

<p style="text-align: center;"><b>LPC Meeting Minutes</b> <b>Zoom Meeting Thursday 3<sup>rd</sup> December 2020</b></p>
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Present:	Bina Patel James Chaplin	Jon Lake Chirag Patel	Penny Skellern Rajiv Sharma	Simon Moul
In attendance:	Karen Samuel Smith Frank McLaughlan	Angela Culleton Tony Mardle	Hema Patel Mo Raje	Sarah Read
Apologies:	Ashok Pattani			
Not present:	Tunde Sokoya	Sanjay Patel		

#### Contract Change

An application has been recently received for a distance selling pharmacy, however there is not enough information provided on the application to make a decision, i.e., disposal of waste; services, Karen will therefore prepare a response saying this

#### Essex LPC Workplan up to March 2021

Karen explained the proposed workplan for the team. A few queries were clarified, and the framework can be developed over the coming weeks. Committee members were satisfied with the plan (as attached) but have requested feedback in advance of future meetings.

**ACTION:** Office, Field Officers and GPCPCS Lead to provide outcomes and commitment reports by 5<sup>th</sup> January 2021, please send to Angela.

MyAnalytics can also be shared with members and will prevent the need to write lengthy reports of work covered.

It was agreed to have a funded daytime meeting on Wednesday 3<sup>rd</sup> February 2021, the format will depend on covid-19 protocols at the time but will likely be on-line.

**ACTION:** Angela to cancel the proposed meeting from the 2<sup>nd</sup> February and send a zoom invite for the 3<sup>rd</sup> instead.

#### Essex LPC Constitution

It appears that some processes may have been overlooked and that the constitution needs to be reviewed, including AGM voting, this will be discussed in detail at the meeting in February. This should also factor possible new ways of working, T&Cs for members etc.

**ACTION:** Karen would circulate the constitution to all. It can also be found in the Members Pack.

#### Community Pharmacy Logo

It was agreed that ideally Community Pharmacy should have a brand, and everyone share a similar logo, however in the meantime suggestions were discussed and 1 in particular will be developed further with a view of being used in the interim until PSNC makes a final decision.

**ACTION: James to adapt the chosen preferred logo**

#### Trustee for Essex LPC Leasehold at 17 Clematis Tye

The leasehold requires updating, especially, the names of the current trustees documented. Mo Raje put his name forward. It was also felt another Trustee needs to be identified. *NB since the meeting it has been agreed by the chair that trustee should be a contractor.*

#### Covid-19 Vaccination Programme

It is unlikely that community pharmacies or GPs will comply with the commitment needed to be a designated hub for the covid-19 vaccinations initially during the first phase. Karen is currently trying to find out where the designated hubs in Essex are.

Hema said that she had already be contacted by the primary care network as they would like pharmacies to work together.

Where pharmacies will be assisting, payment is likely to be based on shifts of working patterns rather than per vaccine administered.

Community pharmacy team members are all eligible for covid-19 vaccine during the first phase.

#### Committee Members Feedback

Most members said that they did not have any comments to feedback from Contractors, those that did mentioned flu vaccination service, queries over the covid-19 vaccination service, double scripts being requested which appears to be occurring in several areas.

#### AOB

PCR swab testing – Boots are due to be doing in a few sites soon in Essex, but at this time no community pharmacy is known to be offering it. LPC has declined to be issuing point for lateral flow tests, supported by ECC.

#### Next Meeting

**Monday 11<sup>th</sup> January 2021**

<https://us02web.zoom.us/j/82511850492?pwd=cllPUFg4aXBrciRwSFcyUzdYaTdEZz09>

**ACTION: ALL - Please can agenda items be forwarded to Karen or Angela by the 5<sup>th</sup> January 2021 at the latest**

## Overall Workplan for Essex LPC up to March 2021

Responsibility	Action	Nov	Dec	Jan	Feb	Mar
All	Agree Workplan at Team meeting	24th				
Frank/Tony/Karen	To complete PCN templates	29 <sup>th</sup> /30 <sup>th</sup>				
Office	Present workplan to Committee		3rd			
Mo	Identify early sites for GP CPCS		by 31 <sup>st</sup>			
Frank/Tony	Work on business continuity plan with PCN Leads and Contractors					
Office	Accreditation for Health Improvement (Healthy Living Pharmacies)					
Office	Flu vaccination service					
Office	Covid-19 vaccination					
Office	LPC Lease Agreement					
Office	Essex LPC business continuity plan					
Office	Part 1 PQS					
Mo	GP CPCS go lives			by 31 <sup>st</sup>		
Office	Healthy Living Pharmacies (never done)					
Office	Part 2 PQS Provide weekly updates					
Office	PQS Part 2 submissions				by 26th	
Office	CPAF year-end preparation					
Office	Workforce review					
Office	Healthy Living Pharmacies					
Office	CPAF year end					
Mo	GP CPCS engagement in all CCGs					by 31st