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## MINUTES OF LPC MEETING

**22nd November 2018**

**Chilworth Manor Hotel, Chilworth SO16 7PT**

**Present:**

LPC Members (listed in alphabetical order):

Ashley Littlewood-Miller	LPC Member (CCA, Boots)
Davinder Virdee	LPC Member (Independent)
Gary Warner	LPC Member (Independent)
Kate Toms	LPC Member (CCA, Lloyds)
Mark Ireland	LPC Member (CCA, Boots)
Michael McWhirter	LPC Member (AIMp, Day Lewis)
Peter Woodward	LPC Member (CCA Boots)
Roshni Simmonds	LPC Member (CCA, Rowlands)
Stephanie Mackinnon	LPC Member (CCA, Lloyds)
Sri Potta	LPC Member (CCA, Boots)
Tim Baker	LPC Member (Independent)
Deborah Crockford	LPC Chief Officer
Richard Buxton	LPC Professional Services Development Manager
Skye White	LPC Office Manager

18/11/01	<p><b>Chairs Welcome &amp; Requests for AOB</b></p> <p>A Littlewood-Miller (Chair) welcomed everyone to the meeting. A warm welcome to Liz Skinner, CCA Communications Manager. All committee members introduced themselves.</p> <p>Item for AOB –</p> <ul style="list-style-type: none"> <li>• Stage 4 EPS</li> <li>• LMC buying Group</li> <li>• Analysis of questionnaire</li> <li>• Pre-Registration places</li> <li>• Happy Health Van</li> </ul>	
18/11/02	<p><b>Declarations of Interest</b></p> <p>There were none.</p>	

18/11/03	<p><b>Apologies for absence &amp; nominations of proxy votes</b></p> <p>Andrew Selvaratnam LPC Member (CCA, Rowlands) – Proxy T Baker Arun Sharma LPC Member (Independent) – Proxy Davinder Virdee</p>	
18/11/04	<p><b>Minutes of the previous meeting on 20<sup>th</sup> September 2018</b></p> <p>These were accepted and signed by A Littlewood-Miller.</p>	
18/11/05	<p><b>Matters arising from the Minutes and Action Update</b></p> <p>Officers of the LPC meet bi-monthly and ensure CPSC activities correlate with the budget as a part of these meetings.</p> <p>D Crockford, R Buxton and S White meeting with Pharmacy Complete in December to discuss CPSC Academy events for 2019/2020.</p> <p>The officers of the LPC have agreed to create a poster for the Academy events and one to promote Virtual Outcomes. This will be mailed to all contractors with a letter accompanying them from D Crockford.</p> <p>Virtual Outcomes – R Buxton completed an analysis of Virtual Outcomes usage. The presentation is on the CPSC website under the members' section. Virtual Outcomes is costing approximately £7 per head due to the low number of people using it, however this is still approximately only a third of the cost, on average, for face to face training.</p> <p>The CPSC committee request that a business case is presented to them when Virtual Outcomes is up for renewal after next year.</p> <p>Virtual Outcomes have advised they will keep the charges the same for 2019. In recognition of Rowlands, Lloyds and Tesco not being able to access the site in-store, they are only going to charge 50% for those contracts until this is resolved.</p> <p>POD System on Isle of Wight – Soft launch, nothing with care homes until the service is working. The plan is it will take two years to roll it out. They are starting with one surgery in Newport and will expand to three. It works for patients on routine medications. Community Pharmacy will still pick up on the emergency cases.</p> <p>D Virdee raised the following question regarding the impacts of the funding cuts imposed by DOH.</p> <ol style="list-style-type: none"> <li>1. What effect is this having on contractors?</li> <li>2. Does the LPC need to do anything to help?</li> <li>3. What effect is this having on the future of the pharmacy model?</li> </ol> <p>The committee felt they had discussed answers at previous meetings.</p> <p>All other matters were covered in the agenda.</p>	RB

