Well invoices sent through for RS workload as chair Total Expenditure for month = £8,467.93 Balance = £127,099.99</p> <p>5.2 <u>Cashflow update – Attachment 5C</u> Underspend at March 2021 will be £27,081 above the 6-month reserve level. Balance will be £188,790</p> <p>5.3 <u>Levy holiday</u> It was discussed about having a levy holiday as the LPC do not wish to hold more funds than needed especially at the moment when contractors are struggling with cashflow. Levy holiday in March 2021 – VP proposed and DF seconded – all members agreed. Inform contractors of the March levy holiday via newsletter article and also explain that we have now given 3 months of levy holiday totalling £55,000 during the last year.</p>

Exec team informed the LPC members that the LPC may be needing to spend more of the resources from next financial year to cover workload for DMS, GP-CPCS and PQS.

Action: Inform contractors of the March levy holiday via newsletter article and also explain that we have now given 3 months of levy holiday totalling £55,000.

5.4 Expenses deadline

End of Year deadline coming up and reminded members to send through asap.

Also reminded members that the expense policy states that expense claims need to be claimed within 3 months.

Action: ALL members to send through expenses from the past 3 months (November 2020) asap. AE /GH to send through claim forms to members

5.5 Treasurer finance package from PSNC

PSNC are wanting all treasurers to be working to the same level and accounts and may need to change to Sage or some other software system rather than Excel.

Putting together a standard template and process for producing accounts.

Wishing LPCs to have fully audited accounts rather than just a check – significant increase in costs.

Currently pay £300-£400 per year but could cost £3000 - £4000.

Members asked GH to obtain quotes from two companies including the accountant that already use as part of good governance.

Members agreed that we would do what is recommended by PSNC to standardise process.

There are also changes to the annual reports that are produced – wishing members to produce reports as well as Chair and Chief Officers.

All of the above will be discussed at the Treasurers meeting on 10.02.21

Action: GH to obtain quotes from two companies including the accountant that already use as part of good governance.

Action: GH to report back to the March LPC meeting on the Treasurers meeting on 10.02.21.

6 Chief Officer / Chair reports –

6.1 Chair update – Attachment 6A

IPMO

Slowed down because of COVID-19 workload

Employer responsibilities

Reminder that NH, GH and AE are able to claim tax relief for working at home – approx. £6 per week.

Joint regional meeting

Reported elsewhere on the agenda

Office

Boiler and alarm serviced before the last lockdown

Attend the office 2-3 weekly to check the office and run water etc.

Flu

Increase in demand for flu jabs after the 2nd letter to 50 over

No problems getting stock but have to order packs of 10

CCG, NHSE and local councils are sending out reminders to staff so may see an increase in this cohort attending pharmacy.

MP events

Met with Tom Randall MP for Gedling, and Brendan Clarke-Smith MP for Bassetlaw

	<p>Good meeting and very complimentary to pharmacy in his area. Will follow up with pharmacy visits</p> <p>6.2 <u>Chief officer update – Attachment 6B</u> Lots of meetings at the moment and organised at short notice. Some meetings are weekly. Have approx. 8 meetings a day. Some days can extend into the evenings Monthly meetings with GPhC Weekly meetings with neighbouring LPCs. Supporting contractors with closures and general advice</p>
7	<p>COVID – 19 / Flu</p> <p><u>COVID</u> Staffing issues have been the biggest challenge 60% of staff after Christmas – back to full next week – some have COVID and some isolating NHS test and trace – causing problems with staff needing to isolate. Once been told to isolate by the app or test and trace then legally have to no matter what the mitigating circumstances (does not take into account PPE or even walls between people) Lateral tests – twice a week – as per NHS guidelines Reminded members that when test with lateral flow then need to report these results on Government website – for all results. If positive – then have to report, isolate and then book a PCR test. Some suggestions for Covid-19 procedures</p> <ul style="list-style-type: none"> - Reduce the number of staff working at same time – splitting over shifts - Maybe furlough staff due to pregnancy - Remind that need to change PPE every session, washing cutlery etc, using PPE still in lunch breaks and travel to and from work <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Action: Newsletter article to highlight the process re reporting test results</p> </div> <ul style="list-style-type: none"> ➤ <u>PSNC/LPC Ops Team meeting updates</u> Already updated ➤ <u>Home delivery service – Attachment 7A</u> Back in operation. Check on Summary Care record for those that are shielding and check occasionally after this in case they are removed. ➤ <u>Covid PSNC NHSE&I webinar 13.01.21 – Attachment 7B</u> RS attended ➤ <u>Ordering Covid-19 self-testing kits - PCSE supplies portal</u> ➤ <u>Lateral flow antigen letter for primary care – Attachment 7C</u> ➤ <u>Reimbursement of COVID-19 PPE costs;</u> https://www.gov.uk/government/publications/ppe-reimbursement-for-non-hospital-providers ➤ <u>Research</u> https://www.uk-reach.org/main/participants/ - <u>PPE panel recruitment – Attachment 7D</u> <p>Asking for volunteers</p> <p><u>FLU</u></p> <ul style="list-style-type: none"> - South Nottinghamshire Seasonal Flu Planning Group Meeting – verbal update - Derbyshire & Nottinghamshire (DeNo) Flu Annual Report for 2019/20 – Attachment 7E <p>For information</p> <ul style="list-style-type: none"> - ICS Flu Planning Delivery Group (RS) – verbal update <p>Nothing to report</p> <ul style="list-style-type: none"> - SYB ICS mas vaccination meeting – verbal update <p>Bassetlaw vaccine – moved from ICS model</p>

