

Date: Tuesday 19th November 2024

Time: 10.00 – 15.00

Venue: The Grange - Beddington Park London Road London Road, Wallington
SM6 7BT

<u>Attendee Name</u>	<u>Initials</u>	<u>Attendance</u>
Mayank Patel (Chair)	MP	Present from 10.18 – 14.44
Amit Patel (CEO)	AP	Present
CJ Patel (V. Chair)	CJP	present
Rachna Chatralia	RC	Apologies given
Beran Patel (CPE rep)	BP	Apologies given
Ravi Vaitha (AIMp)	RV	Present
Jyoti Bakshi (CCA rep)	JBY	Present until 13.00
Radhika Amin	RA	Apologies given
Shahil Soni	SS	Apologies given
Bola Sotubo	BS	Present
Amish Patel	APa	Present
Subha Subramanian	SSu	Present
Umesh Amin	UA	Present
Jaymil Patel (V. Chair)	JMP	Present
Devan Jethwa	DJ	Present
Hina Patel (Admin)	HP	Present
Kishan Patel	KP	Present
David Tamby Rajah	DTR	Present from 10.00 – 11.50
Mansukh Sheth	MS	Present
Guests		
Stuart Brown (Minute taker)	SB	Present
Dina Thakker (CPCL SWL ICB)	DT	Present 10.00 – 13.00

Jason Cobine https://cobinecarmelson.com/people-person/	JC	14.00 – 14.30
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1. **WELCOME & APOLOGIES**

JMP welcomed all to the meeting.
Apologies are recorded in the table above.

2. **DECLARATIONS OF INTEREST**

There were none.

3. **ICB UPDATE FROM DT**

DT spoke to the following topics:

• **PHARMACY FIRST**

Action	Description	Who to action
1	To share the PF “change managers” names with the LPC.	DT

Action	Description	Who to action
2	To facilitate AP being invited to the “primary & secondary care interface” group.	DT

• **CONTRACEPTION SERVICE**

• **HYPERTENSION SERVICE**

Action	Description	Who to action
3	To make James Wood aware of the conversations that the LPC has had with SW London LMCs – wrt. the motion re. the CP hypertension service.	AP

Action	Description	Who to action
4	To check whether “error” readings could be counted towards logging a successful ABPM claim for the hypertension service.	DT

• **IP PATHFINDER PROGRAMME**

Action	Description	Who to action
5	To check on whether the midpoint review of the IPPP would be taking place, and if not, why not.	DT

Action	Description	Who to action
6	To request a copy of the IPPP midpoint review and ask what CPE has learnt from the review.	AP

Action	Description	Who to action
7	To check on the scope of the CSU lead IPPP evaluation – and report back to the committee – with a view to possibly employing a university to conduct an independent review.	AP

- **DELEGATION**
- **POST EVENT MESSAGING**
- **WINTER FIT SERVICE**
- **TYMPA HEALTH**

AP stated that he and DT would be attending the HSJ awards

<https://awards.hsj.co.uk>

- **EMIS FUNCTION – REQUESTING REPEAT PRESCRIPTIONS**

Action	Description	Who to action
8	To find out why the ICB had said “no” to using the repeat prescription ordering function on EMIS.	DT

Action	Description	Who to action
9	To report incidences of GPs asking CPs to request repeat prescriptions for patients to CPE and the NPA.	AP

Action	Description	Who to action
10	To set up a meeting for DT, BS, SS and JMP to attend to talk about GPs asking CPs to request repeat prescriptions for patients.	AP

- **ICB GOVERNANCE STRUCTURE FOR PRIMARY CARE**

Action	Description	Who to action
11	To share ICB governance structure for primary care document with members.	HP

4. **LA SERVICES UPDATE**

DTR gave an update on the following topics:

- **SMOKING CESSATION**
- **MERTON**

Action	Description	Who to action
12	To draft a letter, to be sent out to contractors, to suggest to them that they should consider not providing the Merton smoking cessation service – and for this letter to be brought back to the members for sign off.	AP

- **SW LONDON SMOKING CESSATION WORKSHOP**
- **LONDON LIVING WAGE**
- **SUTTON PALLIATIVE CARE SERVICE**

Action	Description	Who to action
13	To share Sutton Palliative Care service specs. with committee members.	DTR

- **NPA ACTION**

5. **MINUTES OF MEETING HELD ON 110924** **ACCURACY**

There were no issues of accuracy raised.

PREVIOUS ACTIONS & MATTERS ARISING

Action	Description	Who to action
14	To add the LPC guidance for contractors to contact the CPE I.T. lead – when investigating service figure discrepancies.	HP

- Finance and Governance

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

Action	Description	Who to action
16 previous	To present an options paper at the next LPC meeting – wrt. the different methods that LPC levies could be calculated – with advantages and disadvantages.	AP

HEALTH CHECK SERVICE

AP stated that HP is currently supporting Wandsworth pharmacies to deliver this service.

