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Community  
Pharmacy  
Nottinghamshire

Your Local Pharmaceutical Committee



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THE 141st MEETING OF THE COMMITTEE WAS HELD VIA  
ZOOM CONFERENCE CALL ON  
WEDNESDAY 19<sup>th</sup> MAY 2021 AT 9AM

**Present**

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

Members: Raza Ali (RA), Mandip Bassi (MB), Rebecca Butterworth (RB), Bethan Chamberlain (BC), Linda Ferguson (LF), Dave Fernley (DF), Angela Kahendeke (AK), Vijay Pujara (VP), Dhiren Raval (DR), Jon Such (JonS), James Sutcliffe (JS) (Part meeting), Randeep Tak (RT)

**1.1 Attended: No guests**

**1.2 Apologies for absence**

- Kate Dawson, AHSN
- Ankish Patel, Senior Clinical Pharmacist, NCGPA
- Garry Myers, PSNC Regional Representative
- Samantha Travis, NHS England Midlands

Reminder to members that apologies need to be given in a timely manner.

**1.3 Acceptance of the minutes from 18<sup>th</sup> March 2021** - Attachment 1A  
Minutes were approved as a true and accurate record of the meeting held on Wednesday 18<sup>th</sup> March 2021.

**1.4 Action points from 18<sup>th</sup> March 2021 not on the agenda**

**1.4.1 Mindfulness event**

Mindy Bassi still working on the Covid Vaccination workforce - Still a shortage of pharmacists – especially for weekday shifts now that PCN / GP staff have gone back to normal day jobs.  
Action for a mindfulness event is ongoing.

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

**1.4.2 DMS newsletter article**

Added to the newsletter in April 2021.

**1.5 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.*

<p><b>2</b></p>	<p><b>Governance Items</b></p> <p>2.1 Declarations - Attachment 2A  <b>New declarations to be completed for 2021/22</b>  It was agreed by members and JonS as governance lead that members should complete and bring to the July LPC meeting which is planned to be a face-to-face meeting</p> <p>2.2 <u>Feedback from Governance committee</u>  Nothing to report back.</p> <p>2.3 <u>Election of Officers for 2021/22</u>  2.3.1 Chair - Rob Severn  No objection – all agreed for RS to continue in the roll of Chair for 2021/22  2.3.2 Vice Chair - Dave Fernley  No objection – all agreed for DF to continue in the roll of Vice-Chair for 2021/22</p> <p>2.4 <u>Data Security and Protection Toolkit deadline 30 June 2021</u>  It was agreed that the LPC needs to go through this but feel that governance committee should be involved in this too – asked JonS to work with the exec team to review as has more insight into the toolkit as a contractor.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Action: Exec team and JonS will work through the relevant parts of the toolkit that need to be completed</b></p> </div>
<p><b>3</b></p>	<p><u>Independent PSNC/LPC pharmacy review</u>  Latest information from the Wright review - Things seem to be moving at more pace now.</p> <ul style="list-style-type: none"> <li>➤ <u>Update from Review Steering group – Attachment 3A and 3B</u>  <a href="https://pharmacy-review.org/">https://pharmacy-review.org/</a></li> </ul> <p>Informed members to read through the minutes that were included in the LPC meeting attachments.</p> <ul style="list-style-type: none"> <li>➤ <u>LPC member RSG event - Monday 24<sup>th</sup> May 7.30pm – 8.45pm</u>  (each LPC can send two attendees)  RB and NH will attend for Notts LPC and report back to the committee.</li> <li>➤ <u>Contractor forum RSG event – Tuesday 25<sup>th</sup> May 2021 7.30pm – 8.45pm</u>  RS is attending the contractor event.</li> </ul>
<p><b>4</b></p>	<p><b>NHS Contract Matters</b></p> <p><b><u>4.1 New contracts-Routine</u></b>  Nothing received</p> <p><b><u>4.2 New contracts-Excepted</u></b>  4.2.1 Application for Distance Selling Pharmacy  By: Meds2U Pharm Ltd  At: 11 Carlton Business Centre, Carlton, Nottingham, NG4 3AA  Closing date: 6<sup>th</sup> June 2021  Declarations: All – specifically LF (Peak) and VP (Carlton Hill)  Prescriptions for controlled drugs and fridge lines are the usual concerns.  Statement that makes it sound like a two-tier system for delivery of prescriptions.  Page 16 of the application (page 9 of additional information)  Response: reference to the delivery of medications for the whole of England.</p> <p><b><u>Contract applications received from other areas</u></b></p>

