

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

Members: Rebecca Butterworth (RB), Bethan Chamberlain (BC) David Evans (DE), Linda Ferguson (LF), Dave Fernley (DF), Raj Morjaria (RM), Dhiren Raval (DR), James Sutcliffe (JS).

Attended

- Rebecca Dickenson, Community Pharmacy Clinical Lead, Nottingham & Nottinghamshire ICB.
- Lindsey Fairbrother, CPE Regional Representative (via Teams).
- Kirsten Atkinson, Priest & Co.

Apologies received

- Vijay Pujara, LPC member.
- Emma Marsden (EM).

Welcome and introductions

1. Governance Items

a) Acceptance of the minutes from 15th November 2023 - Attachment 1A

The minutes were agreed as a true and accurate record of the meeting held on 15th November 2023.

b) Action points from 15th November 2023 not on the agenda

- Video with Dr Shortt and Mindy Bassi

Still outstanding – been busy with the Pharmacy First service and may link with the conversation around ICB ambition for community pharmacy.

Action: NH to continue to keep in touch with Dr Stephen Shortt and Mindy Bassi to organise recording a video explaining what the ICS ambition is for community pharmacy (link to Pharmacy First service)

- GP-CPCS newsletter article re success in Newark and East Leake with Evans Pharmacies.

Still to be completed and also may include Pharmacy First service.

Action: Newsletter article and video on success in Newark and East Leake and explain why it has worked i.e. GP relationship and Clinical Pharmacists re GPCPCS and Pharmacy First.

c) Declarations 2023 outstanding – Attachment 1B

All completed – if any changes members reminded to let AE know and change declaration form.

d) Governance Lead update

JS, DE and DR still to meet around reviewing the finance and governance documents from CPE – arranged for 29.01.24.

Action: JS / DE / DR will meet on 29.01.24 to review the finance guidance and governance and send through recommendations/ comments to be sent to all members.

e) LPC governance framework – Attachment 1C (Governance Folder)

LPC's have been involved in the process all the way through and have received feedback which has been included in the documents.

Principles – there is not a lot of change for Nottinghamshire as working towards these already.

Aligned CPE and CPL governance documents.

New governance committee is being set up by CPE including 2 members from LPCs which they are asking for nominations. Send any interest to James Wood, CPE. This is linked to Wright review.

Governance documents includes mechanism for addressing breaches.

Finance documents – there is a section that states committee is liable, and this is the reason why members need to read through and make aware of what they have agreed.

Action: Members to read through the governance documents and send through any comments to NH / AE.

Action: AE to set up a WhatsApp poll on 17/02/24 for members to decide if adopting the documents. Discuss the decision and actions needed at the March 2024 committee meeting.

2. Services update - Mike

a) GP-CPCS

Need to ensure that practices do not revert back to signposting for Pharmacy First. Working with Rebecca to see how can do this.

Red / Green table with exclusions / inclusions for GP-CPCS is being replicated for Pharmacy First service and will be sent to all surgeries.

b) Contraception service

If don't opt in, then will be taken off the service automatically – need to do by 29th February 2024.

Tier 2 contraception – pharmacists were really unsure about starting medication. Problem with confidence of staff / pharmacists which is hard to solve.

Training needs will change when the service starts and the LPC need to listen and see if there is anything that we can help with. At the moment need to focus on getting sign up to the service and consultations being done.

c) [DMS](#)

Doing really well compared to other areas in Midlands.

DE reported that the service still isn't working at an optimal level as do not get referrals sent through for all patients. Need to raise with CPE that need to be able to add patients into the system when find out in hospital or been discharged rather than having to wait for the discharge note.

d) [Pharmacy First](#)

Think need to visit / contact pharmacies that have not signed up and ask why
Also need to support contractors who are not reaching consultation numbers in the future, because we've seen from other services that contractors sign up but then don't do any consultations.

Discussing at practice level, ICB, Clinical Directors but it will be the reception staff that need to work with as they will be seeing the patients – pharmacies need to be talking to their local surgeries.

Need to remind contractors to update DoS.

Otoscope training –members reported that in their opinion the CPPE sessions previously focused on the legalities and paperwork and not the practice side of training which, from the conversations with contractors, is what pharmacists are wanting. Future training will be focused on otoscope refresher training using local clinicians to help deliver.

