

<b>1</b>	<p><b>Present</b></p> <p><b>Members</b></p> <table border="1"> <tr><td>Paul Barry</td><td>CCA</td><td>PB</td></tr> <tr><td>David Crosbie</td><td>CCA</td><td>DC</td></tr> <tr><td>Ian Cubbin</td><td>Independent</td><td>IC</td></tr> <tr><td>Stuart Dudley</td><td>Independent</td><td>SD</td></tr> <tr><td>Jack Eckersley</td><td>Independent</td><td>JE</td></tr> <tr><td>Jemma Grossman</td><td>CCA</td><td>JG</td></tr> <tr><td>Andrew Hodgson</td><td>Independent</td><td>AH</td></tr> <tr><td>Wesley Jones</td><td>CCA</td><td>WJ</td></tr> <tr><td>Dane Stratton-Powell</td><td>CCA</td><td>DSP</td></tr> <tr><td>Stephen Thomas</td><td>CCA</td><td>ST</td></tr> </table> <p><b>In Attendance</b></p> <table border="1"> <tr><td>Suzanne Austin</td><td>PSM</td><td>SA</td></tr> <tr><td>Sara Davies</td><td>EO</td><td>SDa</td></tr> <tr><td>Adam Irvine</td><td>CEO</td><td>AI</td></tr> <tr><td>Gary Pickering</td><td>PSM</td><td>GP</td></tr> <tr><td>Alison Williams</td><td>BSO</td><td>AW</td></tr> </table> <p><b>Apologies</b></p> <table border="1"> <tr><td>Angela Chiweshe</td><td>AIMp</td><td>AC</td></tr> <tr><td>Anna Mir</td><td>CCA</td><td>AM</td></tr> </table>	Paul Barry	CCA	PB	David Crosbie	CCA	DC	Ian Cubbin	Independent	IC	Stuart Dudley	Independent	SD	Jack Eckersley	Independent	JE	Jemma Grossman	CCA	JG	Andrew Hodgson	Independent	AH	Wesley Jones	CCA	WJ	Dane Stratton-Powell	CCA	DSP	Stephen Thomas	CCA	ST	Suzanne Austin	PSM	SA	Sara Davies	EO	SDa	Adam Irvine	CEO	AI	Gary Pickering	PSM	GP	Alison Williams	BSO	AW	Angela Chiweshe	AIMp	AC	Anna Mir	CCA	AM
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<b>2</b>	<p><b>Welcome, Apologies and Expressions of Interest</b></p> <p>AI welcomed members to the first meeting of the new LPC term.</p> <p>Apologies were received from AC and AM.</p> <p>No expressions of interest were received.</p>																																																			
<b>3</b>	<p><b>Appointment of an Independent Chair</b></p> <p>A proposal from the Staff and Resources sub-group was pre-circulated with the papers.</p> <p>The recommendation to appoint Dane Stratton-Powell as an Independent LPC Chair for the next 12 months was unanimously supported by members.</p>																																																			
<b>4</b>	<p><b>Election of LPC Officers</b></p> <p>a) Independent Chair As per item 3, Dane Stratton-Powell will take on this role for a period of 12 months. <i>DSP took over the chairing of the committee meeting.</i></p> <p>b) Vice Chair Stuart Dudley was proposed by Ian Cubbin and seconded by Andrew Hodgson. SD was happy to accept the nomination and was duly appointed.</p> <p>c) Treasurer Ian Cubbin was proposed by Andrew Hodgson and seconded by Stuart Dudley. IC was happy to accept the nomination and was duly appointed.</p>																																																			

