

## Minutes of the LPC Meeting held on 20<sup>th</sup> July at 9.30am at Brampton Park Golf Club

Present: Alison Heath (AH) (Chair)                      Andrew Jones (AJ) (Treasurer) *arrived 10.08am*  
 Anil Sharma (AS) (PSNC Regional Representative)  
 Wojciech Cwiek (WC)                                      Katie Friend (KF)  
 Bali Kaila (BK)    Sai Koneru (SK)  
 Kathryn Newton (KN)                                      Hina Patel (HP)  
 Rita Bali (RB) (Executive Development Officer)  
 Karen Cox (KC) (Support Officer)  
 Jayne Leckie (JL) (Communications Officer)

In Attendance: Sue Melvin (SM) (GPhC Inspector)

Apologies: Meb Datto (MD) (Vice Chair)                      Shabbir Damani (SD)

Item No	Details	Action (see action log)
<b>1</b>	<b>Welcome and Introduction</b>	
	AH welcomed everyone to the meeting. Introductions were carried out for the new members.	
<b>2</b>	<b>Declarations of Interest</b>	
	A declaration of interest form was received from new member BK.	
<b>3</b>	<b>Acceptance of Previous Minutes and Matters Arising</b>	
	KF proposed that the Minutes from the meeting on 18 <sup>th</sup> May 2021, were accepted as a true record of the meeting. This was seconded by AS.	
<b>4</b>	<b>Action Log</b>	
	The action log was discussed and updated. See log for details. Action 35 – KC shared the draft of the pre meeting checklist. The committee discussed the risks and benefits of face-to-face meetings, noting that the situation remains fluid. SK proposed that the pre meeting checklist be adopted and this was seconded by BK. The committee voted unanimously in favour.	
<b>5</b>	<b>Committee Matters</b>	
5.1	The upcoming PSNC new members days were highlighted to the committee	No 43 – RB, KC, JL
5.2	Delaying LPC elections – To fit with the timeline indicated by the Review Steering Group (RSG), PSNC have postponed elections for one year so the current committee continues until 31 <sup>st</sup> March 2023 and has recommended that LPCs do the same. A special meeting of contractors will need to be called to allow contractors to vote on the amendment to the constitution. HP proposed that a special meeting of contractors be called on 21 <sup>st</sup> September 2021, this was seconded by KF. The committee voted unanimously in favour. Future plans of members – In light of the above decision AH about members future plans with the LPC. AJ will be retiring next year. HP plans to leave the LPC at the	

5.3	end of this term, but will stay for the extra year. AGM – Currently plan to hold face to face but this may need to be reviewed closer to the time. RB asked the committee for speakers and topics to encourage contractors to attend.	
5.4	PSNC/LPC website upgrade – JL gave an update to the committee on the progress of the working group and the options available from Make to support LPCs in upgrading the websites. The PSNC site will go live first followed by the LPC sites in three waves. She suggested that we should go live in the first wave using the free support option. RB pointed out that depending on workload from other projects JL may need more hours to complete the upgrade. SK proposed that we use the free support option and this was seconded by KN. The committee voted unanimously in favour.	No 44 - RB
6	<b>Contracts Update</b>	
	KC gave an update according to Appendix B. There were no questions from the committee.	
7	<b>Services Report</b>	
7.1	Discharge Medicine Service – now live at CUH and CPFT. Referrals are low, but RB is working with the trusts to increase numbers.	
7.2	GP CPCS – compared to other areas we are doing well but RB would prefer to be further ahead. KN has implemented in her PCN with no support from MLCSU or the CCG. She explained that the most important step is to get reception staff trained and has a simple four step process for this. Currently the CCG has no access to data. The steering group has raised this as a risk and were told that NHSE&I are reviewing how data will be shared once MLCSU support concludes at the end of July.	No 45 – KN
7.3	SK shared information about other surgeries interested in going live. Covid Vaccination – Nationally NHSE&I are looking to double the number of pharmacies providing the vaccination service in phase three. RB continues to attend the local meetings. The recent increase in pop up sites has meant that pharmacy sites are finding that a much higher number of patients are not attending appointments. Patients are also being given information about the gap between doses which is different to the official guidance. This is causing a problem for sites when they have to turn a patient away.	No 46 – RB
7.4	EHC – The review of the PGD is now in progress. HP pointed out the current PGD is not in line with family planning guidelines. AS is unable to order chlamydia testing kits.	No 47 – RB No 48 - KC
8	<b>GPhC update – Sue Melvin</b>	
8.1	During the pandemic GPhC have taken a supportive approach. Low level complaints are now triaged and closed, with the information passed to a local inspector for review and to use as intelligence. Where possible poor inspections are followed up after six months so they can be removed from the public domain. The notable practice section of the GPhC website has been enhanced. SM and RB have had regular catch ups, which both have found useful, and these will continue.	
8.2	Codeine linctus intelligence led inspections – the main issues were not identifying and managing the associated risks and not having adequate safeguards in place.	
8.3	Covid vaccination sites – Its important that all roles and responsibilities are understood by the whole team. Where the sites are separate to the pharmacy premises, there needs to be good communication so teams at both sites can get	