	<p>Delivering through PCNs – already done lots of vaccines. Now doing more officially and Bassetlaw Voluntary Service are helping to collate the numbers and staff details. Official route is through the hospital hubs for staff vaccine – not up and running yet though.</p> <p>NH had a good meeting with Andrew Beardsall – included DMS and GP-CPCS.</p>
<p>8</p>	<p>Integrated Care System / Primary Care Networks / Nottinghamshire CCG <i>Members to have read through PSNC briefing LPC News: Helping you to engage with Primary Care Networks</i></p> <p>a) Primary Care Networks (30mins)</p> <ul style="list-style-type: none"> ➤ <u>PCN Development lead – Rachel Rees – 04/01/21</u> <p>Mentioned earlier in the meeting</p> <ul style="list-style-type: none"> ➤ <u>PCN lead training / development – verbal update Attachment 8A</u> <p>How do we progress training when do not know what is in the PQS for next year - cannot plan support. Training resources - look at setting up webpage like the services database. Training could be done as a region rather than by individual LPC's. PCN leads need to declare whether pharmacies have engaged with them - need to have evidence when put through declarations as may be asked for as part of any post payment verification. This year there has been an increase in the workload for the PCN lead – many are saying if this is increased again then they feel that they would not be able to do the role as remuneration isn't enough. Many report the role is made harder by contractors not engaging very well.</p> <ul style="list-style-type: none"> ➤ <u>City PCNs</u> ➤ <u>Mid Notts PCNs</u> ➤ <u>South Notts PCNs</u> LPCN lead – Nottingham North East - Synergy LF has agreed to take on the PCN lead role – Peak Pharmacy ➤ <u>Bassetlaw PCN</u> PCN Lead vacancy - Newgate PCN May have interest from Worksop Pharmacy Asked for information on workload and directed to two other PCN leads – waiting on decision <p>b) ICS update – Nottinghamshire</p> <ul style="list-style-type: none"> - Clinical strategy update - ICS partnership forum update (last meeting cancelled – 14.01.21) - Integrated Pharmacy Medicines Optimisation (IPMO) – NH verbal update - ICS Board Summary briefing – November and December 2020 – Attachment 8B and 8C <p>For information</p> <p>c) ICS update – SYB- NH verbal update</p> <p>Nothing to report back</p> <ul style="list-style-type: none"> ➤ Nottinghamshire CCG <ul style="list-style-type: none"> - NHSE&I consultation on ICSs https://psnc.org.uk/wp-content/uploads/2020/12/PSNC-Briefing-044.20-Integrating-care-%E2%80%93-a-summary-of-the-NHSEI-guidance-and-consultation-document.pdf <p>Option 1: a statutory committee model with an Accountable Officer that binds together current statutory organisations. Option 2: a statutory corporate NHS body model that additionally brings CCG statutory functions into the ICS.</p>

Option 2 is believed by NHSE&I to be the model that offers the greater long-term clarity of system leadership and accountability.

