

In the Chair: Rob Severn (RS)
Chief Officer: Nick Hunter (NH)
Secretary: Alison Ellis (AE)
Treasurer: Gordon Heeley (GH)
Services officer: Mike Jones (MJ) - apologies

Members: Rebecca Butterworth (RB), Bethan Chamberlain (BC), David Evans (DE), Linda Ferguson (LF), Dave Fernley (DF), Emma Marsden (EM), Raj Morjaria (RM), Vijay Pujara (VP), James Sutcliffe (JS)

Attended

- Liam Stapleton, Metaphor Development
- Kirsten Atkinson, Priest & Co
- Rebecca Dickenson, Community Pharmacy Clinical Lead, Nottingham & Nottinghamshire ICB

Apologies received

- Mike Jones, Service Implementation Support Lead
- Dhiren Raval, LPC member
- Lindsey Fairbrother, CPE Regional Representative

Welcome and introductions

1. Election of Chair for 2023/24

- Appointment of Officers – nominations received
 - Chair – Rob Severn

No further nominations received for chair other than RS.

BC proposed and VP seconded – all voted in favour

2. Standard Agenda Items

- a) Acceptance of the minutes from 17th May 2023 - Attachment 2A

Amendments made to the draft minutes from 17th May 2023.

Mention RD under Rebecca Dickenson and need to reference at the beginning of the minutes

- 3.4.2 Capital letter in Newark
- 3.4.4 Capital H in Healthcare
- 3.5.2 Capital H in Healthcare

b) Action points from 17th May 2023 not on the agenda

Maternity smoking group – raised calibration of monitors.

Email was sent by Eleanor re contacting pharmacies with monitors RM mentioned that maternity is quite difficult.

- Newsletter articles completed

Issue around renominations of patients.

Reported that this is happening everywhere.

i. - Info on student placements

This was included on the June newsletter.

ii. - Naloxone training and service

This was included in the June newsletter – not sure if anyone has signed up though. AE to ask Charlotte for an update.

Action: AE to ask Charlotte for an update on sign up to the Naloxone training and service

iii. Hypertension – IT system.

iv. Highlighted that contractors need to sign up to a IT system by 1st September to be able to provide the service.

c) Declarations 2023 outstanding – Attachment 2B

DE and DR

3. Team development

Liam Stapleton from Metaphor Development ran a development session throughout the day and the outcomes from this session will be used at the next few meetings when planning the Community Pharmacy Nottinghamshire strategy.

4. [Purpose, principles and priorities](#)

Discussed in groups what the purpose of the LPC is and the priorities for the next 6 / 12 months.

[Open meeting](#)

Rebecca Dickenson, Community Pharmacy Clinical Lead, Nottingham & Nottinghamshire ICB

- [Medical director visits](#)

Visits starting next week – Boots visit in October 2023

9 visits in total. All pharmacies involved have been contacted to ensure that they are ok with the visit and discussions that will be included.

- [Community Pharmacy IP](#)

Have no decision yet.

IT – work is ongoing – ICB have fed back in.

Notts could be one of the first to start the IP pathfinder.

Case studies needed for NHSE.

- [Messages for CPCS](#)

Text messages for patients – going to be done as a region.

Helps with confusion when patients go to pharmacy asking for the wrong thing and wasting time.

Putting together some standard wording – via SystmOne / EMIS.

Don't use Pharmrefer and only F12 so cannot link to the NHS App – need to check if this is still the case.

- [Bassetlaw CPCS data](#)

Cannot get data from Bassetlaw – Rebecca chasing.

5. [Discussion of roles and committee member commitment](#)

- Committee roles – Attachment 5A
- Role of LPCs – Attachment 5B
- LPC members guide – Attachment 5C

[Chair](#)

RS is going to ask members what commitment they can provide? Email 1-1 and then work out the strategic workload around these results.

[Election of Officers for 2023/24](#)

a) Appointment of other officers – nominations received

- [Vice- Chair](#)

Nominations received from Dave Fernley, Raj Morjaria and James Sutcliffe.

Each nominee asked to give a brief statement explaining why they should be vice-chair.

James Sutcliffe

- Feel can use his experience working for Boots.
- Wants to be involved in more of the detailed discussions and strategic work with exec team as interested in this side of the LPC.

Raj Morjaria

- Vice chair of Staffordshire LPC already.
- Time to be able to do the role as not in pharmacy on a day-to-day basis.
- Wishes to bring pharmacies up in quality.