5	<p><b>Membership of LPC Sub-Committees</b></p> <p>Sub-Groups were discussed, and members allocated as per the information below.</p> <ul style="list-style-type: none"> <li>a) Staff and Resource Membership: IC/AH/ST/DSP/JG.</li> <li>b) Governance and Finance Membership: IC/SD/PB supported by AW.</li> <li>c) In-Meeting Break Out Groups Members discussed whether having two formal sub-committees break out at the LPC meetings was an effective and efficient way of discussing items as the required frequency and content did not always align. Members agreed to nominate names to each of the existing groups but to approach topics in the most appropriate way, ie task and finish groups, the convening of a specific agenda item at the start of a meeting, whole committee discussion, etc. <ul style="list-style-type: none"> <li>i. Contractor Support and Communication Membership: AC/IC/SD/JG/AM/ST supported by SDa and AW.</li> <li>ii. Services Membership: JE/PB/DC/AH/WJ/DSP supported by AI, SA and GP.</li> </ul> </li> <li>d) Contract and Regulation Membership: IC/ST/SD supported by AI, SA and AW. <b>AW</b> will book SD onto PSNC training when dates are published.</li> </ul>
6	<p><b>LPC Governance Principles – Acceptance and Approval</b></p> <ul style="list-style-type: none"> <li>a) LPC Constitution The Constitution was adopted by the new committee; <b>AW</b> will upload a copy to the website.</li> <li>b) Member Code of Conduct The Member Code of Conduct form was distributed to members for completion.</li> <li>c) Annual Declarations of Interest The Declarations of Interest (DOI) form was distributed to members for completion. <b>AW</b> will update the LPC website to include member DOI's for 2023.</li> <li>d) Confidentiality The Confidentiality form was distributed to members for completion.</li> </ul>
7	<p><b>LPC Expenses Policy</b></p> <p>The current expenses policy, including payment rates, was reviewed. <b>AW</b> will update the document and upload to the website.</p>
8	<p><b>LPC Committee Behaviours and Expectations</b></p> <ul style="list-style-type: none"> <li>a) Standing Order and Code of Conduct This existing document, pre-circulated prior to the meeting, was reviewed and adopted for the next year with no changes.</li> <li>b) CPCW Principles This existing document, pre-circulated prior to the meeting, was reviewed and adopted for the next year with no changes.</li> <li>c) Grounds for Communicating</li> </ul>

	<p>The team reported that it is typical for one or two members to reply when a committee view is requested; <b>members</b> were reminded to acknowledge team requests for information with no comments, if necessary.</p>
<b>9</b>	<p><b>LPC Risk Register</b></p> <p>A draft Risk Register was pre-circulated. <b>Members</b> briefly discussed the document and will follow up with an email AW with their thoughts on 4 areas of risk – Financial, Compliance and Regulatory, Operational, Strategic. The <b>GAF sub-committee</b> will produce version 2 for feedback/adoption at the June LPC meeting.</p>
<b>10</b>	<p><b>Communications Strategy</b></p> <p>A list of current LPC communication activities was shared – weekly newsletter, contractor monthly update (YouTube/Podcast), direct comms, etc.</p> <p>DSP suggested increasing our outreach to ensure that key messages have a greater impact. Suggestions to achieve this included:</p> <ul style="list-style-type: none"> <li>• Sharing an after-meeting summary on LinkedIn (<b>AI/AW</b>); <b>members</b> encouraged to onward share.</li> <li>• Reintroduce the monthly LPC Blog (rotating between committee and staff); <b>AI</b> to drive schedule/topics.</li> <li>• Sharing good news.</li> </ul>
<b>11</b>	<p><b>Ian Cubbin/Stephen Thomas - PSNC Report</b></p> <p>PSNC met 19/20 April; IC/ST updated members on the following PSNC business:</p> <ul style="list-style-type: none"> <li>• IC now sits on PSNC as an NPA nominee and ST as a CCA Representative.</li> <li>• This was the first meeting of the new, reduced in size, committee and IC outlined the composition, which included several new members.</li> <li>• A presentation was made by Victoria Finney, an independent governance professional who has been appointed to lead the implementation of the Review Streeting Group (RSG) proposals around governance.</li> </ul> <p>There was a motion to the committee regarding flexible working for the next year as the RSG reforms are implemented and any impact on the committee size and membership are worked through.</p> <ul style="list-style-type: none"> <li>• Contraceptive Service and the PSNC stance on taking on no new services.</li> <li>• A briefing note after each PSNC meeting will be produced for regional representatives to use.</li> <li>• Funding.</li> <li>• Changes to the Tariff including work on concessions with more announcements to be made.</li> <li>• Changes being proposed for Category A.</li> </ul>
<b>12</b>	<p><b>Contract Funding</b></p> <p>a) Implications for Contractors wrt National Services</p> <p>JE shared some transitional payment data, comparing activity and funding between February 2022 and February 2023. The reduction in the funding is proving very difficult to contractors, a number of which are at breaking point.</p> <p>b) Role of the LPC accessing non-CPCF Funding</p> <p>Because of where pharmacy is with the national contract, we need to consider additional funding opportunities.</p> <ul style="list-style-type: none"> <li>• Are there any funds locally or nationally that are not being tapped into?</li> <li>• Any monies that we have not had sight of before?</li> </ul>

