Secretary: Alison Ellis Suite E Cotgrave Business Hub Candleby Lane, Cotgrave, NG12 3US

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Your Local Pharmaceutical Committee



1	THE 148 th MEETING OF THE COMMITTEE WAS HELD AT THE LPC OFFICE			
	ON WEDNESDAY 20 TH JULY 2022 AT 9.30AM			
	In the Chair: Rob Severn (RS)			
	Chief Officer: Nick Hunter (NH)			
	Secretary: Alison Ellis (AE)			
	Treasurer: Gordon Heeley (GH)			
	GP-CPCS officer Mike Jones (MJ)			
	Members: Rebecca Butterworth (RB), Bethan Chamberlain (BC), Linda Ferguson (LF), Dave Fernley (DF), Angela Kahendeke (AK), Dhiren Raval (DR), Jon Such (JonS) – via Zoom 1.1 <u>Attended</u>			
	No guests			
	1.2 Apologies for absence			
	 Lindsey Fairbrother, PSNC Regional Representative 			
	Aimi Dickinson, Superintendent Pharmacist, Trust Pharmacy			
	Luke Clarkson, NHSE contracting team			
	Ojali Yusuff, Co-Lead of Nottinghamshire Primary Care Racial Equity & Diversity Working Group			
	Mindy Bassi, Chief Pharmacist, Nottingham & Nottinghamshire ICB			
	 James Sutcliffe, LPC member Randeep Tak, LPC member 			
	 Vijay Pujara, LPC member 			
	Mandip Bassi has informed RS that he needs to resign from the LPC as he only works in community			
	pharmacy one day a week and struggling to be able to attend the meetings. This now leaves a CCA			
	place. Need to ask MB to send through written resignation so we can send through to CCA.			
	Action: RS to contact MB and ask him to send through his resignation by email so AE can send			
	through to CCA.			
	1.2 Accontance of the minutes from 19 th May 2022 Attachment 1.4			
	1.3 <u>Acceptance of the minutes from 18th May 2022</u> <u>- Attachment 1A</u> The minutes were agreed as a true and accurate record of the meeting held on 18 th May 2022. Original			
	signed by RS.			
	1.4 Acceptance of the minutes from 16 th March 2022 (after amendments have been made) –			
	Attachment 1B			
	The minutes were agreed as a rue and accurate record of the meeting held on 16 th March 2022. Original signed by RS.			
	1.5 Notes from 13 th June 2022 – Attachment 1C			
	Members agreed that they were a true reflection of the catch-up meeting held on 13 th June 2022 – these are for members use only and will not be published as it was not an official meeting.			

1.6 Action points from 18th May 2022 and 13th June 2022 not on the agenda

	 1.6.1 <u>Extended care</u> NH has not received any good news stories through from members so far – still need the examples of good practice for these meetings even if NHSE do not need for the PGD work. MAS, Palliative Care and Emergency Supply services have been extended to March 2023 – commissioned through ICB by NHSE. ICB have said that they don't have the contracting expertise to commission – not sure of the reason why – discussions with ICB and NHSE are ongoing. 		
Action: NH needs members to send through evidence for all local services in Nottingham			
	Specification wording for extended care - need to contact the patient at varying times during the normal working hours. NH raised this at MAPCOG and pharmacies are advised to be pragmatic within your opening hours.		
	1.6.2 <u>RSG</u> James Wood sent through the email that was sent to contractors and this was then used in comms to contractors, so they knew what to look for. AE sent out a newsletter with all the RSG proposal and voting information to pharmacies.		
	<u>1.7 Declarations of Interest for any item on the agenda</u> Nothing raised		
2	Governance Items		
	2.1 <u>Declarations - Attachment 2A</u> Declarations to be completed for 2022/23 – outstanding from JonS, RT, AK, DR Members asked to complete while at the meeting – received from RA, AK and DR		
	2.2 <u>Feedback from Governance committee</u> Nothing to feedback		
	 2.3 <u>Election of Officers</u> Chair - Rob Severn No other nominations received for the chair position Proposed by DF, seconded by LF – all members agreed Vice-chair - Dave Fernley / Rebecca Butterworth 		
	Main role is to provide cover for LPC meetings if the chair is away, exec provides the line management of the employees, and there are items that are discussed before going to the committee that the exec review. Vice chair is part of the finance committee.		
	 DF – representing independent pharmacies as feel that need to have someone on the exec to steer away from CCA bias. RB – part of personal development. Impartial even though represent CCA. Spends a lot of time going through the services for Boots and also spends one day a week in pharmacy. 		
	Some of the options discussed by members: - Could have a shadow vice chair for succession planning in future? - Could have 2 vice chairs		
	BC proposed that the committee has 2 x vice chairs, seconded by AK and then went to the vote 3 no, 2 yes and 2 abstained - this was not agreed. Members present voted on whether RB or DF should be vice-chair - Dave Fernley agreed as Vice-Chair until March 2023.		
	2.4 <u>GP-CPCS and Services Lead– Attachment 2B</u>		