CCGs will go and commissioning will be from ICS

Nottinghamshire – better than some, because already have a co-terminus ICS and CCG Although if remove the NHSE regions it will have a big effect as NHSE commission all the services.

When moved to CCG structure City PCT services were lost.

Whatever happens the disruption will be just that and very distracting.

Committee thought that It is how it is locally implemented that will have the affect not the decision.

- **Area Prescribing Committee**

Nothing to report

GUESTS

Jackie Buxton, Derbyshire LPC Chief Officer and NHSE

- Update on PhIF pilots/services
- Video consultation pilot

GP-CPCS

Been collating expressions of interest

Want to have a consistent approach / process across the region. The easier it is to use at the GP end then more likely to use it.

Hayley Moore who is leading on this for NHSE previously worked in GP services.

Some sites are not wanting to go ahead as busy with Covid-19

By end March 2020 wish to have one at least practice live in each LPC area.

Looking like it will be NHS mail rather than PharmOutcomes that is used to send through the referrals.

Funding for integrated solution – not sure who should pay for this as GP's, Pharmacy or other source.

Notts engagement

- NH/AE been meeting with RT (PCN lead for Radford and Mary Potter), Ankish Patel (Clinical Pharmacist City CCG), and Sam Travis (NHSE) re early adopter sites

Hypertension case finding pilot

Commissioned locally through the LPN by Sam Travis.

This pilot is by the whole team.

National service pilot sites are in West Midlands PCN (2), Chesterfield and Dronfield – paused until lockdown finishes, Darlington – going live this week and London went live last week

Smoking Cessation pilot – transfer of care from secondary care to pharmacy

No update

Palliative Care

Not done yet.

Want to be available nationally at all pharmacies.

Contraceptive service

This has been paused

Covid test kits

Piloted in Bradford

Standards – information flows

Same access to records – standards that need to apply

Video pilots

Not been used as much as thought it would be. More work being done nationally and future in pharmacy. GP's using this more widely so taking advice from the BMA.

Training / Development

	<p>Future - newly qualified pharmacists will come out with Independent Prescribing qualification All existing pharmacists to enhance their skills to be able to be IP's.</p>
<p>9</p>	<p>MEMBER UPDATES</p> <p>9.1 <u>GP and MAS issues (LF)</u> Pharmacy report ... "Had a couple of people with minor conditions say to me today that the Surgery have said that they won't even speak to them unless they have spoken to a pharmacy first. I'm getting concerned the message for CPCS referrals is getting confused and surgeries will just try and send patients to pharmacy without doing proper referrals. I will make sure that doesn't happen at my local surgery but just a bit of feedback for you." Other comments ... GP's pushing blood pressure checks to pharmacy and this is quite onerous due to cleaning areas and equipment etc. When PCN leads / pharmacies meet with Clinical Directors they need to say that happy to do blood pressure checks for contraceptive patients but would need to be paid to do this. Chats with patients by delivery drivers are occurring more as they may be the only person they see that day / week. Audit next week – need to complete as this highlights the work that is being done by pharmacy for free that has been pushed from GPs workload. This is really useful data and is used in funding negotiations – used last years data in mp briefings and in negotiating.</p> <p>9.2 <u>New pharmacy - online</u> Nominations being changed it has been alleged Contractors need to pass info onto the contracts team at NHSE with evidence. NHSE and GPhC have been monitoring nominations complaints. PSNC also now have monthly meetings with some large providers. NPA are also involved in monitoring complaints brought to their attention. Advised to ask patients to raise complaint to NHSE or if can't do themselves then ask to contact Healthwatch.</p> <p>9.3 <u>ICP flu meeting (RB)</u> Starting to go through analysis program. If seeing particular areas then see if need to give some support for next time with low uptake. Happy to work together on this. Will bring info back to the group once have available.</p> <p>9.4 <u>GP-CPCS (RB)</u> Hayley starting to do implementation invites – need to have the right people on the call so that it isn't GP dominated. Need to have representatives from multiples in the area. RB has asked if can be involved.</p>
<p>10</p>	<p><u>LOCAL AUTHORITY REPORTS</u></p> <ul style="list-style-type: none"> ▪ PUBLIC HEALTH COUNTY <ul style="list-style-type: none"> - <u>EHC PGDs being updated Feb 2021</u> - <u>Champix PGD payments</u> Recent update is that the invoices from September – December have now been sent through for payment by ABL Health finance department. AE to carry on chasing this with ABL Health. - <u>Nottinghamshire County HWB 06.01.21 – Attachment 10a</u> Next meeting 04.03.21 https://www.nottinghamshire.gov.uk/care/health-and-wellbeing/health-and-wellbeing-board ▪ PUBLIC HEALTH CITY <ul style="list-style-type: none"> - <u>Nottingham City HWB</u> Next meeting 27.01.21 and 24.03.21 (virtual meeting via zoom)