8.4	support if necessary. Education reforms – the application system remains the same for students applying for a training post to start in 2022, and there will be no additional cost. The fifth (foundation training) year will be more structured with support available for contractors to develop a structured trainee programme. There will be a common registration assessment throughout the UK which will be delivered online. AJ asked if there had been any learnings from the delayed exams taken by the provisionally registered pharmacists this year. SM explained that the exam is useful for public assurance that a pharmacist is suitably qualified.	
8.5	SK asked about the implications of pharmacy closures. As NHSE hold the contract its an issue for them rather than GPhC, but they have taken a more flexible approach during the pandemic and will be more understanding if notified in advance. Pharmacies should also notify CGL and other local pharmacies as well as updating the NHS.uk and DoS entries. AS asked about support from GPhC with locums accepting bookings then cancelling at short notice or demanding higher rates, as this should be a professional issue. The committee agreed that the issue was getting worse with less locums available. SM will feedback to GPhC.	
9	<b>Treasurers Report</b>	
	<p style="text-align: right;">Balance at 30/06/2021 £119620.01</p> <p><b>Points to note.</b></p> <p>1. I can confirm that the 2020-21 accounts for the LPC have been audited and received back from the accountants. The accounts were found to be in order. They will now be published on the LPC website and a copy attached to the invite sent to contractors for the AGM. In summary there showed that there was an excess of income over expenditure of £7243.16. This was solely due to the grant of £10000 received from Peterborough City Council during the Covid pandemic.</p> <p>2. We have now reached the end of Q1 of this financial year and our expenditure against budget shows an underspend of £3229 whilst income against budget shows an excess of £2710 which is as a result of a tax rebate from HMRC. Whilst we are underspent against budget at the end of Q1 can I remind the committee that all decisions taken need to bear in mind whether or not we have budgeted for them and if not then a decision needs to be taken as to where that money will be taken from. We cannot afford to overspend this year as we have already budgeted for a deficit of £42000 for the year.</p> <p>3. At a recent CCA Officers meeting we were asked as LPCs if we had policies in place to support our constitution. This came at the same time as notice to renew our Employment Law and HR policy cover. This is currently with a company called Clyde and Co. which offer a special package for LPCs via the PSNC. As a Finance and Audit sub-committee we met recently and discussed the options open to us. We agreed that we should renew with them but ask that the full committee make the final decision on which package we choose to opt for. The two options we suggest be considered are Option one and Option two section A as listed below. As a sub-committee we believe Option 1 should suffice. I will attach the full document from Clyde and Co. should you wish any further information.</p> <p><b>Option one - the basics</b> - for smaller LPCs – <i>limited offer £350 plus VAT for the year</i></p> <ul style="list-style-type: none"> <li>• Contract of Employment.</li> <li>• Staff Handbook (including Policies and Procedures).</li> <li>• Weekly update email on workplace law developments.</li> </ul> <p>LPCs will be given an exclusive opportunity to subscribe to Option one for a reduced annual fee,</p>	