	 Members reviewed the proposed changes to the GP-CPCS and Service lead role and issuing contract for 1 year. Risks – after 2 years of fixed term contracts then entitled to redundancy, unless for certain topic that has completed. Reminder to members that using NHSE MOU to fund this role. Same contract has last fixed term contract, but the title changed to incorporate the changes / progressing of the role. Proposed by RS, seconded by DF and all members present agreed to extending contract for another year. Agreed that the title for the role should be GP-CPCS and Services Lead. 2.5 <u>AGM – 21st September</u> If members want to write a piece to be included in the annual report, then to send through to AE asap. Agreed to have one page with brief summary from Chair and Chief Officer in the annual report. Discussed whether to have an AGM event for contractors – include with training event planned. Members agreed to have the AGM at 7pm and the training session from 7.30pm. Annual reports – needed before 21st August
	Final Accounts - needed before 21 st August – these will be sent through end July if agreed by LPC members.
3	Review Steering Group Result and what next!Threshold was met and 86% vote for change.Considerable increase in funding to PSNC to come from LPC existing accounts – no increase in contractor levy.Toolkit will come out soon from PSNC – will include some advice on funding 2023/24 – 25% increase 2024/25 – 50% increaseNo big changes for Nottinghamshire LPC as already aligned with the ICS and have over 200 contractors. Change of constitution – needs to be asked by 2/3 committee and then votes on by 2/3 of those that have voted.Distance Selling Pharmacies – looking at different funding.
4	NHS Contract Matters 4.1 New contracts-Routine Nothing received 4.2 New contracts-Excepted Nothing received Contract applications received from other areas 4.3 Litigation 4.3.1 SHA/24714 Appeal re Application for Distance Selling Pharmacy By: Hello Meds Ltd At: The Old Police Station, Shrewsbury Road, Bircotes, DN11 8DE Gone to appeals committee for decision. If goes to oral hearing then LPC usually attend to give local information . 4.4 Decisions

