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Community  
Pharmacy  
Nottinghamshire

Your Local Pharmaceutical Committee



1	<p style="text-align: center;">THE 150<sup>th</sup> MEETING OF THE COMMITTEE WAS HELD AT THE LPC OFFICE ON WEDNESDAY 21<sup>st</sup> SEPTEMBER 2022 AT 9.30AM</p> <p>In the Chair: Rob Severn (RS) Chief Officer: Nick Hunter (NH) Secretary: Alison Ellis (AE) Treasurer: Gordon Heeley (GH) Services officer: Mike Jones (MJ)</p> <p><u>Members:</u> Rebecca Butterworth (RB), Bethan Chamberlain (BC), Linda Ferguson (LF), Dave Fernley (DF), Angela Kahendeke (AK), Vijay Pujara (VP), Dhiren Raval (DR), Randeep Tak (RT)</p> <p>1.1 <b><u>Attended</u></b></p> <ul style="list-style-type: none"><li>➤ Ojali Yusuff, Co-Lead of Nottinghamshire Primary Care Racial Equity &amp; Diversity Working Group</li><li>➤ Aimi Dickinson, Superintendent Pharmacist, Trust Pharmacy</li><li>➤ Esther Gaskill, Head of Primary Care, Nottingham &amp; Nottinghamshire ICS</li></ul> <p>Members decided that advertised face to face LPC committee meetings would be all f2f so a Zoom or hybrid option would not routinely be available for members to attend Virtually because of difficulties ensuring full inclusion.</p> <p>1.2 <b><u>Apologies for absence</u></b></p> <p>Jon Such, LPC member Raza Ali, LPC member James Sutcliffe, LPC member – apologies sent after the meeting Dr Matthew Boyd, School of Pharmacy, Nottingham University Lindsey Fairbrother, PSNC Regional Representative</p> <p>1.3 <b><u>Acceptance of the minutes from 20<sup>th</sup> July 2022 - Attachment 1A</u></b></p> <p>Approved and agreed as true and accurate record of the meeting held on 20<sup>th</sup> July 2022. Additional notes added to section re employee review following discussion and approval. “RS added in that pay reviews were agreed by whole committee and letters to be sent to employees.”</p> <p>1.4 <b><u>Action points from 20<sup>th</sup> July 2022 not on the agenda</u></b></p> <p>1.4.1 <b><u>Members</u></b> RS has confirmed MB resignation and CCA are aware and looking for a replacement.</p> <p>1.4.2 <b><u>Service data</u></b> Nothing received from members re evidence for local services</p> <p>1.4.3 <b><u>Budget 2022/23</u></b> Not sent yet – accounts need to be agreed at AGM.</p>
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**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**

1.4.4 DMS newsletter article  
This is being included in this the next newsletter

**Action: Flag the work that has not been claimed by pharmacies and consequently the amount of money they may be losing.**

**Action: Newsletter article reminding pharmacies that DMS is an essential service for ALL pharmacies, and so is not optional.**

1.5 Declarations of Interest for any item on the agenda  
Nothing raised

**2**

## **Governance Items**

### **2.1 Declarations - Attachment 2A - Declarations to be completed for 2022/23**

RT completed at the meeting so only outstanding from JonS.

### **2.2 Feedback from Governance committee**

It was agreed that AE should ask for a written governance update prior to LPC meetings in case they are not present at the LPC meeting.

### **2.3 Size of future LPC committee from 2023**

12 member	11 member	10 member	9 member
5 CCA	5 CCA	4 CCA	4 CCA
1 AIMP	1 AIMP	1 AIMP	1 AIMP
6 IND	5 IND	5 IND	4 IND

Discuss this further at the next LPC meeting.

**3**

## **NHS Contract Matters**

### **3.1 New contracts-Routine**

Nothing received

### **3.2 New contracts-Excepted**

Nothing received

### **Contract applications received from other areas**

### **3.3 Litigation**

3.3.1 SHA/24714 Appeal re Application for Distance Selling Pharmacy

By: Hello Meds Ltd

At: The Old Police Station, Shrewsbury Road, Bircotes, DN11 8DE

**Approved**

➤ **Primary Care Appeals Updates – Attachment 3A**

New reports. Useful information.