	<ul style="list-style-type: none"> <li>• Are there opportunities to get current services recommissioned at higher rates? WJ is aware of some safety and security funding in other places; the amount is small, but it does sit outside of current pharmacy funding.</li> </ul> <p>IC shared that PSNC has commissioned Kings Fund and Nuffield Trust to undertake a review on the development of a vision and strategic options for community pharmacy. Both the Chief Executives of these organisations were firmly of the view that ICBs were here from the foreseeable future so this is a network that we must work with and a develop relationship with.</p>
13	<p><b>Feedback</b></p> <p>a) Staff and Resource (S&amp;R)</p> <p>S&amp;R met before the meeting. Topics discussed included:</p> <ol style="list-style-type: none"> <li>The need for another member to join the S&amp;R (completed under item 5a).</li> <li>The team are currently undergoing some team development which involves some 360-degree feedback.</li> <li>IC will contact AC to welcome her to the committee.</li> <li>The group proposed a lighter LPC agenda for the meeting scheduled for 19 July allowing time for some committee development. S&amp;R will feedback thoughts to AI who will liaise with Lynette Roberts (Captivating Training Solutions Ltd) who is currently working with the team.</li> <li>DSP/ST will be reviewing AIs performance at the June meeting.</li> <li>AI will forward a pay review proposal to the S&amp;R group early in May.</li> </ol>
14	<p><b>Minutes of CPCW Meeting – 8 March 2023</b></p> <ol style="list-style-type: none"> <li>The minutes were accepted and signed.</li> <li>Outstanding actions from the last meeting: <ol style="list-style-type: none"> <li>IC will draft an article for contactors to ensure they are aware of imminent changes, risk of potential impact and how they prepare.</li> </ol> </li> </ol>
15	<p><b>Services – Regional and National</b></p> <ol style="list-style-type: none"> <li>MAS Proposal/RAG AI pre-circulated and talked through a draft RAG sheet based on the proposed regional Minor Ailments Service. Several comments were made which AI will incorporate into version 2.</li> <li>National Contraception Service/Local Pilot Contractors will have to make their own business decisions despite the PSNC guidance of contractors not taking on any new services. As a committee we need to be there to support contractors who do decide to deliver. At any training webinars organised by NHSE the LPC will restate and support the PSNC stance.</li> </ol>
16	<p><b>Services – Local</b></p> <ol style="list-style-type: none"> <li>Warrington Services Members discussed some pre-circulated Warrington service documents and based on the feedback GP will update the RAG sheets and will recirculate to <b>services sub-committee</b> for final sign off. Services: Supervised/RAG, Needle Exchange/RAG, Palliative Care/RAG, EHC/RAG.</li> <li>CE Smoking Service</li> </ol>