	4.4.2 Application for Distance Selling Pharmacy			
	By: United Healthcare 4U Ltd			
	At: Unit 2, Station Gateway, Signal Way off Debdale Lane, Mansfield Woodhouse, NG19 9QH			
	Nothing received yet			
	4.4.3 Consolidation application			
	By: L Rowland & Co (Retail) Ltd t/a Rowlands Pharmacy			
At: 36 High Street, Mansfield Woodhouse, Mansfield, NG19 8AN (staying open)				
	At: 112 Chesterfield Road North, Mansfield, NG19 7HZ (closing)			
	Approved			
	4.5 <u>Responses received</u>			
	Nothing received			
	4.6 <u>Amendments to the list</u>			
	4.6.1 DAC relocation			
	By: Atos Medical Uk Ltd t/a Atos Care			
	From: 32 Meadow Road, Netherfield, NG4 2FR			
	To: Trent Business Centre, Thornton Road, West Bridgford, NG2 5FT			
	Moved 12.07.22			
5	Finances – GH			
	5.1 <u>Finances May / June 2022 – Attachment 5A, 5B, 5C, 5D, 5E</u>			
	May 2022			
	Income			
Received £125,000 for LPN funding x 5 ICBs RS would like a MOU set up for this funding with explanation of when and how LPC's are claim				
	order etc to do this.			
	Expenditure			
	Marketing job advert - £450 with Chemist & Druggist.			
	Expenses for members – Well members are sending through claims and they are being processed but			
	nothing has been sent through to GH.			
	Agreed that need to instigate the 3-month rule for invoices to come in.			
	June 2022			
	Interest on savings account - £2.00			
	Transferring across any costs against the NHSE MOU on quarterly basis – next will be July 2022.			
	5.2 <u>Cashflow update and final accounts for 2021/22 – Attachment 5F</u>			
	£107,461.00 April 2022			
	Predicting £30,700 above 6-month reserves			
	5.3 <u>2022-23 BUDGET – Finance Committee final proposal for discussion – Attachment 5G</u>			
	Rent has gone up by £30 a month. Power costs increased due to the pricing cap increase.			
	Increased budget from £280,823.64 actual cost for 2021/22 to £330,141.00			
	Finance committee proposed, RS seconded and all agreed the budget			

	Action: GH / AE to send through the budget to NHSE for their records as per constitution. Send along with the final accounts for 2021/22				
	E. 4. Connected Decrease account undate Attackment EU				
	5.4 <u>Connected Pharmacy account update – Attachment 5H</u> Connecting for Health – £44,180.00 amount left in the account from £125,000 (5 x East Midlands LPCs) –				
	there are plans being worked up on using the funding – lunchtime and face to face events in October				
	5.5 <u>Bassetlaw PCN support – Attachment 51</u>				
	Use of this money to cover the admin costs for last year for Bassetlaw work.				
	Will be spending some of the funding in September when running a Bassetlaw event to highlight all the				
	services now available to contractors.				
	5.6 Expense policy discussion and approval – Attachment 5J				
	Final changes made by GH - discuss and agree.				
	Daily backfill rates - If have regular locum then the rate is lower but otherwise it would be higher.				
	Average rate is £30 / hour.				
	£250 per day / £125 half day - Proposed by RA and Seconded by JonS - all members present agreed				
	This is from July 2022.				
	Members need to be paid either by company or as an employee of the LPC.				
	Spending of £300 for expenditure needs to be agreed in advance by chair/vice chair, treasurer.				
	Proposed by RS and Seconded by JonS and all members present agreed .				
	5.7 <u>Final Accounts 2021/22 – Attachment 5M</u>				
	End of March 2022 - £112.663.00 final balance.				
	More accounts information published than need to do from PSNC template.				
	Propose by BC and Seconded by JonS – all members present agreed.				
	Staff roviow				
	Staff review AF NH and MI were not present for this part of the meeting				
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	3) Manage transition to ICS (Nick)				
	Review the items added to the control / Influence table – Attachment 6A				
	July 2022 discussion points				
	What does the next 2 months look like?				
	What can we plan to do for the next 3 – 6 months?				
	Agreed that will discuss in September / November 2022				
	- Needs to be a national vision and then do some more local items				
	 Local items to be worked on over next few months are: 				
	○ DMS				
	• CPCS				
	• Hypertension				
	 Workforce 				
	 Transition of NHSE to ICB 				
	Action: Agenda item for September and November LPC meetings – need to have a national vision and also a local implantation plan – items for the local are DMS				
	CPCS				
	Hypertension				
	Workforce				
	Transition of NHSE to ICB				
7	GP-CPCS and Service implementation – Mike Jones				
	7.1 Update on work so far - MJ presentation				
	- GP-CPCS				
	- Hypertension				
	141 signed up out of 227				
	Staffordshire are doing double the amount but this is because of attending the Staffordshire show (500				
	per day) and Well & Boots are very engaged – also Well have a van / bus that has been allocated to that				
	area.				
	ICB are interested in this service.				
	Some pharmacies are only doing the blood pressure checks not ABPM as they do not have the				
	machines – need to do both parts of the service. 25 blood pressure checks per month and 4-5 ABPM is				
	the average.				
	Template now available on the GP systems so easier for referrals to be sent through.				
	CVD clinic – Beeston and Eastwood PCNs – MJ feedback outcome				
	Nottingham West PCN sent through a referral form which was asking for more information than the				
	national service required – felt more like a health check.				
	Rushcliffe and Nottingham West PCN will try to push for more information but agreed that this is not				
	necessary, so pharmacies do not need to complete the other parts of the form just the BP readings.				
	Need to have all pharmacies with a ABPM machine. Locums is the next step – need to ensure that the				
	service is available even when locums are in the pharmacy – get the staff members to be more				
	involved.				
	Can do offsite BP checks with permission from NHSE and can do at vaccine centres if part of the				
	vaccination program – also if other staff take the reading and it is high then they can refer into the pharmacy for ABPM.				
	BP check – need to complete the MYS for payment by the 5 th of the next month otherwise lose the money. No appeal process.				
	DMS				
I					