<p>18/11/06</p>	<p><b>Subcommittee Meetings</b></p> <p>All committee members broke into their sub-committee groups for a 45 minute discussion.</p>	
<p>18/11/07</p>	<p><b>LPC Reports</b></p> <p><b><u>PSNC Update</u></b></p> <p>There have been two PSNC meetings, a normal business one and a strategic meeting in Birmingham.</p> <p>Stay of execution – 2018/2019 financial envelope is to stay the same.</p> <p>172 pharmacies have closed, most of those did services and were economic. There are no signs that people have been made to close other than economic measures and mergers.</p> <p>There is not enough money to go around to cover the fixed costs.</p> <p>PSNC are much more engaged with the NHS, more than they have ever been.</p> <p>The economic model of dispensing is on a downward trend.</p> <p>NHS are looking at automation as a way of saving money.</p> <p>PSNC are planning to bring a whole suite of resources to LPCs. No detail yet on content or cost. Use reserves and invest in the future is the advice to consider.</p> <p><b><u>Market Entry</u></b></p> <p>There have only been appealed decisions in the last couple of months. T Baker attended PSNC training.</p> <p><b><u>Service Development</u></b></p> <p>Hants West/North CCGs – Great feedback on Flu service</p> <p>TCAM Southampton issues have been resolved. Referrals are now moving on.</p> <p>CAMH Service (MyCiP) – rolled out in North Hampshire. R Buxton has asked for a standard contract.</p> <p>Quit for Life – are looking to increase the number of contracts. A survey has been sent out to explore what would encourage contractors to sign up. Fifteen contractors who do not currently have the service would like to engage.</p> <p>Portsmouth Hospital – IT issues are still hampering any TCAM progress.</p>	

	<p><b><u>Professional Services Update</u></b></p> <p>For this meeting, R Buxton updated the committee on his activities during the previous two months by written reports.</p> <p><b><u>Governance</u></b> Nothing to report</p> <p><b><u>Finance / Remuneration</u></b> P Woodward presented his report to the committee. The current bank balance is £266,360.35 however there is still £50,470.00 second half of the year levy due to the PSNC so the balance will decrease to £215,890.35 which is 6 months of expenditure in line with that suggested by the PSNC. The levy has also reduced by £4,729.00 per month to £19,285.00 so the retained income will remain at the 6-month level going forward.</p> <p>Remuneration – Nothing to report</p>	
18/11/08	<p><b><u>Chief Officer Report</u></b></p> <p>D Crockford updated the committee on her activities during the previous two months by both written and verbal reports</p> <p>Highlights</p> <ul style="list-style-type: none"> <li>• Mary Seacole – A Selvaratnam achieved a Pass and D Crockford achieved a Good Pass. There is a lot of work involved in the course, 6 months of intense commitment, targeted at people looking at a leadership role / further career development. D Crockford would definitely encourage others to look at enrolling.</li> <li>• Included in the senior pharmacist programme.</li> <li>• Positive feedback from the CCG with regards to the collaborative approach of community pharmacy contractors delivering the Flu service.</li> </ul> <p>Lowlights</p> <ul style="list-style-type: none"> <li>• Indivior substance misuse pilot not going ahead due to company restructuring.</li> <li>• Flu – availability of vaccines.</li> <li>• CPSC Christmas Dinner – not many members attending.</li> </ul> <p>Quality Payments – Virtual Outcomes have produced a module that the LPC are promoting.</p> <p>HLP funds – D Crockford to explore something more innovative with the HLP money in the budget.</p> <p>eRD – Patrick Leppard has now retired. Potentially AHSN are to employ resource and CPSC could support them for community pharmacy work – under discussion with the AHSN.</p>	DC

