

Date: Wednesday 24th April 2024

Time: 10am-4pm

Venue: ICB Office 3rd Floor Room 3.1&3.2 - 120 The Broadway, Wimbledon, SW19 1RH

<u>Attendee Name</u>	<u>Initials</u>	<u>Attendance</u>
Mayank Patel (Chair)	MP	Apologies given
Amit Patel (CEO)	AP	Present
CJ Patel (V. Chair)	CJP	present
Rachna Chatralia	RC	Apologies given
Mansukh Sheth (CCA)	MS	Present
Beran Patel (CPE rep)	BP	Present
Ravi Vaitha (AIMp)	RV	Present from 10.55
Jyoti Bakshi (CCA rep)	JBY	Present from 12.10
Radhika Amin	RA	Apologies given
Shahil Soni	SS	Present
Bola Sotubo	BS	Present
Amish Patel	APa	Present
Subha Subramanian	SSu	Present
Umesh Amin	UA	Apologies given
Jaymil Patel (V. Chair)	JMP	Present
Devan Jethwa	DJ	Present
Hina Patel (Admin)	HP	Present
Kishan Patel	KP	Present
David Tamby Rajah	DTR	Present
Guests		
Sedina Agama	SA	Present (from 10.45)
Stuart Brown (Minute taker)	SB	Present
Dina Thakker (CPCL SWL ICB)	DT	Present

Mark Creelman – Executive for Place in Merton and Wandsworth.	MC	Present from 12.30
Kate Jennings – Senior PH lead for Richmond and Wandsworth councils	KJ	Present from 14.30 – 15.15
Zehra Safdar – SWL Training Hub	ZS	Absent
Louis Ovonlen (Lead pharmacist for community services for SW London and St. Georges mental health trust)	LO	Present from 11.00 – 12.00
Sarah Taylor (Dep. Chief Pharmacist – Meds Use and Safety)	ST	Present from 11.10
John Byrne (Chief Medical Officer SW London ICB)	JBYy	Present from 11.15 – 12.00
Rachel Carse (Commissioning Manager for Croydon)	RCa	Present from 14.00 – 14.30
Ted Sherman (substance misuse commissioning manager for Merton)	TS	Present from 14.00 – 14.30
Julie Kelsey (Health Improvement Officer for Merton)	JK	Present from 14.00 – 14.30
Barry Causer (PH Lead for adult health improvement and health protection for Merton)	BC	Present from 14.00 – 14.30
Ruth Iger (Head of Immunisations)	RI	Present from 15.00 – 15.15
Christina ???	C?	Present from 15.00 – 15.15

1. **WELCOME & APOLOGIES**

JMP welcomed all to the meeting.

2. **JASON COBINE - COBINE CARMELSON LTD**

Jason did not join the meeting to talk about the details of the LPC indemnity insurance.

3. **MINUTES OF MEETING HELD ON 061223** **ACCURACY**

There were no issues of accuracy raised.

PREVIOUS ACTIONS & MATTERS ARISING

- **AP to use logic model to pull together a concise business plan document for SWL LPC – to be finished in 4 weeks.**

AP stated that this is an agenda item at this meeting.

- **INTRODUCTION AND UPDATE ON COUNCIL'S MECC PROGRAMME TO PHARMACY STAFF**

Action	Description	Who to action
1 Previous	To follow up with Matt Robinson on finding out whether all of the MECC training modules could be offered to all the contractors in SW London.	DTR

Action	Description	Who to action
2 Previous	To follow up with Matt Robinson to provide the weblink to the different MECC training programme modules to the LPC – for upload on the LPC website.	DTR
Action	Description	Who to action
3 Previous	To follow up with Matt Robinson to look into whether the local councils could fund the training of Health Champions in SW London.	DTR

- **DTR to follow up with HP wrt. getting the final results for the Merton Stop smoking service poll:**

Action	Description	Who to action
4	To write a formal letter to each borough to inform them of how CP can help with smoking cessation services - to tie up with funding.	DTR

Action	Description	Who to action
5	To arrange a meeting with the Merton borough wide lead - to discuss the smoking cessation service.	DTR/AP

- **AP to find out who to escalate issues wrt. outstanding/miscalculated SONAR payments for services – to raise with ICB, CPE and NHS E.**

Action	Description	Who to action
6	To write a letter to all the CE's of the London ICBs - to ask who LPCs can approach to sort out discrepancies with MYS (service payments).	AP

Action	Description	Who to action
7	To meet to discuss the ICB MOU and responsibilities of ICBs in London.	AP & DT & Gov subcommittee

- GP CPCS Consultations - PharmOutcomes asking for payments.