Workshop went well on 14.07.22 – not as many attended as booked but it was a good session. The workshop was recorded – MJ needs to make some amendments and then it will be sent out to contractors and added to the website.

Sent out email to all contractors stating how important it is to action all referrals they receive. Sent out email direct to the distance selling pharmacies that they are still needing to do the referral – some were rejecting saying that they cannot do DMS due to being an internet pharmacy, but they can do consultation via telephone / video.

There were 20 pharmacies had had a large number of DMS not completed.

Deferred paediatrics at the moment until get pharmacy organised and processing referrals more efficiently.

PharmOutcomes produces a report that you can use to input into the MYS system to make it easier to do claims at the end of the month.

Only receive data of completed claims 3 months after – need to check this against the referral numbers when receive this through.

Ensure that all staff are involved in the process and know what needs to be completed.

Make contractors aware that they can also do an NMS for new medicines prescribed = ± 60 per patient in total if use both the services.

Action: Flag the work that has not been claimed in pharmacies and amount of money missing out on – newsletter article.

Action: Newsletter article reminding pharmacies that it is an essential service for ALL pharmacies

7.2 Service Mapping

AE has been working on Google Maps inputting the pharmacies providing NHSE services in Nottinghamshire. This has been filtered down to PCN level. Rachael Rees has said that this information would be really helpful during PCN meetings to see what services are available in each area.

7.3 <u>Bassetlaw PCN leads and CD meeting – GP-CPCS implementation and services available to</u> <u>contractors now moved over to Notts ICS</u>

This is planned for October 2022 – MJ to liaise with AE regarding the date and write an email asking for clinical directors to attend the event. AE to look at venues for the meeting. *Post meeting note: Date is now 06.10.22*

7.4 <u>Update on work plan to use the NHS England funding to support development / access of services - £87,956.50 for Nottinghamshire – Attachment 7B</u>
 Reviewed the funding during the finance section.

<u>Tier 3 extended care (ear care) – LPCs are expected to use the MOU funding to help with these costs</u> Training is being organised at the moment by NHSE and the costs will be covered by the LPC from the MOU funding.

7.5 Engagement and Communications Officer – update on recruitment

- Spent £600 on adverts and had 5 candidates but no one attended interview
- Need someone who can do a comms plan and be knowledgeable in marketing
- ?? do we have a contract with a marketing company Employ for specific items
- Do we need to look at advertising in different places Nottingham Post, Local news, universities?

Action: AE / MJ / RB to meet and go through the suggestions from the LPC members and agree what to do next.

Action: AE to send through the job description and advert to LF and RS who may have people who would be interested in this role.

