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Community
Pharmacy
Nottinghamshire

Your Local Pharmaceutical Committee



1	<p style="text-align: center;">THE 151ST MEETING OF THE COMMITTEE WAS HELD AT THE LPC OFFICE ON WEDNESDAY 11TH JANUARY 2023 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> Raza Ali (RA), Rebecca Butterworth (RB), Bethan Chamberlain (BC), Linda Ferguson (LF), Dave Fernley (DF), Angela Kahendeke (AK), Vijay Pujara (VP), Jon Such (JSuch), James Sutcliffe (JS)</p> <p>1.1 Attending:</p> <ul style="list-style-type: none">• Kirsten Howells, Priest & Co• Lindsey Fairbrother, PSNC Regional Representative <p>1.2 Apologies for absence</p> <ul style="list-style-type: none">• Mindy Bassi, Chief Pharmacist, Nottingham and Nottinghamshire ICB• Dhiren Raval, LPC member• Randeep Tak, LPC member• Charlotte Harding, CGL <p>Reminder to members that apologies need to be given in a timely manner</p> <p>1.3 <u>Acceptance of the minutes from 16th November 2022</u> - Attachment 1A The minutes were agreed as a true and accurate record of the meeting held on 16th November 2023</p> <p>1.4 <u>Action points from 16th November 2022 not on the agenda</u></p> <p>1.4.1 <u>Budget and final accounts</u> AE has sent through the final accounts for 2021/22 and the LPC budget for 2022/23 to NHSE</p> <p>1.4.2 <u>Information for PSNC</u> Comments were sent through to Lindsey Fairbrother for discussion at PSNC meeting</p> <p>1.4.3 <u>Office use</u> Article was included in the last newsletter advertising that the LPC office is available for contractors to use.</p> <p><u>Fraudulent prescriptions for Dihydrocodeine</u> Person who was presenting fraudulent prescriptions has been arrested so this will hopefully now have stopped.</p>
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<p>2</p>	<p>Governance Items</p> <p>2.1 <u>Declarations - Attachment 2A</u> JS and JonS outstanding – completed at the meeting</p> <p><u>Feedback from Governance committee</u> Nothing to feedback</p>
<p>3</p>	<p>NHS Contract Matters</p> <p><u>3.1 New contracts-Routine</u> Nothing received</p> <p><u>3.2 New contracts-Excepted</u> Nothing received</p> <p><u>Contract applications received from other areas</u></p> <p><u>3.3 Litigation</u> Nothing received</p> <p>➤ Primary Care Appeals Updates – Attachment 3C</p> <p><u>3.4 Decisions</u></p> <p>3.4.1 Consolidation application By: Boots Pharmacy At: 52-54 High Street, Hucknall, Nottingham, NG16 7AX Closing: The Health Centre, Curtis Street, Hucknall, Nottingham, NG15 7JE Awaiting decision</p> <p><u>3.5 Responses received</u></p> <p>3.5.2 No Significant Change Relocation application – restarted By: Meds2U Pharm Ltd From: Unit 11 Carlton Business Centre, Station Road, Carlton, Nottingham, NG4 3AA To: Unit 6 Carlton Business Centre, Station Road, Carlton, Nottingham, NG4 3AA Deadline for 2nd response was 2/1/23 and awaiting decision</p> <p><u>3.6 Amendments to the list</u> Only amendments received were for changes on 24 & 31 December 2022</p>
<p>4</p>	<p>Finances – GH</p> <p>4.1 <u>Finances November / December 2022 – Attachment 4A, 4B</u></p> <p>November</p> <p><u>Income</u> £17,600.12 – Contractor levy £98,000 – Transfer of funds from NHSE account for LPN payments £7593.25 – GP-CPCS money for MJ work £100.00 – Scope sponsorship <u>Total = £123,293.37</u></p> <p><u>Expenditure</u> £600.00 – Annual HR support from Clyde & Co £35.00 – ICO annual payment</p>

£98,000.00 – LPN money paid to LLR, Derbys, Lincs, Northamptonshire LPCs
Normal office rent and bills, salaries and member backfill costs for LPC meeting attendance.
Total expenditure = £111,518.73

December

Income

£17,600.03 + £17,600.11 – levy payments for December and January (paid early due to Bank Holiday)
£16,250.00 – transferred from the Connected Pharmacy fund in the NHSE account.