	JE shared his concerns about the poor CE voucher scheme funding.
<b>17</b>	<p><b>Suzanne Austin - Chair of the Cheshire LPN</b></p> <p>SA updated members on the following LPN/NHSE business:</p> <ul style="list-style-type: none"> <li>• Pam Soo (PS) and Steve Riley are continuing to work on the IP pathfinder programme. A webinar was held on 24 April, with the EOI window open from 25 April – 9 May. Cheshire and Mersey contractors need to submit any expressions through PharmOutcomes; there is also a spreadsheet available for contractors to reply on behalf of several branches of one organisation. Due to the funding being unknown, there is no commitment at this stage to take part in the final programme, and a second EOI round will follow in due course.</li> <li>• PS continues to work towards regional MAS harmonisation whilst being aware of the possibility of a national Pharmacy First Scheme launching later in the year. No further information is due to be released until the local elections are over. Possibly PGDs only therefore will be need to local tier 1 service. Still no guarantee that ICB will find funding.</li> <li>• A training session for contractors is planned for May for the Contraceptive Service, which went live on 24 April. Pilot sites will need to register with MYS to provide the Advanced Service.</li> <li>• COVID Spring Boosters are being offered to a very limited eligibility criteria - over 75s, care home residents and immunosuppressed. The service started on 3 April, with the first two weeks being devoted to care homes. Currently there is limited vaccine supply.</li> <li>• A flu service review shows that Cheshire and Merseyside community pharmacy rates continue to increase. The region is ahead nationally for over 65s, 50–65-year-olds and under 65s at risk but have lower rates for pregnant women and the 2–3-year-olds</li> <li>• A Lloyds Sainsburys Working Group is still supporting local authority colleagues to understand any impact closures will have on the PNAs and the need for any supplementary statements.</li> <li>• The future of LPNs remains unclear. SA meets monthly with LPC colleagues around the country and the situation varies greatly with some areas no longer having LPNs. The funding for LPNs has moved to the ICB where there are discussions as why there continues to be two LPNs in Cheshire and Merseyside, although there is a recognition that they work differently.</li> </ul>
<b>18</b>	<p><b>Feedback</b></p> <p>a) Cheshire LMC Annual Conference 2023 – The Future of General Practice</p> <p>SA attended the conference during the morning of 26 April and shared some of the main topics that were discussed with members.</p> <p>The keynote speaker was Dr Richard Van Mellaerts, Deputy Chair, GPC England.</p>
<b>19</b>	<p><b>Member Feedback - Important Items and Context</b></p> <p>Current issues highlighted by members that pharmacy teams are finding challenging:</p> <ul style="list-style-type: none"> <li>• Stock shortages continue to cause issues.</li> <li>• Branded generics.</li> <li>• As patients are getting used to using the online version of NHS111 for CPCS their behaviours and expectations are changing, with many just turning up at the pharmacy.</li> <li>• Hypertension claiming and keeping an accurate check on clinic checks and APBM.</li> </ul>

20	<p><b>Topics for Discussion</b></p> <p>a) HEE Strategy AI updated members of the situation. A document has been produced and the timing to land the document will be crucial.</p> <p>b) PSNC National Meeting of LPCs – 18 May This national meeting will give LPC representatives the opportunity to discuss the key issues facing the sector and to hear PSNC’s work to support contractors. AW will register AI, GP.</p> <p>c) Performance Report Matrix AI ask members to consider what pharmacy data they would like the ICB to report on for example the market, the core workload, services, etc. AI will draft and circulate some questions to the committee for comment.</p> <p>d) Annual Report IC/DSP/AI will draft their parts of the 2022-23 Annual Report before the next LPC meeting.</p>
21	<p><b>GP CPCS Update</b></p> <p>GP updated members on the status of the GP CPCS service, spoke to a set of slides and highlighted some key areas. WJ would like to understand the scale of missed opportunities (by patient population) associated with no engagement/failed to launch; GP will produce and share the data. The support for the service will be reviewed at the June LPC meeting.</p>
22	<p><b>Employee Report</b></p> <p>An employee report was pre-circulated to members. AI and SDa provided updates; slides will be shared after the meeting. Points to note:</p> <ul style="list-style-type: none"> <li>• Dashboard Work AW has produced dashboards for MAS and EHC and these were shared with members. AW will produce NX and SC dashboards for the June meeting. Members were asked what they want to use the dashboards for? It was recognised that there is value to the dashboards to share the picture with stakeholders eg ICB. Retain a slot on the agenda to regularly review trends with a service being highlighted at each meeting; if the trend is downwards then the team should act.</li> <li>• SDa is supporting contractors with the delivery of the hypertension service. Technicians are being trained in anticipation of them being able to provide the hypertension service and afternoon training sessions are being arranged for May.</li> <li>• SDa will start chasing contractors who are not actioning GP CPCS referrals via a mail merge. Contractors who are contacted regularly will be offered training and support to the pharmacy team.</li> <li>• SDa is still trying to get more pharmacies onto Tier 2 of the Oral Contraception Management support service.</li> <li>• SDa has been asked by Susan Nixon (Cheshire) to review the MAS and PC audit data. SDa will be visiting any contractors who have not completed 10 minor ailment consultations within the last year.</li> </ul>
23	<p><b>Treasurer’s Report</b></p>