### **4.3 Litigation**

Nothing received

### **4.4 Decisions**

Nothing received

#### **4.4.2 No significant change relocation**

Nothing received

### **4.5 Responses received**

#### **4.5.1 Application for Distance Selling Pharmacy**

By: Prescriptions4U Limited

At: Unit C Broxtowe Business Park, Calverton Drive, Strelley, NG8 6QP

Going through the process at the moment

### **4.6 Amendments to the list**

#### **4.6.1 Change of Ownership**

From: Boots Pharmacy

To: Cinderhill Pharmacy Ltd T/A Cinderhil Pharmacy

At: 10 Broxtowe Lane, Cinderhill, Nottingham, NG8 5NP

**From 19/04/21**

#### **4.6.2 Change of ownership**

From: Regina Tamjidi

To: Kian's Ltd t/A M+ R Pharmacy

At: 105 Scrooby Road, Harworth, DN11 8JN

Not an official change of ownership – just to get the paperwork right at NHSE.

#### **4.6.3 Pharmacy Closure**

By: Keyworth Healthcare Services T/A KMP Pharmacy

At: Bunny Lane, Keyworth, Nottingham, NG12 5JU

**From 30.04.21**

#### **4.6.4 Pharmacy closure application**

By: Tower Health T/A Tower Pharmacy

At: Unit 24 Wilford Industrial Estate, Ruddington Lane, NG11 7EP

**Proposed closure date – 30.06.21**

#### **4.6.5 Change of trading name**

From: V J Pujara T/A Turners Pharmacy

To: Collins Pharmacy (Nottingham) Ltd

At: 249 Sneinton Dale, Sneinton, Nottingham, NG3 7DQ

**From 05.05.21**

#### **4.6.6 Change of trading name**

From: Countrywide Supplies Ltd

To: Atos Care

At: Cartwright House, Tottle Road, Nottingham, NG2 1RT

At: Newark Beacon, Cafferata Way, Newark, Nottinghamshire, NG24 2TN

At: 32 Meadow Road, Nottingham, Ng4 2FR

**From 07.05.21**

#### **4.6.7 Change of hours**

	<p>By: Boots Pharmacy  At: 23 Eaton Place, Bingham, Nottinghamshire, Ng13 8BD  <b>From:</b> <b>To:</b>  Mon-Fri 17:30-18:30 Mon-Fri 17:30-18:  Sat 08:30-17:30  <b>Effective from 16.06.21</b></p>
<p><b>5</b></p>	<p><b>Finances – GH</b></p> <p>5.1 <u>Finances March / April 2021 – Attachment 5A, 5B, March 2021</u></p> <p>Income  No levy was collected as issued a payment holiday.  Received LPN funding for 5 ICS areas - £125,000 – this was transferred into 2<sup>nd</sup> account (actual amount transferred was £124,900 as previously transferred £100 to open the account)  Also transferred £1800 from the ring-fenced money for Bassetlaw PCN leads received from SYB NHSE.</p> <p>Expenditure  Usual office costs and members March meeting claims. DF and RS attended quite a few meetings over March for the LPC.  Total spent - £137,470.81  Balance - £113,102.28 – this is £9,503.00 above the 6 months reserves.</p> <p>There have been 3 x levy holidays this year = £43,500 saved for contractors  Asked GH if there have been any changes stated at treasurers’ meetings re holding reserves. Believe there will be a rise in the PSNC levy for 2<sup>nd</sup> half of the year.</p> <p><u>April 2021</u></p> <p>Income  Received 2 x levy payments due to the May bank holiday - £148,964.89.</p> <p>Expenditure  Office insurance - £187.08  PCN leads backfill - £600.  Liam sent through invoice for DMS webinar - £720.00.  PSNC levy 1<sup>st</sup> half - £32,883.00  Total spent - £42,288.87  Balance - £106,676.03</p> <p>5.2 <u>Cashflow update – Attachment 5C</u>  For information</p> <p>5.3 <u>Levy holiday</u>  No levy holidays planned.</p> <p>5.4 <u>Budget for 2021/22 – Attachment 5D</u>  <b>£207,000 and 6 months reserves – agreed last meeting.</b></p> <p>5.5 <u>Audited accounts</u>  Year end accounting changed on the accounts in line with the PSNC new guidance.  Accountant has retired but the new accountant who has been recommended is not an auditor. PSNC guidance states that the final declaration needs to be signed off by an auditor. GH asked PSNC if this is the only way to get signed off and they have agreed that as long as accountant is certified or a chartered accountant then this is fine.</p>