Expenditure

£16,250.00 – Central Solutions for Connected Health invoice received
£720.00 – DMS workshop invoice from Metaphor Ltd
£720.00 – PQS workshop invoice from Metaphor Ltd
£1,375.00 – Well invoices for meetings attended – all claims have been sent through and paid so nothing outstanding.
Normal office rent and bills, salaries and backfill amounts for meetings attended.
Total expenditure = £30,865.25
Balance = £136,929.04

NHSE account balance = £108,277.33

4.2 Cashflow update

£138,000 at end of the year
£31,625.27 above the 6 month reserve at the moment

Costing £77.82 per month per contractor.

4.3 Connected Pharmacy account update

Central Health Solutions invoices x 4
Balance - £15,672.36

Discussed patient safety events to use the rest of the money – RS to contact Jackie Buxton to check what the rest of the money is being spent on or if we can give this money back to NHSE or forward to each LPC.

Action: RS to speak with Jackie Buxton regarding what is going to be done with the rest of the funding for Connecting Health. Can we send the money back to the NHSE.

4.4 GP-CPCS MOU funding update – Attachment 4C

Additional £57,233.00 for 2023/24 – Attachment 4D

Spent £27,892.86 left £60,063.64

There was a deadline but this has been extended as per the MOU – duty to spend appropriately in line with MOU.

Members asked about the governance around the spending – the LPC report back to NHSE when they ask for the information – GH keeps records.

£57,233.00 for 2023/24

£10,000 – Community Pharmacy Clinical Lead training and support

£40,000 – Evaluation money

Think should have a management fee included in the MOU to cover the costs for work done by GH and also the governance and admin of the money being transferred done by AE.

Bassetlaw funding

Spent a little for the Bassetlaw meeting on 12.01.23 – room and food.

Also costs for Metaphor Ltd and LPC staff who will be attending on the evening.

	<p>Bassetlaw forum – look at putting this together and meeting every 2 months to help with engagement and support the PCNs. Use the funding to help with the meeting costs and maybe also cover some of the backfill costs for attendance.</p> <p>4.5 <u>LPN funding account update – Attachment 4E</u> £2500 – needs to be transferred over to the GP-CPCS account as this has been taken out extra allocation for the GP-CPCS MOU. The invoice for Antibiotic Amnesty has now been paid by NHSE from the additional funding received.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Action: GH to ensure that the payment for Antibiotic Amnesty is sent through to the GP-CPCS account as this has now been paid out of the additional funding just received.</p> </div> <p>4.6 <u>Statistical Data Relating to Prescriptions Dispensed in October 2022 – Attachment 4F</u> For Information</p>
<p style="text-align: center;">5</p>	<p>TAPR</p> <p>1) LPC model constitution Are the LPC adopting the model constitution? Attachment 5A Final version was sent via email in December to committee members.</p> <p><u>Number of members on the committee</u> 3 x terms of 4 years (starts from new committee) Discussion by all members on the number of members needed on the new committee – there was quite a debate on ensuring that there is enough members to represent all areas fairly and covering the amount of work that is needed. New committee to comprise of 11 members – proposed by RS and seconded by JS Voted – 8 agreed Action: Nottinghamshire LPC committee from July 2023 – 11 members</p> <p>Final LPC model Constitution 2023 Went through the main changes from current constitution and there were no points raised. Proposed by RB and seconded by JonS. All members agreed that it should go out to contractors for voting on whether to accept the model constitution. Will need to call a Special General Meeting</p> <p>2) Special Contractor meeting – vote on constitution Members agreed that the contractor meeting should be on 8th February 2023 during the exec meeting – no need to be face to face so doing via Zoom. Need to have a 2/3 vote from all of those that vote. Agreeing to the new constitution also gives permission for existing LPC members to carry on until 30th June 2023. Meeting date confirmed for 8th February 2023 – 1pm via Zoom during the exec meeting AE to send out invites to contractors with the constitution changes and postal voting form asap – need the voting form back by Monday 6th February 2023. Need to send reminders out to contractors a couple of times during the month. Mike suggested RS/NH do video blog / Q&A Run an Open Q&A session on Wednesday 1st February 2023 before the meeting and vote. All members agreed</p> <div style="border: 1px solid black; padding: 5px;"> <p>Action: SGM organised for Wednesday 8th February 2023 – vote on new model constitution and listen to any queries raised.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Action: Run an open Q&A session for Wednesday 1st February 2023</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Action: MJ to contact RS/NH to record a video blog / Q&A session</p> </div>