6. **FINANCE UPDATE**

MS stated that he had sent out papers to the members, and he asked for any questions/comments on them.

MS stated that the status and contents of the LPC trust account were also reported on in these papers.

MS stated that the financial audit committee had met and discussed the budget for 2025/26.

MS wondered whether contractors were receiving their services payments on time, as he was the one releasing the payment monies from the trust account.

There were no complaints or queries wrt. the payments from any member.

7. **MARKET ENTRY UPDATE**

JMP stated that there were no updates.

8. **CEO UPDATES**

AP updated on the following topics:

- **CPE LPC CONFERENCE**
- **NPA CHAIR**
- **LPC BUSINESS PLAN UPDATE**

AP stated that this document and the KPIs had been shared with the members.

AP stated that the LPC was currently on target with all of its KPIs.

- **PROPOSAL FOR DEVELOPMENT WEBSITE**

The members agreed for the executive to gain a quote from a website developer to build the specific LPC website.

Action	Description	Who to action
17	To have completed the LPC website tech specs. by January 2025.	AP & APa

CPPE

Action	Description	Who to action
18	To design poll questions to gauge interest in training sessions for PF, first aid and contraception services.	HP/AP
19	To use WhatsApp to ask contractors what sort of training they would like for Contraception, first aid and PF services – virtual or F2F.	borough leads/LPC members

CP LONDON

AP stated that the organization is advertising for a new CEO, as Hitesh is standing down for health reasons. AP stated that a good number of candidates have put themselves forward.

AP stated that he is running the interview process – and the interviews will take place on the 29 November 2024.

The meeting then broke for lunch.

9. **INSURANCE POLICY FOR LPC**

JC spoke to the members wrt. buying such a policy.

Action	Description	Who to action
20	To consult with Yogi Parmar wrt. information re. levels of insurance bought to cover C&I LPC members.	AP
21	To send AP a quote for insurance cover for £1 million, zero excess, for 16 committee members.	JC

MP thanked JC for his attendance.

JC left the meeting.

MP left the meeting.

Action	Description	Who to action
22	To look at the details of the LPC committee member insurance provided by CPE, to see where the gaps and overlap are with the policy offered by JC.	AP

Action	Description	Who to action
23	To talk to Shani (LMC law) to obtain details about setting up the LPC as a limited company.	AP, BS & JMP

10. **LPC GOVERNANCE SESSION**

AP stated that he had set aside time for the committee to bring together all the governance policies together, however MS had informed him that he had already done this – by compiling the governance framework, expense policy, financial management policy, code of conduct, equality & diversity policy, subcommittee policy, conflict of interest policy and risk register documents into a single report.

AP stated that MS had also set up the LPC's GDPR and information policies – which will help, by being used to win new contracts.

11. **A.O.B.** **DOIs**

Action	Description	Who to action
24	To chase MP, RC, BP and JBY, to get them to submit signed DOI docs.	HP

MEETING DATES

HP stated that she would send out new LPC meeting dates for 2025 to members. AP stated that it would be important for BP (CPE rep.) to be present at 2025 LPC meetings.

AP asked that an LPC meeting and 2025 AGM be organised for the 17 Sep 2025.

MP VISITS

CJP suggested that an MP could visit Sanjay Patel's pharmacy in Croydon.

KP stated that he would field a visit from the Kingston MP.

AP stated that he would liaise with Ed Davey.

Action	Description	Who to action
25	To get pictures taken with MPs visiting pharmacies.	All
26	To compile photos with MPs into a short report.	HP

WOMEN'S GUILD

CJP stated that he had been asked by the NPA to talk to this group.

AP and BS stated that local groups could be visited by LPC reps.

X-MAS CELEBRATION

The members wondered whether a gathering could be organised for a date in January 2025.

Action	Description	Who to action
27	To send out a poll to all members wrt. choosing potential dates for an LPC celebration in January 2025.	HP

DMS

AP stated that he had been giving commissioners the message that the has no intention of attending any more DMS meetings, especially when secondary care providers are not currently engaging with this service, by sending referrals.

AP stated that the LPC would of course continue to support contractors.

JMP brought the meeting 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
BARS	Booking and Referral Standard
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
CPE	Community Pharmacy England (formerly PSNC)
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
ICB	Integrated care board
ICP	Integrated care partnership

ICS	Integrated care system
INT	Intergrated Neighbourhood Teams
IPA	Independent Pharmacy Association
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
LRC	Local Representative Committee
LOC	Local Ophthalmic Committee
MECC	Making every contact count
MPG	Middlesex Pharmaceutical Group
OPB	Original Pack Dispensing
P2U	https://www.pharmacy2u.co.uk
PCN	Primary Care Network
PF	Pharmacy First
PH	Public Health
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

SCS	Smoking Cessation service
SD	System development
STP	Sustainability transformation plan
SWOT	Strengths, Weaknesses, Opportunities and Threats
TAPR	Transforming Pharmacy Representation.
VO	Virtual Outcomes https://virtualoutcomes.co.uk