

1	Present						
	Members			In Attendance			
	Paul Barry	CCA	PB	Suzanne Austin	PSM	SA	
	David Crosbie	CCA	DC	Sara Davies	EO	SDa	
	Angela Chiweshe	AIMp	AC	Adam Irvine	CEO	AI	
	Ian Cubbin	Independent	IC	Gary Pickering	PSM	GP	
	Jack Eckersley	Independent	JE	Alison Williams	BSO	AW	
	Jemma Grossman	CCA	JG	Dane Stratton-Powell	Chair	DSP	
	Andrew Hodgson	Independent	AH	Apologies			
	Wesley Jones	CCA	WJ	Stuart Dudley	Independent	SD	
	Stephen Thomas	CCA	ST	Anna Mir	CCA	AM	
	2	Welcome, Apologies and Expressions of Interest DSP welcomed members to the meeting. Apologies were received from SD and AM. No expressions of interest were received.					
	3	Committee Development Day – Lynette Roberts (Captivating Solutions) Members reflected on the committee development part of the day and agreed to invite Lynette back to the January 2024 LPC meeting to continue the journey with member profiling and contribution (AW)					
4	Community Pharmacy England (CPE) Report CPE met on 12/13July in Leeds and IC/ST updated members on the following CPE business: <ul style="list-style-type: none"> CPE are developing a framework for effective governance, put together by Victoria Finney (an independent consultant). The Resource Development and Finance (RDF) sub-committee are reviewing member fees which will be backdated to 1 April if necessary. Over 800 contractor responses were received to a poll which CPE circulated before the committee meeting seeking views on a series of topics. These results, which came as no surprise, were fully discussed and the poll will be repeated before the next CPE meeting in September. Representatives from Community Pharmacy West Yorkshire, South Yorkshire, North Yorkshire and Humber were invited to talk about what they were facing and their priorities.						

	<p>DSP asked ST to elaborate on how CPCW aligns with these LPCs. ST believes that some are further on with their local service analysis.</p> <ul style="list-style-type: none"> • Negotiation discussions for the £645m investment in community pharmacies remain on-going, and ST explained the activity to date. In terms of timescales ST is hopeful that an announcement could be made late August/September.
5	<p>Minutes of the meeting held on 7 June 2023</p> <ol style="list-style-type: none"> The minutes were accepted and signed. Outstanding actions from the last meeting: <ol style="list-style-type: none"> IC will draft an article for contactors to ensure they are aware of imminent changes, risk of potential impact and how they prepare (<i>awaiting announcement</i>). Annual Report – awaiting AI report before this is finalised. ST and AI to produce a blog about price concessions (<i>Awaiting price concession announcement</i>). AW will investigate the downturn in NX and SC activity for April 2023.
6	<p>Topics for Discussion</p> <ol style="list-style-type: none"> AGM Timing The AGM will take place on 6 September at 12.15pm, will be recorded and made available to contractors who were unable to attend. CPE Conference of LPC Representatives – 12 October 2023 Members were reminded that 4 places are available for LPC members to attend the conference being held in London in October. Final attendees will be identified at the September LPC Meeting. CPE LPC Support Events CPE have arranged several online events for LPC members; AW will recirculate the list and members will advise if they wish to attend.
7	<p>Wirral Service Specification and RAG Sheets</p> <p>GP explained that the following Wirral service increases have been received - OPAT and Palliative Care Service (4 months into the current contracts; 3.4% increase) and Minor Ailments Service (1.8% on top of the dispensing fee).</p> <p>The committee agreed with GP's proposal to leave the RAG ratings as green; GP/WJ will transfer the ratings to a new format of the RAG sheet in preparation for next March, when the services will be reviewed.</p> <p>WJ shared that in GM the LPC is overseeing a review of all service specifications, and comparing funding, any synergies between localities/harmonisation to identify if there is a base service. The ambition would be for a standard offer to be available to patients across all localities with local enhancements where necessary.</p> <p>AI/GP/SA will consider how a full stock take can be undertaken of all CPCW services. By scrutinising the service value to contractors more it will allow the LPC to be able to advice contractors more accurately. ST suggested having criteria/a policy for the commissioning of a service which any potential service can be assessed against.</p> <p>DSP asked if contractors who are signed up to provide the services are delivering them.</p> <p>AW explained that LPC currently chases contractors who are not making audit claim but believe are delivering the service. However, if contractors are consistently not delivering this needs to be addressed and GP is aware that some commissioners are starting to challenge contractors.</p>