3) Number of committee members from 2023?

➤ **Updated TAPR toolkit – Attachment 5B**

Checked that not missing anything from the TAPR guidelines / toolkit

➤ **TAPR LPC finance toolkit completed for Notts LPC – Attachment 5C**

For information

➤ **Questions that we need to discuss, agree and minute**

1) Does our current structure match that of the NHS?

Yes – coterminous with ICB

2) Are we the right size?

225 Contractors – above the suggested 200 from RSG.

3) Are we being effective and efficient with our finances?

We are always looking at what can do. Our reserves are in line with other similar LPCs - average fee per contractor is £77.82 per month. Follow the PSNC finance template as GH helped to put together. Need to look at funds and see if can employ someone else to complete the marketing and contractor engagement work.

4) What are we called?

Community Pharmacy Nottinghamshire

5) How big is our LPC committee?

11 Members – decided at the meeting today

➤ Election Process

1ST March starting to send out documents and voting details.

Calculate numbers from 31/01/23.

Follow PSNC guidance and documents and constitution.

Sending out election papers to independent contractors – email and post.

Ask contractors whether they are a regional multiple or independent pharmacy?

Returning officer – Alison Ellis

4) PSNC elections and changes to regional areas – Attachment 5D, 5E

Independent members for PSNC committee process. Changes to regional areas - New region is Notts, Derbys, Leics, Lincolns, North and South Staffordshire, Shropshire.

Independent members for Regional Representative process

Need to have a contract.

Need to be on the current LPC.

Gain 5 nominations from community pharmacies.

Raza Ali informed LPC members that he was thinking of putting his name forward for the PSNC Regional Representative role in Midlands.

Lindsey Fairbrother, PSNC Regional Representative (via Zoom)

➤ PSNC update

Next PSNC meeting on 1st February 2023

Lobbying with MP's and Ministers

Using the PSNC 4-point plan – Notts LPC have used this with MPs recently on pharmacy visits.

Briefings docs that have been put together from PSNC – send them to MP's – NH will circulate to members.

Adrian Price and Jay Patel – attended round table with Rishi Sunak – all feel that pharmacy can be the answer but need to be funded to do this.
Lobby MPs again.

Contraceptive Service

Delayed – no date given – due to the specification being with NHSE and needing to have IT system in place before starting the service.
Training is substantial – staff need to be aware of the amount and be given the time to complete. Need to ensure that pharmacies are signposting to those that are delivering the service – ensure there is cover in all areas.

PCNs

Funding should be from PCNs not from community pharmacy budget.

PQS

Training – employers need to build in time to complete the training.

Funding

PMR providers are not helping with payment of SSPs – claiming process is not in place.
PSNC will follow up prescriptions for SSP if given the barcode – ask contractors if they are concerned to contact PSNC.

Price concessions

Ask contractors to feed in prices to PSNC.
PSNC don't have the access to the day-by-day price lists like contractors.
Need to have a new system.
Raza to send through information on the system he has created, and Lindsey will raise with Mike Dent to ask why not responding to Raza and looking at this process.