	<p><b><u>3.4 Decisions</u></b>  3.4.1 Application for Distance Selling Pharmacy  By: United Healthcare 4U Ltd  At: Unit 2, Station Gateway, Signal Way off Debdale Lane, Mansfield Woodhouse, NG19 9QH  <b>Approved</b></p> <p><b><u>3.5 Responses received</u></b></p> <p><b><u>3.6 Amendments to the list</u></b>  3.6.1 Change of address  By: Mr Keith Jardine T/A Home Pharmacy  At: Unit 12 Vision Business Park, Firth Way, Nottingham, NG6 8GF  <b>From 04.08.22</b></p>
<p><b>4</b></p>	<p><b>Finances – GH</b>  <b><u>4.1 Finances July / August 2022 – Attachment 4A, 4B</u></b>  <b>July</b>  <u>Income</u>  17,599.99 - contractor levy  £5,679.66 transferred 1<sup>st</sup> quarter GPCPCS expenses from NHS account</p> <p><u>Expenditure</u>  Salaries and member expenses.</p> <p>Well pharmacy have still not sent through the official invoices for RS and BC expenses. Committee agreed that GH should send a final letter stating that <b>if the Nottinghamshire LPC</b> has not received outstanding invoices by end September 2022 they will not be paid. Remind them of the process of claiming payments within 3 months according to the expense policy.  Total expenditure = £10,961.99  Balance = £120,524.63  NHS monies account – £242,298.20</p> <p><b>August</b>  <u>Income</u>  £17,600.05 – contractor levy  £12,257.64 – Connected Pharmacy invoice paid and transferred from NHS account</p> <p><u>Expenditure</u>  Usual office bills paid and salaries  £12,257.64 – Paid Connected Pharmacy  Total expenditure = £23,593.23  Balance = £126,489.09  NHS monies account - £230,048.51</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Action: GH to send a final letter to Well stating that if not received invoices by end September 2022 they will not be paid and also remind about the process of 3 months for claims as detailed in our expense policy.</b></p> </div> <p><b><u>4.2 Cashflow update – Attachment 4C</u></b>  £106,663 left in account at 31<sup>st</sup> March 2022 – just above the 6 month reserve  Thanks were given to GH for the very good presentation of the accounts – all members are aware of the money held for each fund that received.</p>

	<p><b><u>4.3 Connected Pharmacy account update – Attachment 4D</u></b>  3 payments have been made so far  £49,800.00  £31,020.00  £12,257.64  Balance = £31,922.36  Two further events planned – Patient Safety event and Trainee event in October – this will come out of the remaining balance.</p> <p><b><u>4.4 Bassetlaw PCN support – Attachment 4E</u></b>  Balance = £3,440.84</p> <p><b><u>4.5 GP-CPCS MOU funding update – Attachment 4F</u></b>  Spent £21,980.37  Amount left £65, 976.13</p> <p><b><u>4.6 LPN funding 2022/23– Attachment 4G</u></b>  LPN funding  £25,000 - £500 to be sent on for AMR resources as stipulated by NHSE = £24,500.00  Still waiting on an MOU to be able to pay this out to other LPCs once their bid has been approved by LPN chairs.</p> <p><b><u>4.7 Data presented on LPC levy</u></b>  2017 – 246 pharmacies  2022 – 227 pharmacies  This means that each pharmacy will be paying more for the LPC levy.  Average item value £8.49  Contractors pay average to LPC - £77.88</p>
5	<p><b>STRATEGY</b></p> <p><b>1) <u>RSG changes – think about:</u></b>  PSNC have paid for Clyde &amp; Co for all LPCs and all employees have been given access to the documents and there is also wellbeing support.  Merging – at the moment numbers are ok but if asked by another LPC(s) to either merge or share payroll / staff etc, we would need to consider this to help other contractors. Members reminded that need to be mindful of other areas around Nottinghamshire.  Number of members – committee need to consider the number of members that think will be right for the new committee in 2023. Need to ensure that have the correct amount to represent fully but to keep committee costs down.  Need more engagement with / from:</p> <ul style="list-style-type: none"> <li>- Setting up a pharmacy forum</li> <li>- Contracting with media company to work on communications to various levels of pharmacy staff / owners</li> <li>- Communication plan – need to send the right comms to the right person in a format and style that meets their needs</li> <li>- Need to define what the LPC are and what we do.</li> </ul> <p>Costed plan will be received this week and MJ will send round to committee members.  Levy – need clarification on the amounts of increase as not clear in some communications.  Each contractor should be paying their fair share to PSNC.</p> <p><b>2) <u>Positioning within the ICS and relationship building.</u></b></p> <ul style="list-style-type: none"> <li>- Less support available from the ICS due to reduced resources and organisational knowledge loss due to changes in people.</li> </ul>

- Need to be more involved in meetings to survive change in structure
- Is there an employment opportunity for those that are losing roles in the system to work with the LPC via consultancy or fixed term contract to help engagement pharmacies?
- Look at letting people in NHSE system know about potential job roles coming up
- Help contractors with the tender process
- Training – ensure that all staff including locums attend so that services are run throughout pharmacy opening hours.

