

Community Pharmacy Herefordshire & Worcestershire (H&W LPC)

Minutes of Meeting held on 18th January 2024 in PYPLC Worcester

Members: Wayne Ryan (WR), Akwal Singh (AS), Anurag Hegde (AH), Lucy Corner (LC), Paul Rowley (PR), Harpal Bhandal (HB), Jeet Patel (JP), Carl Rose (CR),

In attendance: Fiona Lowe (FL), Eva Cardall (EC)

Apologies: Amarjit Tandan, Sarah Frewin.

Guests: Alison Rogers (AR) ICB – Pharmacy Integration and Medicines Assurance Lead, Caroline Hatton (CH), Gemma Wareing (GW)

Welcome, DOI, Minutes, AOB, Market Entry, action tracker – matters arising.

FL presents the minutes from AGM and last LPC meeting. There are no comments made by committee and all of these are on box.

ICB – Alison Rogers (AR)

39/44 contractors registered for Palliative Care and Antiviral Service have not submitted their claims. AR will share the five who have claimed their fees so we do not double chase. **ACTION AR to share this detail so we can remind contractors.**

Covid monies also need to be claimed by all – reminders have been sent by ICB

-Akwal Singh (AS) joins at 10:10.

Pharmacy Connect – Group discusses Pharmacy Connect platform. Only one pharmacy has updated their services information on the platform. **ACTION: To encourage uptake of the IT platform: Pharmacy Connect by Contractors (ICB and LPC)**

Group discusses who should do the updating on this versus the updating on the Manage Your Service. **ACTION: LPC to review the information they hold for each group for emailing the AM/Head office and for comms to include these emails (EC)**

JP mentions that his view, and that of the CCA, is that we should not be involving ourselves in national services issues and this is the job of the CPE. The group discusses this point but concludes that national services need local implementation. CPE advise that LPCs need to support new Advanced Services implementation. The Services Group could look more closely at local services – Layla to attend next meeting.

Pharmacy First Service – Group discussion on PFS. FL mentions need for escalation route. **ACTION: AR is going to do a feedback form and escalation one-pager.**

Pharmacy Contraception Service – GW is leading on this service. Group discusses the requirements of pharmacies to be fully prepared to sign-up and deliver this service. GW shares that consultants are happy to provide more training.

DMS – GW wants to understand the position and understanding pharmacy uptake of DMS. **ACTION: Once API embedded for service, the LPC will email the pharmacies without outstanding DMS on PhO and prompt completion/shut down of DMS**

IP Pathway – update from AR on current status on IP Pathfinder Programme. Delayed until IT in place – Spring – Summer 2024.

Intervention Scheme – AR checking it through and will arrange date to discuss this with LPC ahead of next meeting
ACTION: AR to arrange meeting to discuss this with LPC

Sodium Valproate – GW asks if all have seen latest alert. Group confirms they have.

Covid Vaccines – EOI for Spring will be coming over next few months.

Services Guide

Overview of Service Pack. Files on box and on website.

Discussion on local service contracts, how committee can communicate and view new local service contracts. Red lines – annual review. Meeting on 23/01 to discuss Herefordshire contract for Smoking Cessation.

Workplan HW ICB

File on box. Plan for 24-25 based on agreed priorities, AGM outputs and BAU workplan agreed and to be published on website. **Completed**

Four main priorities agreed. Subgroups to consist of and committee members from both LPCs, ICB reps and FL/EC. This is to be avoid duplication of work in the two LPCs

Hypertension – PR (CPHW), SK (CPA), CR (CPHW)

Contraception – TF (CPA), AH (CPHW), CH (CPA)

PFS – LC (CPHW), JP (CPHW), JH (CPA)

Separate Integration – FL, AR + TBC

Lunch

Executive Meeting update

AH read through notes from the Joint Executive Meeting, all agreed with the outputs in full including pay review process and interim arrangements. FL met with all staff to set objectives and review the previous 12 months (apart from ZA who has been on maternity leave)

Recommendations accepted in full, refer to notes from the Executive Meeting on Box (Team Review, HR Governance, Exec and Finance Group ToR)

Finance Update

Levies – increase to go ahead as planned to cover additional CPE Levy as set out with SGM papers last year. It is likely that we will be able to provide a levy holiday early next financial year as some of the usual LPC expenses on training and services support has been funded through the NHS MOU funds. This will be reviewed at the March meeting when the estimated end of year balance will be known, and CPE payments adjusted to in-year.

LPC Office: Unit 24 Basepoint Business Centre; Crab Apple Way, Vale Park, Evesham, WR11 1GP

Draft budget approved and link to be shared with CPE and posted on the website. **Completed.**

NHS funds and MOU cross-check – FL and WR to meet at year end to ensure that all balances. Currently balance and records match.

New banking sign offs to incorporate third signatory – ZA – to support meeting Finance Pack recommendations.

Governance

CPE Code of Conduct and Framework adopted and to be published on website. **Completed**

Governance subgroup and ToR to be set up next meeting in March ahead of April 2024. Zoe to support.

AOB and meeting close

CCA questions.

--Meeting Close--