Transition payments

Lindsey will be speaking with Mike Dent to see what affect this has had on contractors' income as not able to deliver all the services because some dependent on receiving referrals.
Are PSNC analysing the services ??

IP pilots

Nothing locally yet.

Closures

24,600 unplanned closures over year
Regulatory easements – NHSE are not agreeing to these.
Closed door working, lunchbreaks, changes to 100-hour contracts.

Asked members to check if they have been paid for rota cover on Queens Funeral Bank holiday in September.

One idea is to have centrally held stock so that there is no issue with contractors having different prices ??

TAPR

PSNC levy increase – Nottinghamshire LPC can cover the increase in costs without increasing contractor levy payments.

Negotiation skills training – brought up in the Wright review

Cannot be done until get a new committee in place.

	<p>Members felt that should have a professional negotiator and pay them.</p> <p><u>ONS survey</u> Members asked if the ONS survey that is sent out monthly could be stopped – can PSNC stop these from being sent – Lindsey will follow up.</p>
<p>6</p>	<p>Chief Officer / Chair reports –</p> <p>6.1 <u>Chair update – Attachment 6A</u> Sent by email. Attending APPG next month.</p> <p>6.2 <u>Chief officer update – Attachment 6B</u> Main points sent by email and covered under other agenda items.</p> <p>6.3 <u>Midlands LPCs meeting – 10.01.23</u> RS has concerns around the group becoming too big. Next collaborative meeting is 15th March 2023 and Janet Morrison is attending but same time as the LPC meeting – can we move the LPC meeting ?? Members agreed that it was important for NH and RS to attend the meeting and hear from Janet Morrison. Moved the LPC meeting from 15th March to 22nd March 2023</p>
<p>7</p>	<p>Integrated Care System / Primary Care Networks</p> <ul style="list-style-type: none"> ➤ ICS update – Nottinghamshire <ul style="list-style-type: none"> - Next meeting 12th January 2023 9am - Civic Centre Arnot Hill Park <p>For information</p> <ul style="list-style-type: none"> ➤ IPMO <ul style="list-style-type: none"> - Workforce - Quality Improvement <p>Reset and review of IPMO later in January.</p> <ul style="list-style-type: none"> ➤ LMC/LDC/LPC/LOC meeting <p>No meeting</p> <ul style="list-style-type: none"> ➤ Workforce ➤ PCNs ➤ <u>Pharmacy First Service commissioning update – Attachment 7A</u> <p><u>Pharmacy First</u> Finishes on 31.03.23 as well as Emergency Supply Service. LPC will be developing and sending a digital toolkit to pharmacies that includes; <ul style="list-style-type: none"> - Pharmacy first leaflet to anyone that uses the service - Slip to attach to prescription bags - Posters if pharmacies wish to print off and put up. <p>There is a lot of interest in Walk in CPCS at the ICB, but not able to get the concept to “stick” yet. Issues with NHS mail not being checked by contractors and many giving reason that the person who has access has either left or they are away. Pharmacies are able to have 10 people on the NHS generic inbox so pharmacies need to access their accounts and set up – also need to go into the account once a month to keep it active.</p> <p><u>DMS</u></p> </p>