	https://www.youtube.com/user/NottCityCouncil
<p>11</p>	<p>NHS England Area Teams Midlands</p> <ul style="list-style-type: none"> ➤ <u>TCAM - Discharge Medicines Reconciliation Service - starting on 15.02.21.</u> <p>Need to send out information Essential service so need to do – newsletter – AE to work with NH and RS</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Action: Newsletter article explaining that essential service and details of the local referrals – AE to work with NH and RS</p> </div> <ul style="list-style-type: none"> ➤ Controlled Drugs newsletter – December 2020 – Attachment 11A ➤ Supply issue alerts – https://www.gov.uk/drug-device-alerts ➤ EU exit medicines supply continuity letter – Attachment 11B ➤ FMD ➤ GP-CPCS <p>https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/dispensing-contractors-information/nhs-community-pharmacist-consultation-service-minor-illness-and-urgent-repeat-medicines-supply</p> <ul style="list-style-type: none"> ➤ Community Pharmacy Extended Care Services – Attachment 11C <p>For information</p> <p style="padding-left: 40px;">SYB</p> <ul style="list-style-type: none"> ➤ <u>SYB LPCS and NHSE & I 05.01.21 + 06.01.21 - Attachment 11D</u> <p>next meeting 27/01/21 + 03.02.21</p>

12

Information received from various sources

If members wish to discuss any of the items below at the LPC meeting then please let the chair know via chat function on zoom.

Members are advised that many PSNC communications are now communicated electronically and repeated on the PSNC website. It is recommended that members regularly visit the PSNC website ‘LPC members’ area to access the latest information available on www.psn.org.uk

12.1 PSNC briefings / newsletters

12.1.1 List of PSNC newsletters received since the last LPC meeting - there have been daily COVID-19 briefings sent through – Attachment 12A

Link to the PSNC webpage - <https://psnc.org.uk/> - briefings found on each drop-down section of the website

12.2 Regional PSNC / LPC meeting 02.12.20

next meeting 14.02.21

12.3 PSNC Pricing audit reports

Nothing received

12.4 MP briefing event

virtual events 07.12.20 and 18.01.21

12.5 MP pharmacy visits

- 1) Alex Norris, Nottingham North – Aspley, Basford, Bestwood, Bilborough, Bulwell
- 2) Tom Randall, Gedling – Gedling, Burton Joyce. Carlton, Daybrook, Mapperley, Netherfield, Colwick, Woodthorpe -
- 3) Brendan Clarke-Smith, Bassetlaw

12.6 PQS update

Nothing further to update

12.7 LPC conferences

Wed 17th March 2021- online

BC has requested to attend the conference – send details when available

Wed 23rd June 2021- online

Thurs 16th September 2021- online

Wed 10th November 2021 – venue booked (postponed from this year)

Action: BC to attend the LPC conference on 17.03.21 – AE to send through details when received.

13

Any other business

Nothing raised

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Details of future meetings

Development Day	9am – 5pm	<i>To be confirmed</i>
18th March 2021 (moved due to LPC conference)	10am – 5pm	<i>Zoom call</i>
19th May 2021	10am – 5pm	
21st July 2021	10am – 5pm	

	15th September 2021	10am – 5pm	
	17th November 2021	10am – 5pm	

Next meeting is on Thursday 18th March 2021 @ Zoom meeting

Minutes agreed as true and accurate record of the LPC meeting held on Wednesday 20th January 2021.

Signed: _____ Original signed by Rob Severn, Chair Date 18/03/2021
 Rob Severn, Chair, Nottinghamshire LPC