	<p>Received quote from PSNC accountants for auditing the accounts - £1700. GH asked for any suggestions from members re accountants that they use or know.</p> <p style="border: 1px solid black; padding: 2px;"><b>Action: GH to follow up on the suggestions for accountants and report back to the committee</b></p>
<p><b>6</b></p>	<p><b>Chief Officer / Chair reports –</b></p> <p>6.1 <u>Chair update – Attachment 6A</u>  For information  Still keeping engagement with the ICS  IPMO  Covid restrictions and the office  Checks on employees</p> <p>6.2 <u>Verbal update on issues in SYB</u>  Chair gave a verbal update on ongoing collaboration in SYB</p> <p>6.3 <u>Chief officer update – Attachment 6B</u>  Flu meetings have started for 2021/22 – still waiting for the NHS letter and guidance  Delay is due to the research study around having flu and covid jab at the same time – checking for side effects.</p> <p><u>DMS</u>  <u>GP-CPCS</u> – supporting NHS England with implementation  Manor Surgery have gone live in 2 weeks – not involved the LPC.  Radford &amp; Mary Potter are still discussing the way referrals will be sent from practices.</p> <p><u>PCN lead development</u> - Working with LPN chairs on getting a provider to work with 11 ICS - £275,000.  Innovate ideas and creativity in supporting workforce – do not need more training but need more coaching, mentoring, signposting to training available.</p> <p>Yorks and Humber won bid for £30,000 – working with Liam on a training needs analysis, understanding pharmacy staff, etc.</p> <p>SYB bidding for £600,000 – workforce and development funding. Including IP training and support (backfill). Part of the bid was recognising that CP are a training ground for staff that will then move onto other areas of the NHS. This may be a problem in Nottingham City as they are recruiting again for PCN pharmacists.</p> <p>CCG are losing staff to the PCNs too.</p>
<p><b>7</b></p>	<p><b>COVID – 19 / Flu</b></p> <p><u>COVID</u></p> <ul style="list-style-type: none"> <li>- Any feedback from members – challenges, different working etc</li> </ul> <p>Masks – not sure if these will still be needed after 21.06.21.  Well have taken down the signs restricting the number in the pharmacy but patients are still being cautious. Moved to open door policy.  All meetings that NH is attending talk about a 3<sup>rd</sup> wave in Autumn.</p> <ul style="list-style-type: none"> <li>- PSNC/LPC Ops Team meeting updates</li> <li>- <u>Pharmacy site applications updates</u>  <u>SYB - Attachment 7A</u></li> </ul>

Notts – verbal update

Covid meetings – still have daily / weekly meetings.

- Vaccine supply is a problem at the moment.

PCN sites – GP surgeries are pulling out of the covid vacs in some areas, currently not so much in Notts but this may happen. May be more opportunity for pharmacies.

PCN sites have more support to set up and have someone else doing the setup and background information.

Volunteers are stopping now, sites are opening up to usual business so losing the sites that previously had agreement to use at the beginning of the vaccine program.

Pfizer changes to storage – may help pharmacy be able to supply vaccine but not approved by MHRA yet.

FLU

- 2<sup>nd</sup> Flu letter – not received yet.
- ICS FLU Programme Workshop 2021/2022 – Attachment 7B
- SYB ICS mass vaccination meeting
- Flu training 2021 ?
- Bassetlaw Seasonal flu operational Group 12.05.21 (DF) – Attachment 7C

Flu training requirements – contractors are asking what is needed and if we are doing more training.

Recruiting this month for flu and covid vaccine together research.

Training – don't know the specification – expect a requirement for face-to-face training but not been issued guidance. NH has been asking for PGD, spec to be issued earlier and also asking for over 50's to be vaccinated from the start of the flu season. Also supporting CP focusing on the over 50's and not the clinically vulnerable.

May roll the training need over to next year but if new registrants will need training.