	<p>Essential service and pharmacists are accountable as soon as they receive the referral through to the NHSmail.</p> <p>Strategy plan item - Are you happy with what is being done, do you have anything wish to build on for the strategy</p> <p>All agreed that happy with progress.</p>
8	<p><u>LOCAL AUTHORITY</u></p> <p>8.1 LPC/LMC/PH meeting – 10.01.23</p> <p>8.2 PUBLIC HEALTH COUNTY - <u>Nottingham and Nottinghamshire Suicide Prevention Stakeholder network (RB)</u> Nothing to update on Nottinghamshire County HWB 07.12.22 – AE attended virtually Next meeting 1st February 2023 @ County Hall https://www.nottinghamshire.gov.uk/care/health-and-wellbeing/health-and-wellbeing-board</p> <p>8.3 PUBLIC HEALTH CITY Nothing to update on Nottingham City HWB 30.11.22 Next meeting 25/01/23 @ 1.30pm Loxley House Browse meetings - Health and Wellbeing Board - Nottingham City Council</p>
9	<p><u>GP-CPCS and Service implementation – Mike Jones and Kirsten Howells, Marketing and Media Consultant @ Priest & Co</u></p> <p>9.1 Update on work so far - <u>GP-CPCS</u> Nothing further to update this month. Strategy plan - Are you happy with what is being done, do you have anything wish to build on for the strategy? - <u>Hypertension</u> 174 signed up only 121 have activity for September data Strategy plan - Are you happy with what is being done, do you have anything wish to build on for the strategy? - <u>DMS</u> Already discussed. Strategy plan - Are you happy with what is being done, do you have anything wish to build on for the strategy?</p> <p>9.2 LPC Academy work with Liam update</p> <p>9.3 <u>Bassetlaw contractor event - Services available now part of Nottinghamshire ICS, PQS update and Contraception Service details – Thursday 12th January 2023 7.30pm@ Lion Hotel, Worksop</u> Only have a few contractors booked to attend the event – AE and MJ have rung round pharmacies to ensure that they have all received the email inviting them to the meeting, they have but struggling with staff workload and absences so most said that they could not make it.</p> <p>9.4 <u>Update on work plan to use the NHS England funding to support development / access of services - £87,956.50 for Nottinghamshire</u> Additional funding received for 2023/24 - £57,233.00</p> <p>9.5 Communication plan / focus groups</p> <ul style="list-style-type: none"> • Update on forum meetings

	<ul style="list-style-type: none"> • Next steps <p>8 online focus groups in December 2022 – lasted over 30 mins as participants were really engaged. Feel that need to carry on having some focus groups over the next year. Lack of understanding on what the LPC is / does.</p> <p><u>Set up</u> LinkedIn account. Regular social media posts – 3 times a week. Face to face pop ins – social as well as professional. Create a tailored marketing and comms strategy – different messaging for area managers etc. Inform area managers of the plan for events that are organising so aware that they are happening and then can plan into their workload and forward the information when sent out. Next steps: 1. 12 month marketing and comms plan and implementation 2. Re-Run the focus groups bi-annually to gauge changes</p>
<p>10</p>	<p>MEMBER UPDATES Nothing raised.</p>
<p>11</p>	<p>NHS England Area Teams Midlands</p> <ul style="list-style-type: none"> ➤ Supply issue alerts – https://www.gov.uk/drug-device-alerts ➤ <u>Connected Pharmacy Program update</u> <p>Already discussed in finance section</p> <ul style="list-style-type: none"> ➤ <u>Smoking Cessation Transfer of Care Steering Group update - AE/RS</u> <p>Now looking at self-referrals through pharmacy teams when women are buying folic acid etc. Next meeting is 23.01.23</p> <ul style="list-style-type: none"> ➤ <u>Contraception Service Pilot in Community Pharmacy – NH</u> <p>Cripps starting next week.</p> <ul style="list-style-type: none"> ➤ <u>Pharmacy Stakeholder Group Meeting next meeting</u> <p>Nothing further to report.</p> <ul style="list-style-type: none"> ➤ <u>NHSE Midlands Controlled Drugs Newsletter – Winter Issue – Attachment 11A</u> <p>For information</p> <p><u>HEE community pharmacy workforce report (Liam Stapleton) – Attachment 11B</u> Asked members to read the report and will get Liam to attend next meeting to discuss the findings.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Action: AE to invite Liam Stapleton to attend the March LPC meeting and discuss the findings from the HEE workforce report.</p> </div> <p>Strategy plan item - Are you happy with what is being done, do you have anything wish to build on for the strategy? All happy with progress.</p> <p><u>PQS updates</u></p> <ul style="list-style-type: none"> - Q&A drop in sessions. <p>Small numbers attending but those that do are finding useful.</p> <ul style="list-style-type: none"> - LPC support <p>Holding a PQS webinar on 19.01.23 for contractors.</p>
<p>12</p>	<p>Information received from various source.s</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 www.psn.org.uk</i></p>