18/11/09	<p><b>HIA/HIP Update</b></p> <p>Mitesh Patel from HIA/HIP presented to the committee as to what HIA/HIP plans are.</p> <p>HIA/HIP represents four LPCs. It was formed to bid for services to help all contractors.</p> <p>Unfortunately, things have not moved very quickly since the formation of HIA/HIP. The committee meetings are via Skype calls. They have outsourced assistance from Mayank, Chief Officer for Buckinghamshire LPC.</p> <p>There are three directors.</p> <p>The chairman has withdrawn, so a new chairman needs to be elected.</p> <p>Mitseh said the committee were disappointed that there were not many opportunities for new services.</p> <p>M Ireland asked Mitesh what help the LPC could provide.</p> <p>Some suggestions for other things that HIA/HIP could do to support community pharmacy were made, including exploring other opportunities e.g. private services via PGDs</p> <p>R Buxton questioned Mitesh if there was a gap that HIA/HIP could fill with regards to private commissioned services e.g. design a service, SOP etc. and charge a standard fee, create a package.</p>	
18/11/10	<p><b>Pharm Data, FMD Presentation &amp; mock up dispensary</b></p> <p>Oliver Staunton, Director of Pharm Data, presented to the committee about Pharm Data information processing and analysis for community pharmacy, showing the Pharm Data dashboard plus the new dashboard for LPCs.</p>	
18/11/11	<p><b>DOI Review</b></p> <p>All members of the CPSC Committee reviewed, signed and dated their Declaration of Interest document. R Buxton to upload them onto the CPSC website.</p> <p>M Ireland to update his electronically and email it to S White.</p>	<p>RB</p> <p>MI</p>
18/11/12	<p><b>Remuneration 2019</b></p> <p>The committee had a closed-door meeting to discuss the remuneration review for D Crockford, R Buxton and S White. They also discussed the positions of Professional Services Development Manager and Contractor Development &amp; Support Manager.</p>	

18/11/13	<p><b>AOB</b></p> <p><u>Phase 4 EPS</u> No need for nominations and all prescriptions will be electronic prescriptions. Patients will be given a paper token which can be scanned to download the prescription from the spine. Pilot is currently underway. The pilot is for nine months and there should be 8 locations live by December.</p> <p>G Warner recommended reading the PSNC news story for more information.</p> <p><u>LMC Buying Group</u> LMC buying group created to purchase flu vaccines at attractive rates. D Crockford to send out communication as an FYI and disclaimer that the CPSC has no financial interest.</p> <p><u>Analysis of questionnaire</u> R Simmonds to share the results of the CPSC Contractor Survey with the university students that are going out to interview community pharmacy.</p> <p><u>Final Pre-registration Places</u> There is an opportunity for contractors to inform the university if they have unfilled pre-reg places. R Simmonds to draft an email and send it to S White to email out to all contractors</p> <p><u>Happy, Healthy, at Home Vanguard</u> M Ireland shared an article with the committee from the Health Foundation, Improvement Analytics Unit Briefing Sep 2018.</p> <p>Briefing: The impact of integrated care teams on Hospital use in North East Hampshire and Farnham <a href="https://www.health.org.uk/publications/impact-integrated-care-teams-hospital-use-north-east-hampshire-and-farnham">https://www.health.org.uk/publications/impact-integrated-care-teams-hospital-use-north-east-hampshire-and-farnham</a></p>	<p>DC</p> <p>RS</p> <p>RS</p>
18/11/14	<p><b>Meeting Close</b></p> <p>The meeting closed at 3.50pm.</p>	
	<p><b>Future LPC Meeting dates and venues for 2019:</b></p> <ul style="list-style-type: none"> <li>• <b>24<sup>th</sup> January 2019</b> - Holiday Inn Winchester, SO21 1HZ</li> <li>• <b>21<sup>st</sup> March 2019</b> - Chilworth Manor, SO16 7PT</li> <li>• <b>23<sup>rd</sup> May 2019</b> - Holiday Inn Eastleigh, SO50 9PG</li> <li>• <b>10<sup>th</sup> July 2019</b> CPSC Awards Chilworth Manor SO16 7PT</li> <li>• <b>18<sup>th</sup> July 2019</b> The Langston – Hayling Island</li> <li>• <b>26<sup>th</sup> September 2019</b> Holiday Inn Winchester, SO21 1HZ</li> <li>• <b>21<sup>st</sup> November 2019</b> - Chilworth Manor, SO16 7PT</li> </ul>	