7.6 Further Contractor events

21.09.22 – Flu /PQS / Service update / RSG result – face to face evening event

	 - ??22.09.22 or 28.09.22- Flu /PQS / Service update / RSG result – Virtual event - October / November 2022 – how to increase income from services
8	Chief Officer / Chair reports8.1Chair updateParliamentary drop-in clinic 05.07.22There were a lot of labour MPs, Scottish and Welsh MPs – at the time were not aware of the problemswithin the Conservative party and resignations that were happening.Unfortunately not gained much from the event due to the resignation of ministers on the day.
	 8.2 <u>Chief officer update – Attachment 8B</u> Counter- fraud – list of areas that they are focusing on within pharmacies Greener NHS is the main topic at the moment Closures – big problem at the moment
	<u>IPMO – prescribing</u> Need to get the surgeries to review the medication that is prescribed as most only take 30% correctly. GP's say that they don't have the time (some employ a pharmacist to do this) and pharmacies are not paid to do this.
	 <u>Pharmacy 2U site visit in Leicester</u> Still significant manual parts of the process – manual fill of the robot and packing at the end – this will be something that they are working on being automated in future. Accuracy is really good – better than manual in pharmacy 3x shifts a day, 365 days
	 <u>LPN funding</u> Suggestions for the £25,000 for Notts LPN. Train up super PCN leads and give resources to liaise with PCN on ad hoc basis to pilot Pilot in Rushcliffe and Nottingham West and maybe BACHS NH / MJ will work up proposal
	- UEC-CPCS at DBTH Been parked at the moment.

9	Integrated Care System / Primary Care Networks / Nottinghamshire CCG				
	PCN leads				
	Vacancies - Radford & Mary Potter, Ashfield North, Mansfield South, ??				
	PCN reports Nothing received recently				
	ICS update – Nottinghamshire				
	 ICS partnership forum update NH has emailed Alex Ball to see if the ICS Partnership Forum will be carrying on in the future 				
	plans. No definitive answer because all still in flux. - ICS Newsletter July 2022 – <u>News - NHS Nottingham and Nottinghamshire ICB</u>				
	- next meeting 8 th September 2022 9am – Sir John Robinson Way				
	ran through the ICS board members				
	> IPMO				
	- Workforce				
	- Quality Improvement (MDS) – Attachment 9D, 9E, 9F				
	Key work strand at the moment. Useful document for contractors to have				
	Action: Add attachment 9F to the website				
	Nottinghamshire CCG – take out of the agenda				
	a. NNMOS				
	b. Prescribing hints and tips - July 2022 and invite to event 20.07.22 – Attachment 9B				
	and 9C				
	For information				
	Area Prescribing Committee <u>Newsletter July 2022</u> Not received yet				
	Do not attend the meetings – NH receives papers and contact if need the LPC to attend.				
10	LOCAL AUTHORITY REPORTS				
	10.1 LPC/LMC/PH meeting – 12.07.22 (JS) – Attachment 10A				
	Low engagement with local services especially EHC and Sexual Health Services- Payment fees need to				
	be increased – not been reviewed since 2015. Average fee across the country is £18- £25 and Notts				
	City and County only circa £11.				
	10.2 PUBLIC HEALTH COUNTY PNA update				
	Response is that the PNA's are very positive and cover everything needed. Members had reviewed for				
	the LPC before it was sent out to consultation.				
	Pharmaceutical needs assessment - Nottinghamshire Insight				
	 Nottingham and Nottinghamshire Suicide Prevention Stakeholder Network - (RB) 				
	RB sent through information for circulation to pharmacies – voluntary for pharmacies to				
	engage.				
	 Nottinghamshire County HWB 15.06.22 – AE attended virtually Next meeting 12.09.22 @ County Hall 				
	https://www.nottinghamshire.gov.uk/care/health-and-wellbeing/health-and-wellbeing-				
	board				
	Action: Need to attend to check what is being said regarding the PNA				
	10.3 PUBLIC HEALTH CITY				
	- PNA update				
	Pharmaceutical needs assessment - Nottingham Insight				