	<p>12.1 PSNC briefings / newsletters</p> <p>12.1.1 List of PSNC newsletters received since the last information LPC meeting – Attachment 12A Link to the PSNC webpage - https://psnc.org.uk/ - briefings found on each drop-down section of the website For information</p> <p>12.1.2 <u>Pharmacy Visit by Ruth Edwards MP for Rushcliffe – Evans Pharmacy @ Ruddington on 25th November 2022</u> Really good visit – David Evans spoke about the problems he is dealing with as a contractor re finances and workload / workforce plus pressures.</p> <p>12.2 <u>PSNC Pricing audit reports - Results March 22 – Attachment 12B, 12C, 12D</u> For information</p> <p>12.3 <u>Plot meeting update – Attachment 12E ?</u> For information</p> <p>12.4 <u>CCA LPC Matters December 2022 – Attachment 12F</u> For information</p> <p>12.5 <u>Prescribing Hints and tips ?? – Nottingham and Nottinghamshire ICS – Attachment 12G</u> Nothing received</p> <p>12.6 LPC newsletter December 2022 - https://mailchi.mp/f5a13b0426c1/community-pharmacy-nottinghamshire-newsletter-december-2022</p> <p><u>Articles to be included in January 2023</u></p> <ul style="list-style-type: none"> • Remind to claim for any rota days worked over the Christmas bank holiday. • If you have not been paid for any other rota days, then please let the LPC know as we are liaising with NHSE. • Reminder that Pharmacy First and Emergency Supply finishing 31.03.23 • NHS mail – remind that need to access the account at least once a month so that doesn't get locked or removed. Also, that allowed to have 10 accounts linked to the generic pharmacy NHS email account. 																					
<p>13</p>	<p>Any other business</p> <p>13.1 National smoking service. End of committee social – 17th May 2023 – organise to go out for a meal after the LPC meeting – maybe hold the meeting in the afternoon and then go straight to social – AE and RS to discuss at next LPC exec meeting.</p>																					
<p>14</p>	<p>Details of future meetings</p> <table border="1" data-bbox="289 1465 1338 1829"> <tr> <td>22nd March 2023</td> <td>9.30am – 5pm</td> <td><i>LPC office</i></td> </tr> <tr> <td>17th May 2023</td> <td>9.30am – 5pm</td> <td><i>LPC office</i></td> </tr> <tr> <td>Social after the meeting</td> <td></td> <td></td> </tr> <tr> <td>19th July 2023*</td> <td>9.30am – 5pm</td> <td><i>LPC office</i></td> </tr> <tr> <td>*First meeting of new committee</td> <td></td> <td></td> </tr> <tr> <td>20th September 2023</td> <td>9.30am – 5pm</td> <td><i>LPC office</i></td> </tr> <tr> <td>15th November 2023</td> <td>9.30am – 5pm</td> <td><i>LPC office</i></td> </tr> </table>	22nd March 2023	9.30am – 5pm	<i>LPC office</i>	17th May 2023	9.30am – 5pm	<i>LPC office</i>	Social after the meeting			19th July 2023*	9.30am – 5pm	<i>LPC office</i>	*First meeting of new committee			20th September 2023	9.30am – 5pm	<i>LPC office</i>	15th November 2023	9.30am – 5pm	<i>LPC office</i>
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Minutes agreed as true and accurate record of the LPC meeting held on Wednesday 11TH January 2023

Signed: _____ Original signed by Rob Severn Date 15.03.23

Rob Severn, Chair, Nottinghamshire LPC