

<p>1</p>	<p>Present</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Members</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Paul Barry</td><td>CCA</td><td>PB</td></tr> <tr><td>Angela Chiweshe</td><td>AIMp</td><td>AC</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> </table> </td> <td style="width: 50%; vertical-align: top;"> <p>In Attendance</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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> <tr><td>Susan Roberts</td><td>PH CEC</td><td>SR</td></tr> <tr><td>Hayley Cooper</td><td>PH CEC</td><td>HC</td></tr> </table> <p>Apologies</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Stephen Thomas</td><td>CCA</td><td>ST</td></tr> </table> </td> </tr> </table>	<p>Members</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Paul Barry</td><td>CCA</td><td>PB</td></tr> <tr><td>Angela Chiweshe</td><td>AIMp</td><td>AC</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> </table>	Paul Barry	CCA	PB	Angela Chiweshe	AIMp	AC	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	<p>In Attendance</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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> <tr><td>Susan Roberts</td><td>PH CEC</td><td>SR</td></tr> <tr><td>Hayley Cooper</td><td>PH CEC</td><td>HC</td></tr> </table> <p>Apologies</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Stephen Thomas</td><td>CCA</td><td>ST</td></tr> </table>	Suzanne Austin	PSM	SA	Sara Davies	EO	SDa	Adam Irvine	CEO	AI	Gary Pickering	PSM	GP	Alison Williams	BSO	AW	Susan Roberts	PH CEC	SR	Hayley Cooper	PH CEC	HC	Stephen Thomas	CCA	ST
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<p>2</p>	<p>Welcome, Apologies and Expressions of Interest</p> <p>DSP welcomed members to the meeting. Apologies were received from ST. No expressions of interest were received.</p>																																																								
<p>3</p>	<p>Committee Development Day – Lynette Roberts (Captivating Solutions)</p> <ul style="list-style-type: none"> • DISC Team Building Workshop The first part of the morning was spent looking at member DISC profiles, communication styles and preferences and how members can recognise and utilise the strengths of different members based on this knowledge and information. • Vision and Strategy Workshop The second part of the morning was spent reevaluating the CPCW vision and strategy with the focus on supporting contractors. The feedback from members will be collated, incorporated into a revised document for a workshop at the March LPC meeting (AI/AW). Members will also discuss any future actions required. 																																																								
<p>4</p>	<p>Adam Irvine – ICB Report</p> <p>AI updated members on ICB business since the last LPC meeting; points to note:</p> <ul style="list-style-type: none"> • System Primary Care Jonathan Griffiths is currently considering how he can use parts of the LPN Terms of Reference to create a GP network, which will both feed into the Primary Care Forum. 																																																								

	<p>Susanne Lynch, Chief Pharmacist of the ICS, has made a statement stating that only when a medicine needs to be prescribed as a brand should it be, otherwise it should be prescribed as a generic. This will be a Place decision.</p> <ul style="list-style-type: none"> • Financial planning has starting for the next financial and all of the commissioners within the ICB have been asked to submit their plans are. • The Midland and Lancashire CSU will be decommissioned with the work being brought largely in house.
5	<p>Ian Cubbin – Community Pharmacy England (CPE) Report</p> <p>CPE have not met since the last LPC meeting. They will next meet on 31 January/1 February. Their current focus is getting contractors geared up for Pharmacy First Service. Whilst the service cannot start until the necessary IT is in place, no issues are expected.</p>
6	<p>Suzanne Austin - Chair of the Cheshire LPN</p> <p>SA updated members on the following LPN/NHSE business:</p> <ul style="list-style-type: none"> • Tom Knight (TK) and Susanne Lynch are keen to support the Pharmacy First service events and communications and TK is chairing a fortnightly meeting. • Local Authorities have started talking about their Pharmaceutical Needs Assessments (PNAs). With the number of recent pharmacy closures and potential housing developments there may be challenges about gaps in some of the areas and these will need to be considered. • There will be one LPN from 1 April 2024 across Cheshire and Merseyside. • Following some rule changes which came in on 1 January the ICB are looking at how pharmacy services are commissioned. • The Cheshire LPN met on 4 January. As far as Primary Care is concerned, they are busy looking at QUIPP targets for 2024/25 year. • Janet Kenyon and Andrea Lunt will be taking over from Mark Dickinson, Associate Director of Medicines Strategy and Optimisation (Cheshire East/Cheshire West) when he retires at the end of March.
7	<p>LPC Presentation on Lifestyle on Prescription – Cheshire East</p> <p>Hayley Cooper (HC) – Public Health Development</p> <p>HC joined the meeting virtually to explain how the Lifestyle on Prescription tool could be incorporated into pharmacy. She spoke to a presentation which will be circulated to members (AW).</p> <p>Points to note:</p> <ul style="list-style-type: none"> • The Cheshire East tool has been developed, based on research, to empower patients to make healthier lifestyle changes as part of a treatment plan, alongside medication • There are 3 versions of the resource - Your Lifestyle, Your Long-Term Condition and Your Treatment • Pharmacy teams are being encouraged to become involved by having opportunistic conversations with patients accessing services such as NMS, Pharmacy First, Hypertension etc, and signposting them to the resource via the leaflet or waiting room slides. • The leaflets are available for pharmacies to order from PharmOutcomes. <p>There were no questions from members.</p>
8	<p>Minutes of the meeting held on 6 December 2023</p> <ol style="list-style-type: none"> a) The minutes were accepted and signed. b) There were no outstanding actions.
9	<p>Feedback</p>