Info session – 16.01.24 @ Holiday inn

70 attendees were booked and 60 attended. Used Slido to answer questions and this worked really well – lots of questions raised. Attendees feedback was that the session was really useful.

Info session – 17.01.24 @ LPC office

Have 35 attendees booked and will be the same slides as last session although DE not available for his section so MJ covering.

3. [Lindsey Fairbrother, Regional Representative for CPE](#)

▪ [Update](#)

Pharmacy First - Are contractors / LPCs ready? What support is needed from CPE?

Feedback from members / officers for CPE

- ICBs don't have any set structure to support. LPC are just using contacts that already have from previous organisations.
- Healthwatch – use for public facing issues and messaging.
- Need to have conversations with practices around the number of referrals being sent per day to pharmacies.
- Looking at sign ups and asking if any support why not signed
- Going to look at hotspots for low activity.



- Need to get data asap to help reach targets monthly.
- Concerned about the public campaign – Lindsey will check when this is planned to go out as the date seems to be moving. Need to raise with Jackie Buxton at regional NHS level and also **raise with CPE to get national level.**
- CPCLs – depends on the person as to how well they are integrated into the ICB and influence they have with GP-CPCS / pharmacy first.

DMS

Reliant on others referring in and doesn't work (as mentioned earlier) – need to be reviewed asap – **Lindsey will raise with CPE.**

Cat M

Need to have it modelled per pharmacies dispensing range of items – **Lindsey will ask Mike Dent.**

Cost of living wage increase

There are concerns with minimum wage increase as contractors are taking a big hit as no increase in core funding – rising by over £1 an hour.

Lindsey thinks safety is an issue that need to keep a check on as if pharmacies are reducing staff levels because cannot afford the staff payment then may also reduce hours of working, possibly increasing risk?

Price concession

Highlighted recent webinar and CPE comms.

Negotiations

Person that CPE dealt with at DofH has left so now need to build relationship with new people that have been put in place to negotiate.

Change of ownership of pharmacies

Some are done by share sale and then being hit with post payment verification - **raise with CPE**

Regional Reps

Lindsey is asking that the regional reps are given some time to meet together to explain the problems raised by LPCs / contractors and so it is minuted and then can be reviewed. Also asking for monthly phone call from James Wood.

4. [Communications update – Mike / Kirsten](#)

- Figures and articles for November / December

LinkedIn

601 followers, 8.3k impressions and 325 search appearances

Highlights

- Poll on whether there is an appetite for further otoscope training (and other training)
- Pharmacy First information sessions – over 70 booked on last night's session
- Pharmacy First drop-in clinic
- Meet the team – Vijay = 812 impressions, Linda = 534 impressions, Dave Fernley = 414 impressions
- Getting noticed by David Webb, Chief Pharmaceutical Officer for England at NHSE

Twitter

850 followers

Facebook

Reach of 2.5k (around 656 people per week)

185 interactions (likes, comments etc)

38 followers

- Questions / queries / suggestions

Recognition of achievements – awards evening later in the year – need to start planning and sorting a venue. Kirsten will put a plan together for the committee to consider

- Focus groups

Consider the need for repeating these again to gather feedback on the changes implemented after the last sessions

5. NHS contract matters

- **New contract applications -routine**

Nothing received

- **New contract applications - accepted**

Application for a consolidation

By: Jardines (UK) Ltd

Staying: 9 Stoney Street, Beeston, Nottingham, NG9 2LA

Closing: 63 Central Avenue, Beeston, Nottingham, NG2 2QP

Closing date: 17.01.24

Declarations: LF (Peak), JS, RB (Boots)

If granted members questioned if it could leave open to someone putting in an application on unforeseen need but HWB and contracts team would need to consider the PNA because of consolidation.

Response: response stating that meets all the regulations for a consolidation application and no reason to refuse

- **Contract applications received from other areas**

Nothing received

- **Litigation**

Application for a change of ownership – SHA/26093

From: Harts Chemist Ltd T/A Harts Pharmacy

To: Harts Hucknall Ltd T/A Harts Pharmacy

At:106-110 Watnall Road, Hucknall, Nottingham, NG15 7JW

Decision – won appeal and approved change of ownership.

- **Responses received**

Application offering unforeseen benefits

By: Getglo Aesthetics UK Ltd

At: Retail shops closely situated near to Aspley Medical Centre, Aspley Lane, NG8 5RU

Responses received.

Respond – agree with comments received.