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**Integrated Care System / Primary Care Networks / Nottinghamshire CCG**

*Members to have read through PSNC briefing LPC News: Helping you to engage with Primary Care Networks*

**a) Primary Care Networks (30mins)**

- PCN leads – ongoing role and vacancies.

Vacancies from May 2021

Byron

Clifton & Meadows

Nottingham City East

Rosewood

Sherwood ?

Met the PQS requirements for 2020/21 and now resigned – need to be a contractor in that PCN.

Don't feel that will get any interest as not sure what the role will involve.

Multiples are increasing the support for PCN leads.

**Action: Advertise the vacant PCN lead roles in the next newsletter**

- PCN support role proposal (SYB) – Attachment 8A

For information and discussed earlier in the meeting

- NHS England funding (SYB) – how has this been spent and plans for future funding.

Used funding for Bassetlaw on lead training on PQS domains and provided backfill for attending PCN meetings. SYB NHSE have given more funding for this year – approx. £1800.

➤ PCN reports

**Synergy - LF**

LF as Synergy Community Pharmacy Lead is attending the monthly PCN meetings and attended the Synergy PCN practice managers meeting.  
Topics discussed DMS, CPCS & GP-CPCS also minor ailments and extended care Tier 1 and 2a.  
The Synergy GPs operate with SystmOne as their GP system and have requested that LF investigate how the F12 function button works in this system for GP-CPCS. Sent them an update. They also asked to obtain patient leaflets for the minor ailments service.  
Had a contractor remove themselves from CPCS as too many referrals received.  
PCN lead is probably best person to keep updated re services involved in

**b) ICS update – Nottinghamshire**

- Clinical strategy update
- ICS partnership forum update
- Integrated Pharmacy Medicines Optimisation (IPMO)

Bringing together all sectors of pharmacy across ICS footprint

Leadership group with all chief pharmacists – now starting to become the IPMO group.

Struggling to consider a strategic plan as been busy with COVID.

Looking for chair of the group – offered RS and NH but needs to be someone from an NHS organisation such as a Trust or CCG.

Drafted 4 page document proposal around CP input - needs to be submitted by end of May 2021 – include on the July LPC meeting agenda.

Way into the ICS structure so vital that engage with this.

Advised members to read through the IPMO papers and Whitepaper as this is the future of community pharmacy.

Workstreams that are being worked on (below)

- Medicines value
- Workforce
- Quality and Safety

Report into the ICS board

<b>Action: Include strategic plan proposal for CP on LPC July agenda</b>
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<b>Action: Members to read the IPMO papers and the Whitepaper as the future of community pharmacy</b>
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- ICS Board Summary briefing – May 2021 – Attachment 8B

For information

**c) ICS update – SYB:**

- Primary Care workforce
- SYB ICS urgent and emergency care meeting 04 May.2021 – Attachment 8C
- CPCS Progress Meeting

Asked to form a community pharmacy forum, chair of the forum will represent on pharmacy collaborative for CP. 2 members from each LPC (10). Funding to support the forum – maybe 2 ½ days a week to help with workload. Separate from IPMO.

IPMO – Andrew Barker, Doncaster Hospital Trust, has been appointed chair.

SYB haven't done anything towards the strategic plan even though Midlands have been told the deadline of 04.06.21 is a national deadline.

DMS – already been sending MDS discharge info through to Bassetlaw pharmacies albeit it ad hoc as was part of the axe the fax programme and not labelled as DMS.

They are updating data fields in the discharge summaries so that comply with DMS – meeting again in 2 weeks time and also going to include more areas for summaries.