Action	Description	Who to action
8	To send AP evidence of PharmOutcomes charging for GP CPCS consultations.	SS & CJP

Action	Description	Who to action
9	To raise with PharmOutcomes the fact that people have been paying for GP CPCS consultations.	AP & SS

Action	Description	Who to action
10	To create videos on how to run detailed data reports for CP services for SONAR and PharmOutcomes	APa & SS

- COMMITTEE REPRESENTATIVE STRUCTURE:

Action	Description	Who to action
11	To have first meeting.	Gov Subcommitt ee
12	To create TOR for the LPC subcommittees.	AP

- ICB UPDATE

Action	Description	Who to action
13 previous	To send out comms. to contractors to ask them to check their CPCS invoices and payments from April 2022, to find out if they have been charged for GP CPCS referrals	AP

- AP TO TELL ZS WHAT TRAINING SUPPORT THE LPC WOULD WANT TO GET FUNDED FOR CONTRACTORS IN 2024.

AP asked SA how the LPC should apply for SD Funding – which currently sits with the ICB, because Zehra is unclear as to how this would be achieved.

- SEXUAL & REPRODUCTIVE HEALTH SERVCIES FOR RICHMOND AND WANDSWORTH

Action	Description	Who to action
14 previous	To take back to the commissioners the suggestion for local councils to fund training support for CPs for the national contraception service.	KJ

- PHARMACY FIRST

Action	Description	Who to action
15 previous	To create a FAQ document for PF – to then publish on the LPC website.	APa / Services subgroup

- NHS 111

Action	Description	Who to action
16 previous	To create a forum with local NHS 111 provider – to talk to them about issues such as the one BP relayed.	AP

- LOCAL PALLIATIVE CARE SERVICE

Action	Description	Who to action
17 previous	To look into getting specs for the local palliative care service in NEL.	DTR

- MANSUKH'S LPC MEMBER STATUS

Action	Description	Who to action
18 previous	To contact CCA – to ask for a replacement CCA LPC member.	AP

4. ICB UPDATE FROM SA

SA updated the members on her role and responsibilities.

5. ICB UPDATE FROM ST

ST updated the members on her role and responsibilities.

6. ICB UPDATE FROM JBY

JBY updated the members on his role and responsibilities.

7. UPDATE FROM LO

LO updated the members on his role and responsibilities.

Action	Description	Who to action
19	To send AP the dates for the meetings of the SWL quarterly team meetings for the mental health interface forum.	LO
20	To put forward an LPC member to attend the SWL quarterly team meetings for the mental health interface forum	AP

Action	Description	Who to action
21	To send DT the details of the Mind Mate App.	LO
22	To set up a meeting with Louis Ovonlen - to discuss pathway using the Mind Mate app.	AP/DT & LO

8. **ICB UPDATE FROM MC**

MC updated the members on his role and responsibilities.

---- BREAK FOR LUNCH ----

9. **UPDATE FROM SWL PH TEAM**

The SWL PH team updated the members on the following:

- **Substance Misuse in Merton**
- **Smoking Cessation Services in Merton**
- **PH services update for Croydon**

10. **FINANCE UPDATE**

DT left the meeting at this stage.

AP lead a discussion on LPC levy collection and the right value of bank reserves to hold.

Action	Description	Who to action
23	To send out comms to all contractors informing them of details of levy payments/levy holidays for the period of the next four months.	AP

AP proposed two motions for the members to vote on:

- 1) To agree for the LPC to instigate the four-month levy holiday for MSW and K&R contractors – to bring all three accounts in line.
- 2) To agree to work towards the proposed LPC budget for the first six months of the year – with a re-visit of the levy calculation and the bank reserves amount in Aug 2024.

- ***The members voted in favour of accepting both motions.***

Action	Description	Who to action
24	To debate & decide (in AUG 2024) on what LPC levy to charge, and how much in reserves to keep.	All

Action	Description	Who to action
25	To create an LPC financial risk register.	LPC Governance subcommittee

11. **GUIDE TO MARKET ENTRY PROCESS**

DTR spoke to a presentation which informed the members re. the process.