- **Decisions**

Application in respect of a no significant change relocation

By: Boots Pharmacy

From: Unit A Riverside Retail Park, Queens Drive, Nottingham, NG2 1RU

To: Unit D Riverside Retail Park, Queens Drive, Nottingham, NG2 1RU

Approved 28.11.23.

Application in respect of a no significant change relocation

By: PCT Healthcare Ltd T/A Peak Pharmacy

From: 93 Westgate, Mansfield

To: Rosemary Street Health Centre, Rosemary St, Mansfield, NG19 6AB

Approved 23.11.23.

Application in respect of a no significant change relocation

By: Ascent (Mansfield) Ltd

From: 12 High Street, Mansfield Woodhouse, Nottinghamshire, NG 19 8AN

To: 14 Church Street, Mansfield Woodhouse, Nottinghamshire, NG19 8AH

Approved 23.11.23.

Application in respect of a change of ownership

From: PCT Healthcare T/A Peak Pharmacy

To: Dispharma Retail Ltd T/A My local Chemist

At: 97a Melton Road, West Bridgford, NG2 6EN

Approved 27.11.23.

Application in respect of a change of ownership

From: PCT Healthcare T/A Peak Pharmacy

To: Dispharma Retail Ltd T/A My local Chemist

At: 185 Loughborough Road, West Bridgford, NG2 7JR

Approved 27.11.23.

- **Amendments to the contractor list**

By: A H Locums Ltd T/A Wellspring Pharmacy

At: 1 Livingstone Road, St Anns, Nottingham, NG3 3GG

Opened 16.11.23.

By: JHoots Healthcare Ltd T/A Nexus Pharmacy
From: 103 Hartley Road, Radford, Nottingham, NG7 3AQ
To: 194 Alfreton Road, Nottingham, NG7 3PE
Relocated 01.01.24.

By: Midnight Pharmacy
At: 194 Alfreton Road, Nottingham, NG7 3PE
Closed 31.01.23.

By: Boots Pharmacy
At: 48 Lowmoor Road, Kirkby in Ashfield, Nottinghamshire, NG17 7BG
Closed 18.11.23.

For information

6. [Chair report](#)

- RS – report on chairs activities

Went to parliament with CPE on winter pressures – lots of MP's present as there was another event they were attending in the same area, and as such they dropped in to the pharmacy event

Mid-year staff appraisals have been completed and the full appraisals are due in April 2024.

[Chief Officer report](#)

- NH – report on Chief Officer work and activities

Everything has been covered elsewhere on the agenda.

[Sponsor](#)

Hannah Cordell, Paediatric Product Specialist at SMA and gave an overview of products for more info please visit www.SMAHCP.co.uk – professional facing website – resources to support staff including webinars.

7. [Finances - Gordon](#)

- November / December 2023 accounts – Attachment 7A, 7B, 7C, 7D

[November 2023](#)

Income

£17,600.04 – Levy payment from contractors.

Expenditure

Meeting costs as usual including member backfill costs and travel and lunch costs.

£35.00 - Annual ICO fee

Usual office costs including rent, electric and internet

Usual staff costs.



£600 - monthly payment to Priest and Co for marketing

Total = £14,116.13

Balance = £108,885.12.

NHS funds account

Interest received = £181.62 – will need to pay corporation tax at the end of the financial year.

Balance = £164,677.73.

December 2024

Income

£17,600.07 – levy payment from contractors for December 2023.

£17,600.06 – levy payment received for January 2024 (bank holiday on 1st)

£30,000 – received from ICB for Integrated Neighbourhood working

£889.50 – Derbyshire LPC ½ payment for Pharmacy First info session

Total = £66,089.63.

Expenditure

£30,000 - Integrated Neighbourhood Working fund - transferred to the NHS fund account

Usual office costs including rent, electric and internet

Usual staff costs.

£600 - monthly payment to Priest and Co for marketing

Total = £43,335.70

Balance = £131,619.05.

NHS funds account

£30,000 – Integrated Neighbourhood Working

£194.10 – interest

Total = £194,871.83.

Funding account

May need a sub-committee to look at how can use the MOU money — finance committee will discuss this and review the MOU.

Transferred £8557.84 for work completed Oct – Dec 2023 re GP-CPCS.

- Cashflow review 2023/24 – [Attachment 7E](#)

Going to end up with £3000 more than started with in March 2024 – equals 8 months reserve.
There will be an increase in CPE levy for 2024/25.