Dave Fernley

- Currently vice chair, done for a few years so aware of the role and what is needed.
- Plays devil's advocate and happy to say what others may not.
- Need balance in the exec – advocate for independents.
- Enjoy the role and has the time to be able to focus on the role and can attend meetings when needed.

All members voted for vice-chair and the result was Dave Fernley.

- Treasurer – Gordon Heeley nominated
Proposed by RS and seconded by VP – all members voted in favour.
- b) Staff of the Community Pharmacy Nottinghamshire
 - Chief Officer – Nick Hunter
 - Office Manager – Alison Ellis
 - Service Implementation Lead – Mike Jones

Confirmation of staff members and who to contact for new members – update on the website and send through details.

6. [Standard Agenda Items continued](#)

a) Finances update

- May / June 2023 accounts – **Attachment 6A and 6B**

May 2023

Payment holiday in May so no income received.

Standard expenses – rent, salary, etc.

LPC members expenses and travel for May meeting.



Total £15, 684.22

Balance £98,837.36

Connected Pharmacy - £15,000 - £3100 to each East Midlands LPCs to support contractors with the common conditions service.

NHS funding will be discussed in September 2023.

June 2023

Levy payments for June and July received.

Transferred £9,844.28 from the GP-CPCS account to cover payments made.

Total income - £45,044.33

Expenses

Usual expenses for office – cleaning, electric, rent, etc.

Salary, tax and pension payments.

Laptop bought for chair - £519.00

Finance subcommittee claims

Total expenditure = £14,506.02

Balance - £129,375.67

- [Budget 2023/24 –](#)

This will be discussed at the September 2023 meeting.

- [End of year accounts 2022/23 – Attachment 6C](#)

Annual report included for the year and accounts.

VP proposed and RS seconded - All members agreed.

- [Expense policy – Attachment 6D](#)

No changes to the expense policy when the finance committee reviewed.

All members happy to keep the policy as agreed by the finance committee.

b) [NHS contract matters](#)

1) New contracts-routine

Nothing received

2) New contracts - accepted

Nothing received

3) Contract applications received from other areas

Nothing received

4) Litigation

Nothing received

5) Decisions

Various decisions received and were noted

6) Amendments to the contractor list

Various amendments to contracts received and were noted

c) ICB

- Pharmacy Workforce Faculty – Attachment 6E and 6F

Discuss at the September meeting.

7. Community Pharmacy England

- a) Pharmacy Quality Scheme update
nothing to update.

- b) TAPR update – Toolkit 4 – Attachment 7A
no further updates.

- c) Rebranding
Changed all the documents that use including agenda.

d) CPE events

- Conference – 12th October 2023 (4 attendees)
RS, DF, EM, JS all wish to attend and AE to book places.

- New member days (there will be more dates added)
 - 6th September 2023
 - 12th September 2023

LPC will cover backfill costs for attending these meetings.

- Treasurer finance briefing – 26.09.23
JS, RB, AE and GH attending.

- CPE newsletters received (link to CPE website) - Newsletter archive - Community Pharmacy England (cpe.org.uk)

8. Any other business

- 1) Sub committees of the LPC

Finance sub committee

RM, VP, LF, DF.

Governance sub committee

DE, JS.

Governance item standard on the agenda.

Services subgroup

LF, RB, VP, RM.

2) Comms plan work - Kirsten

Kirsten gave a quick update on the numbers of people seeing posts on social media sites.

Kirsten and Mike are working on a plan for social media posts, communications to contractors and forum meetings for the next 12 months – review at September 2023 meeting

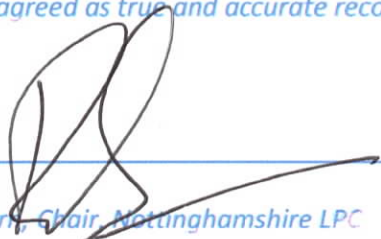
9. [Next Community Pharmacy Nottinghamshire meeting](#)

20th September 2023	9.30am – 5pm	LPC office
AGM – 20th September 2023		
15th November 2023	9.30am – 5pm	LPC office

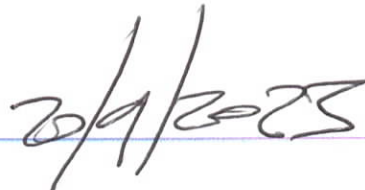
[Close](#)

Minutes agreed as true and accurate record of the LPC meeting held on Wednesday 26th July 2023

Signed:



Date



Rob Severn, Chair, Nottinghamshire LPC