	<p>AW will look at how the Service Activity data can be used to easily identify non-active contractors.</p> <p>GP made members aware of a couple of things on the horizon including a Wirral Chlamydia Click and Collet scheme and a Warrington Atrial fibrillation (AF) Pilot. These will be brought formally to the committee in due course.</p>																
8	<p>Pre-Circulated Reports</p> <p>Several reports were pre-circulated; points to note:</p> <ol style="list-style-type: none"> Cheshire LPN/NHSE Report SA reported that 84 contractors still need to complete/submit their CPAF lite. AW confirmed she is sending out weekly reminders to those who are still outstanding and will continue to do so until the closing date (30 July). GP CPCS Update GP stated that all practices that put themselves forward have now been trained. Employee Report ST asked what happens when a new owners take over a pharmacy on the patch. SD confirmed that within a couple of days she always contacts them to visit and offer ongoing support. 																
9	<p>Treasurer's Report – Ian Cubbin</p> <ol style="list-style-type: none"> CPCW total money is £290,881.86 as of 12 July 2023: <table border="1" data-bbox="325 981 1318 1279"> <tr> <td>Lloyds Bank Current Account</td> <td>£195,862.00</td> </tr> <tr> <td>Close Brothers 12-month notice account</td> <td>£122,270.86</td> </tr> <tr> <td><i>Less Holding Money</i></td> <td>- £27,251</td> </tr> <tr> <td>• <i>Estates</i></td> <td>£11,677</td> </tr> <tr> <td>• <i>Inhaler Training</i></td> <td>£5,834</td> </tr> <tr> <td>• <i>Warrington Alcohol Pilot</i></td> <td>£4,500</td> </tr> <tr> <td>• <i>EPS Round-Off Event</i></td> <td>£240</td> </tr> <tr> <td>• <i>CWC PH Campaign Resources</i></td> <td>£5,000</td> </tr> </table> The 2022/23 CPCW and regional bank accounts have audited and finalised. Q1 2023/24 accounts have been circulate to and discussed by the Governance and Finance Group on 17 July. The budget was revised slightly but there were no proposals to put to the committee. £2,819.86 interest has been received into the notice account. AW will poll for Annual Dinner dates (mid-late November). 	Lloyds Bank Current Account	£195,862.00	Close Brothers 12-month notice account	£122,270.86	<i>Less Holding Money</i>	- £27,251	• <i>Estates</i>	£11,677	• <i>Inhaler Training</i>	£5,834	• <i>Warrington Alcohol Pilot</i>	£4,500	• <i>EPS Round-Off Event</i>	£240	• <i>CWC PH Campaign Resources</i>	£5,000
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10	<p>Date and Time of Next Meeting</p> <p>Wednesday 6 September 2023, 9.30am-5pm, Forest Hills Hotel, Frodsham (including AGM)</p>																

Action List

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

Min	Action	Person	Update
5bi	IC will draft an article for contactors to ensure they are aware of imminent changes, risk of potential impact and how they prepare	IC	Awaiting detail
5bii	AI will draft their part of the 2022-23 Annual Report	AI	Complete
5biii	ST and AI to produce a blog about price concessions	ST/AI	Awaiting price concession announcement
5biv	AW will investigate the downturn in NX and SC activity for April 2023	AW	Complete
3	AW will contact Lynette Roberts (Captivating Solutions) to ask her to continue the committee development in January 2024	AW	Complete – On agenda
6c	AW will recirculate the list of CPE member events and members will advise if they wish to attend	AW Members	AW - Complete
7	GP/WJ will transfer the Wirral RAG ratings to a new sheet format in preparation for next March	GP/WJ	Complete
7	AI/SA/GP will consider how a full stock take can be undertaken of all CPCW services	AI/SA/GP	Planned for team meeting (20/09/23)
7	AW will look at how the Service Activity data can be used to easily identify non-active contractors	AW	Ongoing
9e	AW will poll for Annual Dinner dates	AW	Poll Complete – On agenda