2 Bassetlaw contractors have been involved in this work.

	<p>GP-CPCS – have been invited to some meetings but not been able to attend this week.</p> <p>Grapevine suggests that it is likely that Bassetlaw will be included in Nottinghamshire ICS footprint.</p> <ul style="list-style-type: none"> <li>➤ <b>Nottinghamshire CCG</b> <ul style="list-style-type: none"> <li>- Prescribing Hints &amp; Tips Newsletter May 2021 – Attachment 8D</li> </ul> </li> </ul> <p>For information</p> <ul style="list-style-type: none"> <li>➤ <b>ICS integration with CCGs white paper – verbal update</b></li> </ul> <p>Notts are further ahead as CCGs have already merged together.</p> <ul style="list-style-type: none"> <li>● <b>Area Prescribing Committee</b> <ul style="list-style-type: none"> <li>- APC bulletin</li> <li>- Covid bulletin</li> </ul> </li> </ul> <p><b>Not received anything this month</b></p>
9	<p><b><u>LOCAL AUTHORITY REPORTS</u></b></p> <ul style="list-style-type: none"> <li>▪ <b>PUBLIC HEALTH COUNTY</b> <ul style="list-style-type: none"> <li>- Nottinghamshire County HWB 04.03.21– Attachment 9A</li> <li>Next meeting 09.06.21 @ County Hall</li> <li><a href="https://www.nottinghamshire.gov.uk/care/health-and-wellbeing/health-and-wellbeing-board">https://www.nottinghamshire.gov.uk/care/health-and-wellbeing/health-and-wellbeing-board</a></li> </ul> </li> <li>▪ <b>PUBLIC HEALTH CITY</b> <ul style="list-style-type: none"> <li>- <b>Substance Misuse service (CDP)</b></li> <li>Drug alert for service users – Attachment 9B</li> <li>- Nottingham City HWB 24.03.21 – Attachment 9C</li> <li>- Next meeting 26.05.21 <a href="https://www.youtube.com/user/NottCityCouncil">https://www.youtube.com/user/NottCityCouncil</a></li> </ul> </li> </ul> <p>All items for information</p>
11	<p><b>MEMBER UPDATES</b></p> <p>Covered elsewhere</p>
10	<p><b>NHS England Area Teams Midlands</b></p> <p><b>Chris Kerry, Contracts Manager for NHS England retired on 07.05.21</b></p> <p>Great advocate of community pharmacy.</p> <p>Not replacing the role as commissioning moving over to the ICS. Members agreed that wished to send a thank you card for all the hard work and support Chris has provided to contractors.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Action: AE to send a thank you card to Chris Kerry thanking for all work and support given to Community Pharmacies</b></p> </div> <ul style="list-style-type: none"> <li>● COVID-19 Vaccination Campaign Update - <a href="#">PHE Campaign Resource Centre</a>.</li> <li>● Supply issue alerts – <a href="https://www.gov.uk/drug-device-alerts">https://www.gov.uk/drug-device-alerts</a></li> <li>● FMD</li> <li>● GP-CPCS</li> </ul> <p><a href="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">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</a></p> <ul style="list-style-type: none"> <li>● Contractor workshop 05.05.21 – Attachment 10A</li> </ul> <p>RPS CPPE training is around clinical confidence training not operational training</p> <p>Training isn't mandatory</p> <p>Encourage all pharmacists to do the RPS training.</p> <ul style="list-style-type: none"> <li>- <u>Areas working with currently</u></li> </ul>



	<p>Nottingham City PCN (whole)  Rushcliffe  BACHS – live  Radford &amp; Mary Potter  Nottingham West  Arrow  Mansfield North and South  Arnold &amp; Calverton – presenting at PCN meeting on 18.05.21  Bassetlaw – presenting on 14.07.21</p> <p>➤ <u>Community Pharmacy Extended Care Services – update re sign up</u>  Separate service to GP-CPCS – extra benefit if they can refer in those that can be seen in extended care.  Tier1 – everyone can sign up  Tier2a – everyone can sign up  Tier2B – additional training required  All information is hosted on the South Staff LPC website  Likely that the chloramphenicol eye drops will change again soon  Meeting this week and then will update the wording on the website.</p> <p>➤ <u>Pharmacy First – extended until September 2021</u>  Confusion regarding this but have had confirmation that the service has been extended again.</p> <p>➤ <u>Video consultations data</u>  Nothing new received</p> <p>➤ <u>LPN funding for workforce across Midlands – verbal update</u>  Covered earlier in Chief Officer report  Gone out for Eofl for providers - deadline 21.05.21  Jackie Buxton anonymising and sending through to the group (NH involved)</p> <p><b>SYB</b></p> <p>➤ <u>SYB LPCS and NHSE &amp; I 31.03.21 and 14.04.21 - Attachment 10B</u>  For information</p> <p>➤ <u>QUIT smoking service – Attachment 10C and 10D</u>  For information</p> <p>➤ <u>SYB NHSE workforce bid – proposal sent to Victoria Lindon – Attachment 10E</u>  Covered earlier in the meeting</p> <p><b>HEE</b></p> <p>➤ <b>HEE funding for community pharmacy workforce (SYB and Yorks &amp; Humber) – Attachment 10F</b>  NEY HEE workforce project - one pager – Attachment 10G  Work with Liam – covered earlier in meeting – linked with other bids for workforce.</p> <p>➤ RMO North - Shared Care Guidance (SYB)  <a href="https://www.sps.nhs.uk/articles/rmoc-shared-care-guidance/">https://www.sps.nhs.uk/articles/rmoc-shared-care-guidance/</a></p>
12	<p><b>Information received from various sources.</b>  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.  <i>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 available on <a href="http://www.psn.org.uk">www.psn.org.uk</a></i></p>