	<p>depending on the number of LPCs that subscribe. Our normal annual fee to LPCs will be £500 plus VAT.</p> <p>Option one also gives access to the employment law team at Clyde &amp; Co LLP to advise should issues arise with staff or if bespoke documents are required. Advice is provided by our team at £230 plus VAT per hour (which is a 30% reduction on our normal rates).</p> <p><b>Option two - fixed fee</b> - for larger LPCs</p> <ul style="list-style-type: none"> <li>• Contract of Employment.</li> <li>• Staff Handbook (including Policies and Procedures).</li> <li>• Weekly update email on workplace law developments.</li> <li>• Annual workplace law training session (e.g. How to handle a disciplinary procedure).</li> <li>• Contracts and policies audit each year.</li> </ul> <p>Option two includes all of the above and also gives access to advice on issues that might arise in the workplace via the following fixed fees packages, providing further reductions on our hourly rates.</p> <ul style="list-style-type: none"> <li>• A £1,100 plus VAT annual fee for up to 5 hours of advice.</li> <li>• B £1,980 plus VAT annual fee for up to 10 hours of advice.</li> <li>• C £2,750 plus VAT annual fee for up to 15 hours of advice.</li> </ul>	
9.1	AJ will retire in June 2022; a new Treasurer will be required. SK expressed interest in the role. AH proposed that SK take the role of Deputy Treasurer until June 2022 when he will become Treasurer, this was seconded by AS, the committee voted unanimously in favour.	No 49 - KC
9.2	Renewal of Clyde and Co HR package – the committee discussed if HR support may be required with the Wright review possibly meaning changes for the employed team. AJ clarified for the committee that the budget is based on last year's cost, we budgeted for a deficit and that we are currently underspent. BK proposed we take option 2A, this was seconded by KN. The committee voted unanimously in favour.	
9.3	Reimbursement for pharmacists attending local meetings – RB is sometimes asked for a community pharmacist to attend a local meeting, there is sometimes funding available from the system and sometimes there is not. Even when funding is available there are issues paying the pharmacists. A decision is needed so RB can be clear when asking pharmacists to attend if payment is available or not. She also made the committee aware that if no community pharmacist attends these meetings our contractors will not be represented. These meetings are only for part of a day, but finding a locum for just a few hours is very difficult. The committee felt that funding a full day locum could be acceptable if there was a clear benefit for our contractors in attending the meeting. AJ suggested that we could allocate £2500 from the training and events budget to cover this type of cost. The number of hours of locum cover reimbursed should be decided on a case-by-case basis. AS proposed we agree to this suggestion, AH seconded this and the committee voted unanimously in favour. RB will continue to request funding from the local system.	

10	<b>Relationships and Communications Report</b>	
10.1	Review Steering Group – Our contractors need information to ensure they are able to make an informed vote. AS is concerned that our independent contractors are not fully aware of the report and recommendations. He will contact them to pass on information. Professor Wright attended our virtual AGM last year and we've shared information in the update. RB asked if there is anything else we should be doing. We could include an update on the work at the AGM, but we need something else to encourage contractors to attend.	No 50 – JL
10.2	Workspace – there will no longer be a restriction on delivery drivers etc accessing the building and masks will not be enforced. RB will work mainly from home. KC will continue to work in the office. The committee felt this should be a personal choice with guidance offered if necessary. The situation should be reviewed on a monthly basis depending on circumstances.	No 51 -AH
10.3	Awards – JL has submitted an entry for LPC of the year and also helped Netherton pharmacy submit an entry for a C&D award. Feedback from pharmacies is needed so JL can support them to enter awards	No 52 - JL
11	<b>PSNC Update</b>	
11.1	AS updated the committee on the work of PSNC. A claim process has been agreed for contractors to recover covid costs. The process allows contractors to claim for all costs with no upper limit. Supporting evidence will likely be requested from outliers.	
11.2	Now the claims process has been agreed PSNC are happy to conclude the CPCF year three negotiations. Details of the outcome should be shared with contractors shortly.	No 53 - AS
12	<b>Any Other Business</b>	
	No other business was raised.	
13	<b>Next Steps</b>	
	The Minutes and Action Log will be circulated.	
14	<b>Close of Meeting</b>	
	There being no further business the meeting closed at 2.55pm. The next meeting will be held on Tuesday 21 <sup>st</sup> September 2021 at Brampton Park Golf Club.	



Signed.....(Chair)

Date...../...../.....