The committee agreed a payment levy holiday in March 2024. Members felt that all contractors could benefit from the levy holiday and asked for it to be added to the newsletter.

Proposed to have a payment levy holiday - March 2024

Proposed by LF, seconded by RB and all members agreed.

- Budget 2024/25 – [Attachment 7F](#)

Finance subgroup to meet late February 2024

RM, LF, VP, DF, BC and GH. need to look at the members who are on the Finance Sub-group as there are too many but need to ensure covers CCA, AIMp and Ind.

Discussing

- Accounts for 2023/24
- Budget 2024/25
- Salary review

While discussing sub-committees – it was decided that there should be an independent member on the governance committee – DR volunteered to do this

8. [Strategy development – review notes and priorities](#)

CPN guiding principles from strategy session - [Attachment 8A](#)

[Use wording](#)

Members went through the wording from the mission and principles that were discussed at the strategy session. These were amended into short, punchy statements and will be added to the LPC website front page.

9. [Updates from other organisations](#)

a) NHS England

- Bank holidays – covered under ICB now

b) Integrated Care System / Primary Care contract team

- Bank Holidays

Discussion about recent meetings with EMPCT and background to their approach, and reports from some contractors – take to next NHSE meeting.

Forgot to put on PharmOutcomes – had to chase up to get added

Some reports of wrong payments that needed correcting

Peak - Boxing Day – 64 items in 2 hours

Some contractors appealing direction.

Talks of reorganisation again – employees will be working across all PODs in a geographical area.

c) Public Health

- CGL update on fees – [Attachment 9A](#)

Raised concerns about the fee structure.

Approach to substance misuse is going to change re treatment.

- Nottingham & Nottinghamshire EHC remuneration discussion

Watching to see decision regarding Nottingham City bankruptcy – January 2024

RB is in contact with Matt with regards to Boots.

Ellie Tobin is senior commissioner in health and came from a CCG commissioning background so understands business models and issues with fees.

They are going to look at how they can integrate their service into the service that pharmacy already have.

County do have funding and City have it ringfenced for health.

- C Card

No fee attached so pushed this back.

- County Public Health Services meeting December 2023 (NH)

Covered in discussion around EHC fees.

d) Community Pharmacy England

- CPE newsletters received (link to CPE website) - [Newsletter archive - Community Pharmacy England \(cpe.org.uk\)](#)
- April 2023 audit results – [Attachment 9B, 9C, 9D](#)

e) Workforce

- Support for Pharmacy Contractors on Foundation Pharmacy training – Attachment 9E
- NHSE WT&E Midlands Pharmacy Placement Summit – Attachment 9F
- UoN Student Pharmacists Placements Provider Workshop 11th Jan 2024 - LF
 - Changed curriculum – come out as IP's
 - Exams end of May
 - 2 weeks in June – practical skills
 - 1 week history taking
 - 2 week bp checks and NEWS2 checks
 - Useful but still problem with DPP.

[Open meeting](#)

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

- IP Pathfinder

No update – still waiting on Cleo and been pushed back.

- Pharmacy First

Decision being made today on yes / no for starting the service on 31st January 2024 – it will be the minimal viable product for IT so that can have for the launch and then during February 2024 system suppliers will be working on the full system.

Complaint received from surgery regarding not receiving GP-CPCS info notification back – advised them that the surgery need to check the email that is on the PharmOutcomes.

- Contraception

Complaints being raised by GP's that pharmacy are only giving 1-3 months and they said that should be providing at least 6 months. It was agreed that while getting used to the service that it may be best to only give a short prescription.

10. [AOB](#)

A member asked about pharmacies ordering prescriptions for patients – the CCG and now ICB policy is that pharmacies shouldn't be ordering for patients and the LPC supports this.



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

Future meeting schedule

20th March 2024	9.30am – 5pm	LPC office
15th May 2024 <i>May move to 22nd if regional meeting goes ahead</i>	9.30am – 5pm	LPC office
17th July 2024	9.30am – 5pm	LPC office
18th September 2024	9.30am – 5pm	LPC office
20th November 2024	9.30am – 5pm	LPC office

Minutes agreed as true and accurate record of the LPC meeting held on Wednesday 17th January 2024

Signed:  Date 20.03.24

Rob Severn, Chair, Nottinghamshire LPC