	<p>a) CPCW total money is £230,201 as of 25 April 2023:</p> <table border="1"> <tr> <td>Lloyds Bank Current Account</td> <td>£138,001</td> </tr> <tr> <td>Close Brothers 12-month notice account</td> <td>£119,451</td> </tr> <tr> <td><i>Less Holding Money</i></td> <td><i>- £27,251</i></td> </tr> <tr> <td>• <i>Estates</i></td> <td><i>£11,677</i></td> </tr> <tr> <td>• <i>Inhaler Training</i></td> <td><i>£5,834</i></td> </tr> <tr> <td>• <i>Warrington Alcohol Pilot</i></td> <td><i>£4,500</i></td> </tr> <tr> <td>• <i>EPS Round-Off Event</i></td> <td><i>£240</i></td> </tr> <tr> <td>• <i>CWC PH Campaign Resources</i></td> <td><i>£5,000</i></td> </tr> </table> <p>b) Q4 2022/23 accounts have been produced for CPCW and the regional bank account and have been sent for auditing.</p> <p>c) The first instalment of the PSNC levy has been paid (£49,756.29).</p>	Lloyds Bank Current Account	£138,001	Close Brothers 12-month notice account	£119,451	<i>Less Holding Money</i>	<i>- £27,251</i>	• <i>Estates</i>	<i>£11,677</i>	• <i>Inhaler Training</i>	<i>£5,834</i>	• <i>Warrington Alcohol Pilot</i>	<i>£4,500</i>	• <i>EPS Round-Off Event</i>	<i>£240</i>	• <i>CWC PH Campaign Resources</i>	<i>£5,000</i>
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<b>24</b>	<p><b>Date and Time of Next Meeting</b></p> <p>Wednesday 7 June 2023, 9.30am-5pm, Forest Hills Hotel, Frodsham</p>																

### Action List

NOTE: Shaded rows indicate an action carried forward from the last meeting(s)

Min	Action	Person	Update
14bi	IC will draft an article for contactors to ensure they are aware of imminent changes, risk of potential impact and how they prepare	IC	
5d	AW will book SD onto PSNC training when dates are published	AW	<i>Awaiting publication of dates</i>
6a	AW will upload a copy of the adopted LPC Constitution to the website	AW	<i>Complete</i>
6c	AW will update the LPC website to include member DOI's for 2023	AW	<i>Outstanding: AC</i>
7	AW will update the LPC Expenses document and upload to the website	AW	<i>Complete</i>
8	Members were reminded to acknowledge team requests for information with no comments, if necessary	Members	<i>On-going</i>
9	Members will email AW with their thoughts on 4 areas of risk – Financial, Compliance and Regulatory, Operational, Strategic GAF sub-committee will produce version 2 for feedback/adoption at the June LPC meeting	Members GAF	<i>Minimal response</i> <i>22 May meeting cancelled</i>
10	Sharing an after-meeting summary on LinkedIn AI/AW will produce and circulate a after meeting summary; members encouraged to onward share	AI/AW Members	<i>Complete</i>
10	Reintroduce the monthly LPC Blog; AI to drive schedule/topics	AI	<i>* Linked to 14bi above</i>

13aiii	IC will contact AC to welcome her to the committee	IC	
13aiv	S&R will feedback thoughts for committee development to AI who will liaise with Lynette Roberts (Captivating Training Solutions Ltd)	S&R AI	
13avi	AI will forward a pay review proposal to the S&R group early in May	AI	
15a	AI will incorporate member thoughts into version 2 of the RAG based on the proposed regional Minor Ailments Service	AI	<i>Complete</i>
16a	Members of the services sub-committee will review the final Warrington service RAG sheets	Members	<i>Complete</i>
20b	AW will register AI, GP for the PSNC National Meeting of LPCs	AW	<i>Complete</i>
20c	AI will draft and circulate some questions to the committee for comment in relation to an ICB Performance Report Matrix	AI	
20d	IC/DSP/AI will draft their parts of the 2022-23 Annual Report before the next LPC meeting	IC/DSP/AI	
21	GP CPCS - WJ would like to understand the scale of missed opportunities (by patient population) associated with no engagement/failed to launch; GP will produce and share the data	GP	
22	AW will produce NX and SC dashboards for the June meeting	AW	<i>Complete – on June agenda</i>