**12.1 PSNC briefings / newsletters**

12.1.1 List of PSNC newsletters received since the last information LPC meeting - there have been daily 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 ??**

RS wrote to James Wood offering help with recruiting another regional representative and also asked for a date for a regional meeting.

**12.3 PSNC Pricing audit reports**

Nothing received

**12.4 MP briefing**

- APPG update – Attachment 12B And 12C

**12.5 MP pharmacy visits to be organised once COVID–19 restrictions lifted**

- 1) Alex Norris North, 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
- 4) Mark Spencer

**12.6 PQS update**

Nothing to update

**12.7 LPC conferences**

Wed 23rd June 2021- online – 2 places - RS and RB attending

Thurs 16th September 2021- online

Wed 10th November 2021 – venue booked (postponed from this year) but will have to see what is feasible at the time.

**Action: AE to book RB and RS places on the LPC conference being held on 23.06.21 once the booking is open**

**12.8 LMC Buying Group**

Been working with some pharmacies – signed up to the buying group and get discounts for products / services.

Operates nationally. Include on the next newsletter letting contractors know that this is available for them to be part of t enable them to receive some discounts.

**Action: Include on the next newsletter letting contractors know that this is available for them to be part of to enable them to receive some discounts.**

**Discussion on strategy and resource for LPC future workstreams**

Drowning in work and queries. Struggling to find time to do all the actions after the meetings for GPCPCS.

- Money saved from levy holidays could be used to employ someone to support GP-CPCS
- Need to find the right person to do this role.
- 1 day a week on a fixed contract for 1 year or 2 days per week for 6 months – line manage to implement GP-CPCS and maybe support with DMS and support PCN leads.
- Need to be able to persuade the GP’s to engage with this service

Job specification and job description, fixed term contract, will need to be worked on

- Asked for members thoughts to be sent through once the documents have been sent through to them.

All members agreed to look at the docs and send through comments asap.

RS will work on the JD, spec, and contract and funding proposal – send through to members and organise an evening meeting to agree and discuss. Work with JonS re governance.

**Action: RS to work on job description, specification, funding proposal and advert. Work with governance committee**

**Action: RS to send through docs to members for comment**

**Action: LPC committee meeting to be organised for an evening to discuss and agree the job description and contract.**

**13 Any other business**

13.1 DMS

Advised to input all the information through to MYS at the same time – if do at each stage then system will not allow you to go back in and update.

13.2 Nomination issues

Patients complaining about changes in nominations – need to get as much information from the patient and the pharmacy and then pass onto NHSE. Members reported that they have seen more recently.

Members suggested that there needs to be a declaration for practice pharmacists who have an interest in a community pharmacy at the application stage which states that they will not nominate patients for their pharmacy – along the lines of the COVID vacs service spec.

**Action: Newsletter article explaining to input the information onto MYS once completed the DMS rather than at each stage otherwise will not be able to update and will lose fees.**

**14 Details of future meetings**

<b><i>Development Day</i></b>	9am – 5pm	<i>To be confirmed</i>
<b><i>21<sup>st</sup> July 2021</i></b>	10am – 5pm	<i>At the office subject to rules</i>
<b><i>15<sup>th</sup> September 2021</i></b>	10am – 5pm	
<b><i>17<sup>th</sup> November 2021</i></b>	10am – 5pm	

**Next meeting is on Wednesday 21<sup>ST</sup> July 2021 @ LPC office**

*Minutes agreed as true and accurate record of the LPC meeting held on Wednesday 19<sup>th</sup> May 2021.*

Signed: \_\_\_\_\_ original signed by Rob Severn Date 21/07/21

*Rob Severn, Chair, Nottinghamshire LPC*