	<p>a) Staff & Resource</p> <p>IC reported that with DSPs change in employment and him requiring to step down as a CCA rep he will revert to the existing LPC Executive Chair 12-month contract which expires in April 2024.</p> <p>S&R will bring back a proposal for consideration at the March LPC meeting.</p>
10	<p>Member Feedback - Important Items and Context</p> <p>Current issues highlighted by members:</p> <ul style="list-style-type: none"> • AH made members aware of an issue with the Boxing Day directed rota in Macclesfield which arose due to no supermarkets being open and the rota not providing adequate provision. Following a discussion several actions were agreed: <ul style="list-style-type: none"> i) The LPC team will undertake a more detailed review of any future draft directed rotas ii) AI will seek an uplift in the fees.
11	<p>Pharmacy First Service</p> <p>AI explained that 4 contractor support events are booked for January, one in each Place, with some catering sponsorship from Teva.</p> <p>Each event will be identical with dermatology support from Steph Gallard and Otoscope and tips on consultations with children from Lesley Hodgson.</p> <p>The CPE overarching slide deck will be incorporated into local slides, which are currently being finalised, and will include slides on UTIs and Sore throat from Matt Harvey.</p> <p>WJ's suggestion that the events could support the community by way of collecting donations for local foodbanks was supported. AW will communicate this to attendees.</p> <p>It was recognised that as a region we have been very proactive in getting things in place to support our pharmacies.</p>
12	<p>Topics for Discussion</p> <p>a) RSG Governance Considerations for LPCs</p> <p>A CPE presentation was pre-circulated to members regarding the background and proposed governance changes to several LPC documents. The documents were discussed and will be adopted with effect from 1 April 2024.</p> <p>AW will brand the documents for CPCW with some slight <i>adjustments</i> (see below):</p> <ul style="list-style-type: none"> i) Governance Framework – <i>removal of 12-year term limit</i> ii) Code of Conduct iii) Governance Sub-Committee Terms of Reference – <i>this sub-committee will continue as part of the Governance and Finance sub-committee with the members remaining as IC, PB and SD supported by AW</i> <p>b) Papers were pre-circulated from Cheshire East and Cheshire West Places who would like to seek expressions of interest from the LPC to provide a service to support the implement of nationally commissioned services to improve access in Primary care, with a particular focus on the Pharmacy First Clinical Conditions and Community Pharmacy Consultation Service. Members agreed and SA will make the expression.</p> <p>c) Risk Register</p> <p>A draft version of the risk register was approved. The Governance and Finance sub-committee will regularly review the document with any proposed recommendations being raised at a committee meeting.</p> <p>d) Service Updates</p> <ul style="list-style-type: none"> i) Wirral EHC Service – the commissioner is working with GP regarding an annual inflation uplift

	<p>ii) Warrington Needle Exchange/Supervised Consumption – CGL have been awarded the contract to deliver these services for 5 years from 1 April. GP is still awaiting information regarding the amendments which were requested and will chase again.</p>																
13	<p>Pre-Circulated Employee Report</p> <p>Point to note:</p> <p>a) SDA continues to work on some Smartcard issues and is in the process of collecting evidence for CPE.</p>																
14	<p>Treasurer’s Report</p> <p>a) CPCW total money is £310,666 as of 9 January 2024:</p> <table border="1"> <tr> <td>Lloyds Bank Current Account</td> <td>£212,180</td> </tr> <tr> <td>Close Brothers 12-month notice account</td> <td>£125,737</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> <p>b) The Close Brothers Notice account (paying 5.7% interest) received £3,466.90 on 1 January.</p> <p>c) The Quarter 3 summary for 2023/24 has been produced and will be discussed by the Governance and Finance committee together with the 2024/25 budget before the end of this financial year.</p>	Lloyds Bank Current Account	£212,180	Close Brothers 12-month notice account	£125,737	<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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15	<p>Date and Time of Next Meeting</p> <p>Wednesday 6 March 2024, 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
3	Vision and Strategy Workshop AW will collate member feedback from the meeting and AI will deliver a workshop of next steps at the March LPC meeting	AW AI	Complete
7	AW will circulate the presentation on Lifestyle on Prescription	AW	Complete
9a	S&R will bring back a proposal for consideration at the March LPC meeting regarding the position of LPC Chair	S&R	
10a	AI will seek an uplift in the rota fees	AI	Awaiting a response
11	AW will communicate that we will be supporting Foodbanks at the Pharmacy First events	AW	Complete
12a	AW will brand the Governance documents for CPCW for implementation on 1 April	AW	Will prepare/circulate for adoption at the April LPC meeting
12b	SA will make the expression to Janet Kenyon to improve access in Primary Care	SA	Complete