Main three areas of work are:

- 1) Work through representation change – work as a body (Rob leading)
- 2) Make national services successful (Mike and Rebecca leading)
- 3) Manage transition to ICS (Nick)

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:
  - o DMS
  - o CPCS
  - o Hypertension
  - o Workforce
  - o Transition of NHSE to ICB

6

**GP-CPCS and Service implementation – Mike Jones**

**6.1 Update on work so far**

- **GP-CPCS**

Amount of work that MJ and Primary Care Commissioning have done on training in Notts is significant but the majority of GP's do not understand the service.

- Confusion between Pharmacy First / minor ailments services
- Money given to surgeries for EMIS module to go through PharmOutcomes
- MJ attends the training sessions with surgeries
- 

Example of GP-CPCS working well in Radford – Applegate Pharmacy

- Good team
- Funded the EMIS local service button to help with referrals
- Good relationship with PCN
- 36 referrals in August for Notts
- Problems encountered
  - o Trying to juggle all the services and prescriptions receive/do as well as referrals
  - o Making dispensing more efficient so that have the time to do the other services

BACHS still doing some referrals but it has dropped off and not sure why this has happened

- **Hypertension**

Most important and best remunerated service that pharmacy has at the moment.

Pharmacy ad-hoc BP check for over 40's – can only do every 5 years. Will eventually complete all those that are on the PMR system so need the referrals from GP's.

Need to look at how work with PCNs (will be commissioners) to get the best result.

Need the VAT issue to be solved so that other staff members could be involved .

Do the LPC go out and explain to pharmacies how much money they are losing out on not doing the services??

- **DMS**

Training event was good.

	<p>Completions are getting better on the monthly reports.</p> <p><b>6.2 <u>Bassetlaw PCN leads and CD meeting – GP-CPCS implementation and services available to contractors now moved over to Notts ICS – 06.10.22</u></b> Need to send out invites and get PCN Clinical Directors attending</p> <p><b>6.3 <u>Update on work plan to use the NHS England funding to support development / access of services - £87,956.50 for Nottinghamshire</u></b> Tier 3 extended care (ear care) training – LPCs are expected to use the MOU funding to help with these costs.</p> <p><b>6.4 <u>Contractor events</u></b></p> <ul style="list-style-type: none"> <li>- 21.09.22 – Flu / PQS / Service update / RSG result – now changed to virtual evening event</li> <li>- November – How to increase income</li> </ul>
7	<p><b>Chief Officer / Chair reports –</b></p> <p><b>7.1 <u>Chair update – Attachment 7A</u></b> Already discussed most of the items on the update IT back up and support – RS have liaised with a company for costing proposal – will chase this up.</p> <p><b><u>Parliamentary drop in clinic on hypertension 19.10.22</u></b> This has now been cancelled and being rearranged later in the year.</p> <p><b>7.2 <u>Chief officer update</u></b> Sending out email updates at the time of the meetings rather than waiting for the committee meetings so relevant and not out of date information.</p>
8	<p><b>Integrated Care System / Primary Care Networks</b></p> <ul style="list-style-type: none"> <li>➤ <b>ICS update – Nottinghamshire</b> <ul style="list-style-type: none"> <li>- ICS Newsletter – <a href="#">News - NHS Nottingham and Nottinghamshire ICB</a></li> <li>- next meeting 10<sup>th</sup> November 2022 9am – Sir John Robinson Way</li> </ul> </li> <li>➤ <b>IPMO</b> <ul style="list-style-type: none"> <li>- Workforce</li> <li>- Quality Improvement (MDS issues sit within this workstream)</li> </ul> </li> </ul> <p>Mindy Bassi is chairing the subgroups. Clinical Advisor 8C role been advertised – 16 months of funding remaining. Need to ensure that have a good relationship with the person who gets the job.</p> <ul style="list-style-type: none"> <li>➤ <b>LMC/LDC/LPC/LOC meeting</b> Workforce (PICS) - possible solutions for discussion Covid Appointments are being sent out via GP surgeries</li> </ul>
	<p><b><u>Sponsor of the meeting</u></b> Scope eyecare – Nisha Badwal. Need to use preservative free products.</p>
	<p><b><u>Open meeting</u></b> Ojali Yusuff, Clinical Pharmacist and Co-Lead of Nottinghamshire Primary Care Racial Equity &amp; Diversity Working Group</p>

**Racial Equity & Diversity**

- Aiysha Raouf - Population Health fellow – working with Nottingham University
- Provide some training for trainee pharmacies.
- Stark differences experienced from BAME.
- Primary Care Workforce experience – barriers re career progression
- Working group vision – create a safe space, increase representation
- Trusts do employee questionnaires, but primary care do not do this in the same way.