	Response is that the PNA's are very positive and cover everything needed. Members had reviewed before it was sent out to consultation.				
	 Drug and alcohol strategic commissioning review tender – market engagement session Tuesday 26th July 2022 1.30pm – 4pm – Attachment 10B RB is attending for Boots. 				
	 Nottingham City HWB 25.05.22 Next meeting 27.07.22 @ Loxley House <u>Browse meetings - Health and Wellbeing Board - Nottingham City Council</u> 				
11	MEMBER UPDATES				
	11.1				
	<u>LF – Nottingham University – Student coming out on placement</u>				
	2025/26 all pharmacists will be IP's.				
	Independent Prescribers – need to increase placements.				
	Currently looking at changing the pharmacy placements.				
	Tuesdays or Thursdays for 10 weeks in same pharmacy.				
	Asking for LPC advice on dress code / false nails /nail polish etc - all agreed that they should follow the				
	pharmacies dress policy while working placed there.				
	HEE are paying for these students, and they will be employed by HEE when finished - wanting them to				
	be able to come out with experience / qualification in other things i.e dispensing as part of passport to				
	learning.				
	It was agreed that it would be best to invite Matthew Boyd to the next LPC meeting for a further				
	update.				
	Action: Invite Matthew Boyd to the September 2022 LPC meeting for an update on the Student				
	placement changes				
12	NHS England Area Teams				
	Midlands				
	Supply issue alerts – <u>https://www.gov.uk/drug-device-alerts</u>				
	 Connected Pharmacy Program - Patient Safety webinar feedback and next steps – NH 				
	 Smoking Cessation Transfer of Care Steering Group – AE 				
	Referrals do not seem to be going to pharmacies – it has been agreed that NUH will send				
	the details through for any referrals to pharmacy so that we can ensure that they are				
	receiving them and actioning. There is a webinar planned for August for all stakeholders				
	to get them all engaged.				
	Contraception Service Pilot in Community Pharmacy – NH				
	BACHS, Bulwell & Top Valley and Unity PCNs are starting as part of the pilot				
	New national services				
	 Hypertension – 157 signed up in Notts 				
	 <u>National smoking Service – 55 signed up in</u> Notts 				
	ICS are pushing for more pharmacies to be signed up				
	NUH - 25 smokers wanting to quit per day				
	SFT - 20 smokers wanting to quit per day				
	This equates to an estimated only 35 per week referrals to pharmacy so on				
	average only half a dozen per pharmacy per annum, so not worth the				
	investment of time and resource.				
	Pharmacy Stakeholder Group Meeting 18.07.22 – NH/AE update				
	- Attachment 12B				
Community Pharmacy West Midlands meeting update Db/F Work Programme undets Attackmeet 124					
PhIF Work Programme update – Attachment 12A For information					
	For information				
	HEE				
	HEE funding for community pharmacy workforce (Liam Stapleton)				

	Mike has been working on this and conducting interviews with pharmacists and stakeholders – the deadline for the report to be submitted is August 2022.				
13	 Information received from various sources 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 www.psnc.org.uk 13.1 PSNC briefings / newsletters 13.1.1 List of PSNC newsletters received since the last information LPC meeting – Attachment 13A Link to the PSNC webpage - https://psnc.org.uk/ - briefings found on each drop-down section of the website 13.2 National PSNC conference – 22nd September 2022 (Manchester) Who attending?? - DF / MJ / AE book a place to attend in person when booking is open. LF attending by Zoom – book place when booking is open. osee if wish to attend – should be an update on the outcome of the RSG and next steps for LPCs 13.3 PSNC Pricing audit reports Checked bundle from Oct 2021 and Nov 2021 – Attachment 13B, 13C, 13D, 13E, 13F 13.6 CCA LPC Matters June 2022 – Attachment 13H				
14	For information Any other business Nothing raised				
15	Details of future meetings				
	21 st September 2022	9.30am – 5pm	LPC office		
	21 st September 2022 AGM	7pm	LPC office		
		9.30am – 5pm	LPC office		

Minutes agreed as true and accurate record of the LPC meeting held on Wednesday 20th July 2022

Signed:	original signed by Rob Severn	Date	21/09/22	
Rob Severn	, Chair, Nottinghamshire LPC			