Action	Description	Who to action
26	To publish the highlights of the Market Entry process on the LPC website	AP/DTR

12. **ICB VACCINATIONS UPDATE**

RI updated the members on her role and responsibilities.

13. **CEO UPDATE**

AP spoke to the members about the following topics:

- Tympa Health service
- NHS APP service
- Vaccine Hesitancy work
- "Get You Better" App trial.
- PF support
- LPC Annual Operating plan 2024/25

Action	Description	Who to action
27	To add detail and responsibilities to the KPIs in the LPC operating plan	AP

The members were happy to endorse the content of the LPC Operating plan.

Action	Description	Who to action
28	To publish LPC operating plan on LPC website – after final sign off.	AP

Enhancing contractor engagement and support paper

AP stated that this paper had been born out of a meeting between himself and APa.

AP highlighted the following from this paper:

- Having a ticketing system for the LPC website – to manage queries effectively - This will also provide evidence of the number of queries dealt with by the LPC.

Action	Description	Who to action
29	To bring a proposal and options paper to the members wrt. making the LPC website a primary support resource, and creating a ticketing system for contractor queries.	AP/APa

- To create and post an organogram of the LPC structure and subcommittee structure.
- To communicate the limitations of LPC support.
- To use the enhanced LPC website as a primary support resource.
- To have a project management tool linked to the website:
 - Trello or an excel spreadsheet.
- Develop a service support strategy – AP and DT would be working on this.

The members were happy for AP to explore the ideas set out in this paper – and for him to bring back options papers to the next meeting.

Action	Description	Who to action
30	To bring proposals and options paper to the members wrt. contractor engagement and support work.	AP

14. **CPE REP UPDATE**

BP gave a brief CPE work update to the members.

Action	Description	Who to action
31	To circulate BP's CPE update presentation slides with the members.	HP

15. **A.O.B.**

PF Service data

AP stated that the LPC has asked for monthly PF service data – and the NHS E team have agreed to send him and DT quarterly data.

Food Hygiene inspections by councils

The members stated that CPs could expect inspections – depending on what they sell.

The meeting was then brought to a close.

Glossary of Acronyms

ABPM	Ambulatory Blood Pressure Monitor
A&F	Audit and Finance
AIMp	Association of Independent Multiple pharmacists
ARRS	Additional Roles Reimbursement Scheme
CCA	Company Chemists Association
CCG	Clinical Commissioning Group
CP	Community Pharmacy
CPCL	Community Pharmacy Clinical Lead
CPCS	Community Pharmacy Consultation service
CPCF	Community Pharmacy Contractual Framework
CPL	Community Pharmacy London (previously PL)
CRM	Customer Relationship Management
DMS	Discharge Medicines Service
DOP	Dentistry, Optometry, Pharmacy
DPS	Dynamic Purchasing System
DSP	Distance Selling Pharmacy
ELPR	East London Patient Record
EOLC	End of Life Care Service
ERD	Electronic Repeat Dispensing
F2F	Face to face
FAC	Financial Audit Committee
FOI	Freedom of Information
HRCH	https://hrch.nhs.uk/work-us/health-and-wellbeing
ICB	Integrated care board
ICP	Integrated care partnership
ICS	Integrated care system
IPMO	Integrated NHS pharmacy and Medicines optimisation work program.
IPPP	Independent Prescriber Pathfinder Program
LA	Local Authority
LDC	Local Dental Committee
LPC	Local Pharmaceutical Committee
LMC	Local Medical Committee
LCS	Locally Commissioned Service
LOC	Local Ophthalmic Committee
MECC	Making every contact count
P2U	https://www.pharmacy2u.co.uk
PCN	Primary Care Network
PF	Pharmacy First
PL	Pharmacy London
PLOT	PSNC AND LPC OPERATIONS TEAMS
PMs	Practice Managers
PNA	Pharmaceutical needs assessment
PQS	Pharmacy Quality Scheme
PSNC	Pharmaceutical Services Negotiation Committee
REN	Research and Education Network
RSG	Review Steering Group
SD	System development
STP	Sustainability transformation plan
SWOT	Strengths, Weaknesses, Opportunities and Threats
TAPR	Transforming Pharmacy Representation.