**Actions: Primary Care Workforce survey – distributed to colleagues in Primary Care Education – been involved in events for national days i.e. black history month. Evaluating the results now. 361 responses received. Will rerun the survey in other sectors.**

- Been involved in recruitment and interviews
- Leadership – needing to represent the workforce
- Talking about diversity - Need commitment by system leads

How does the LPC champion EDI?

- LPC are happy to work with the working group
- Need to work out the LPC remit for this. Cannot dictate what pharmacy companies do re EDI and members are elected / nominated. Does the LPC ask these questions? Can the LPC ask these questions? It is being talked about nationally.
- Newsletter article to help start conversations with pharmacies

**Action: RS share the LPC constitution with Ojali**

**Action: HEE workforce survey to be shared with Ojali**

**Action: Send copy of newsletter and ask for information that can be added into next issue**

**Action: Small working group to liaise with Ojali on future work that can be done with community pharmacy**

**Esther Gaskill, Head of Quality Primary Care, Nottinghamshire ICS**

Role is gaining assurance of the services within ICS.

Identifying where support is required and preparing for CQC and any actions.

Working in vaccination program – liaising with community pharmacy providers.

Preparing for when NHSE delegate commissioning of optometry, dental and pharmacy.

4 in the team – focus taken with those that have difficulties. Will increase when ICB take on from NHSE – may take on some of NHSE staff when move across.

Developing early warning systems.

Hoping to develop a good strong relationship and will work with the LPC to ensure that services are being provided and commissioned to high standards.

Thanks given to Esther for supporting and promoting community pharmacy in the vaccination program.

RT asked if community pharmacy could be included in the primary care vaccination program (other than flu and covid)? Esther said that she would take this back to be raised in discussions re vaccines.

**Aimi Dickenson, Superintendent Pharmacist, Trust Pharmacy**

Aimi attended the meeting as an observer as Trust Pharmacy @ NUH have a community pharmacy contract.

**Lindsey Fairbrother, PSNC Regional Representative**

Did not make to the LPC meeting but sent through written report and questions to be discussed by the LPC members.

9

**LOCAL AUTHORITY REPORTS**

**9.1 LPC/LMC/PH meeting – nothing further to report**

	<p><b>9.2 PUBLIC HEALTH COUNTY</b>  <u>Final PNA report approved at September 2022 HWB meeting.</u></p> <p><b><u>Nottingham and Nottinghamshire Suicide Prevention Stakeholder Network – 13.09.22 (RB)</u></b>  Nothing to update on currently.</p> <p><b>Next HWB meeting 12/10/22 @ County Hall</b>  <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></p> <p><b>9.3 PUBLIC HEALTH CITY</b>  <b><u>PNA final report</u></b> - Not sure if gone to the City HWB yet – AE to check.</p> <p><b><u>Drug and alcohol strategic commissioning review tender – market engagement session 07.09.22</u></b>  Substance Misuse marketing event for future tender – not able to attend. Need to keep a look out for information going out.</p> <p><b><u>Nottingham City HWB -Next meeting 28/09/22 and 30/11/22 @ Loxley House</u></b>  <a href="#">Browse meetings - Health and Wellbeing Board - Nottingham City Council</a></p>
10	<p><b>MEMBER UPDATES</b>  No additional updates.</p>
11	<p><b>NHS England Area Teams</b>  <b>Midlands</b></p> <ul style="list-style-type: none"> <li>➤ <b><u>Supply issue alerts – <a href="https://www.gov.uk/drug-device-alerts">https://www.gov.uk/drug-device-alerts</a></u></b>  For information</li> <li>➤ <b><u>Connected Pharmacy Program - Patient Safety workshop – Attachment 11A</u></b>  Second lunch time session on Patient Safety, focusing on DOAC Prescribing and Safety. This free online event takes place on Tuesday 4th October 2022, 12.30-1.30pm via Zoom.  Advertised to all contractors.  Feedback on past events were that lunchtime was better time to hold. <ul style="list-style-type: none"> <li>- Reduction to 7 day discharge prescribing rather than 14 days for opioids which causes problems with timeframe for getting follow on prescriptions post discharge.</li> </ul> </li> <li>➤ <b><u>Smoking Cessation Transfer of Care Steering Group – AE</u></b>  RS attended the webinar.  Not many referrals being received from hospital</li> <li>➤ <b><u>Contraception Service Pilot in Community Pharmacy – NH – Attachment 11B</u></b>  Starting in Cripps Pharmacy – RB meeting with Eleanor and lead pharmacist.  Tier 2 using PGD to supply – starts in October 2022</li> <li>➤ <b><u>Pharmacy Stakeholder Group Meeting – postponed</u></b></li> <li>➤ <b><u>Community Pharmacy West Midlands meeting update</u></b>  Draft TOR received – RS has read and made comments back to CPWM.  RS asked for more clarity on what the group will be doing and where does it sit along with MAPCOG, PLOT and any other PSNC regional meetings.  Not needed previously as had PSNC regional meetings but recently this has changed and needed to have a local LPC group to discuss issue without NHSE present.  When receive the Version 3 TOR it will be circulated to members</li> <li>➤ <b><u>PhIF Work Programme update – Attachment 11C</u></b>  For information</li> <li>➤ <b><u>NHSE Midlands Controlled Drugs Newsletter - Summer 2022 Issue – Attachment 11D</u></b></li> </ul>



	<p>For information</p> <p><b>HEE</b></p> <p>➤ <b><u>HEE funding for community pharmacy workforce (Liam Stapleton)</u></b></p> <p>This is still being written up – HEE are happy with the draft version that they have been sent and Robbie Turner has advised that need to reword for the audience that will be receiving the report.</p>
<p><b>12</b></p>	<p><b>Information received from various sources</b></p> <p>If members wish to discuss any of the items below at the LPC meeting then please let the chair know.  <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> <p><b>12.1 <u>PSNC briefings / newsletters</u></b></p> <p>12.1.1 List of PSNC newsletters received since the last LPC meeting – Attachment 12A  Link to the PSNC webpage - <a href="https://psnc.org.uk/">https://psnc.org.uk/</a> - briefings found on each drop-down section of the website.</p> <p>12.2 <u>National PSNC conference – 22<sup>nd</sup> September 2022</u>  DF, MJ and RS attending in person. LF attending via Zoom</p> <p>12.3 <u>PSNC Pricing audit reports</u>  Checked bundle – nothing received</p> <p>12.4 <u>Plot meeting update – Attachment 12B</u>  For information</p> <p>12.5 <u>TAPR Toolkit – Attachment 12C</u>  Asked members to look through the toolkit</p> <p>12.5 <u>CCA LPC Matters July 2022 and September 2022– Attachment 12D and 12E</u>  For information</p> <p>12.6 <u>Prescribing Hints and tips September 2022 – Nottingham and Nottinghamshire ICS – Attachment 12F</u>  For information</p> <p>12.7 <u>APC draft action log July 2022 (Bassetlaw) – Attachment 12G</u>  For information</p>
<p><b>13</b></p>	<p><b>Any other business</b></p> <p>13.1  Feedback</p> <p>LF - Has anyone come across a pharmacy claiming for a prescription when ring through to ask for it to be sent back to the spine, they said will return and then claim instead.  NH reported that he quite frequently has reports of this.</p> <p>RB – 90 days supplementary hours notice.  Will move to 5 weeks notice from 1<sup>st</sup> October 2022</p> <p><b><u>Flu vacc investigation</u></b></p> <p>There has been a large amount of vaccines recorded as being given to the wrong cohort - NHS are analysing weekly vaccines data and cohorts being recorded – checking and contacting pharmacies to</p>

	see whether it has been a admin mistake or vaccination error. If vaccination error then contractors are being asked to recall the patient to re-administer.		
<b>14</b>	<b>Details of future meetings</b>		
	<b>21<sup>st</sup> September 2022 AGM</b>	7pm	LPC office
	<b>16<sup>th</sup> November 2022</b>	9.30am – 5pm	LPC office

*Minutes agreed as true and accurate record of the LPC meeting held on Wednesday 21<sup>st</sup> September 2022*

*Signed: \_\_\_\_\_ original signed by Rob Severn                      Date 16/11/22*  
*Rob Severn, Chair, Nottinghamshire LPC*