

North Staffs & Stoke

PHARMACY COMMITTEE



Annual Report 2018-2019



INTRODUCTION

North Staffs & Stoke Local Pharmaceutical Committee (LPC) is the statutory body representing community pharmacy contractors within the geographical area of both Staffordshire and Stoke Health and Wellbeing Boards. It is our vision at the LPC for community pharmacies to become an integral and equal partner in the health and care landscape for the benefit of patients and the public. It is our mission to provide leadership to community pharmacies in both North Staffordshire and Stoke-on-Trent, promoting and developing local pharmaceutical services in partnership with commissioners while representing the best interests of local pharmacy contractors and patients. The LPC negotiates and discusses pharmacy services with commissioners and is available to give advice to community pharmacy contractors and others wanting to know more about community pharmacy. To find out more about your LPC or to discuss how, as a pharmacist or as a pharmacy team member, you may be able to assist or join the LPC, please contact the LPC office <https://www.northstaffslpc.co.uk/>

ACKNOWLEDGEMENTS

The LPC remains truly representative of all our contractors in North Staffs and Stoke and we would like to thank all of the Committee for their hard work during this year. In the last year your LPC has been led by Tania Cork as Chief Officer supported by Nita Allen as Chair and Simon Hay as Service Implementation Manager.

We would also like to thank Thea Pharmaceuticals for the kind use of their board room for the LPC meetings throughout the year.

Finally, thanks you to Gill Hall from South Staffs LPC for her work and dedication in implementing and continued monitoring of the ENT service across the geographical area.

REPORT FROM THE CHAIR – NITA ALLEN

Welcome to your copy of the North Staffs & Stoke Pharmacy Committee Annual Report which details the committee's work over the last 12 months. I hope you will manage to take time to read about the developments and achievements the committee has made over the last year.

The LPC are acutely aware of the very challenging financial environment Contractors are having to navigate and that the short-sighted funding cuts imposed by the Government are making it extremely difficult for pharmacy owners to make ends meet. The funding situation coupled with the increasing cost of wages and pensions and the unprecedented market drug shortages, resulting in inflated cost price, are putting increasing strain on Pharmacy Teams and forcing some tough decisions to be made around service provision. The expected impact of the cuts to the number of pharmacy contractors began to manifest itself with several of the large multiples changing hands but only 1 pharmacy decided to close their doors as they were no longer viable. Those that have remained open have had to cut costs and this is inevitably impacting on the ability of pharmacies to deliver all available services to patients. Please be assured, we are constantly feeding this into national and local discussions.

The Committee have continued to support Contractors to obtain the maximum income possible from the national contract. This has involved continued support with the Quality Payments Scheme and funded local services. It is pleasing to report that there have been positive outcomes with increases in the number of contractors involved in MURs, NMS and the Flu vaccination service and year on year increases in the number of MURs and Flu Vaccinations carried out in the North Staffs and Stoke LPC region.

As I write this report, we have received details of the pharmacy contractual settlement for the next five years. It is regrettable that there is no increase in the funding envelope over the 5 year period but there are some positive signs of recognition of the role of community pharmacy in improving the NHS particularly with regard to urgent care and the prevention of disease. The creation of Primary Care Networks (PCNs) is well under way nationally and in our footprint we have 13 of these new organisations. The LPC is making excellent progress in ensuring that community pharmacy is seen as a key partner in primary care networks and we are optimistic that new funding opportunities will flow from PCNs as they develop.

The LPC will continue to do all it can to support contractors through difficult and changing times. I would like to take this opportunity to thank our team of employees and all the members of the LPC committee for their hard work and commitment to community pharmacy in the North Staffs and Stoke region in 2018/2019.

Nita Allen

REPORT FROM CHIEF OFFICER – TANIA CORK

Nita has provided an overview of the year and I would like to echo her comment that the LPC are acutely aware of the very challenging financial environment contractors are having to navigate.

This has been the most challenging and difficult year during my time with the LPC. However, we currently have a very committed and engaged Committee membership. Meeting attendance is excellent; all members actively engage in discussions and individuals continue to put themselves forward to lead on attending specific meetings/pieces of work. I want to take the opportunity to personally thank you all for your commitment on top of your challenging day jobs.

Over the last year I have, once again, visited many pharmacies in the North Staffs and Stoke area and been able to see first-hand the great service that is provided in the community even though this year has been most challenging of years for community pharmacy I have ever experienced. There have been significant disruptors to the Community Pharmacy sector in the past year, and Contractors are forced to make increasingly difficult decisions to protect their business and maintain a sustainable future. This has had a serious impact not only on Contractors, but also their teams who are working tirelessly to survive.

The LPC staff and committee have worked extensively and provided training, communications and pharmacy visits to support all pharmacies to achieve the maximum quality points during 2018-19. Contractors have actively engaged in an HLP Facebook page, HLP Twitter account and various training opportunities that have been provided to pharmacy staff on a variety of topics including, Smoking Cessation, Flu, Making Every Contact Count (MECC) and antimicrobial resistance (AMR).

The Committee and I will continue to work hard to engage with Local Commissioners and explore new ways of working locally to enhance the role of Community Pharmacies and ensure that Community Pharmacy is recognised and has a voice in this challenging and changing world of primary care. One way this has been recognised is by the new service for community pharmacy; the Pharmacy First Extended Care Service. This is to allow pharmacists to carry out more detailed examinations of patients presenting with ENT problems and for children under 2yrs with conjunctivitis. In addition, the pharmacists can treat ENT infection with antibiotic via a suite of 7 PGDs. The service was evaluated by Keele university and the publication can be found here <https://bmchealthservres.biomedcentral.com/articles/10.1186/s12913-019-4125-y>

REPORT FROM SIMON HAY

The main focus of this year has been the 2 Quality Payment Scheme Reference points, and Service Delivery by pharmacies.

To support contractors to maximise the income from the quality scheme I have acted on PSNC and NHSBSA reports, updating contractors on progress towards achieving all the gateway criteria, along with providing guidance for the various criteria. The area that most contractors failed to achieve was with Health Living Pharmacy accreditation. At the time of writing this there are now very few pharmacies that are not HLP accredited. We have made sure that commissioners and Public Health departments are aware of this, as we hope this may give them more confidence to commission from pharmacy.

Service delivery by pharmacies has continued to increase and again as of September 2019 we have the greatest number of accredited pharmacies than at any time in the last few years. One multiple in the area has still to sign up to many of the services, but we hope to overcome their concerns in 2019-20. I have also taken every opportunity to speak to locum and relief pharmacists, along with newly appointed pharmacy managers, and encourage them to become accredited.

One other compliance area I have been involved in has been the supply of Public Health campaign feedback. This is a contractual requirement and is an area that many pharmacies are poor at. Numerous pharmacies will have received emails and phone calls from me encouraging them to provide information, to prevent any further action being taken by the NHS Area Team for non-compliance.

I have supported the commissioning of Virtual Outcomes as I believe it provides targeted health promotion campaign which is useful to both independent and multiple pharmacy operators. Virtual Outcomes has now increased the scope of its training to include other contractual topics, and wider afield such as GPhC Revalidation. As an LPC we are one of the strongest performing in the country, but unfortunately still have a small core of pharmacies who have yet to access it for the first time.

Other initiatives I have been involved in have included the electronic Repeat Dispensing pilot where GP practices were supported by the local NHS to increase their use of eRD. The project had some success so we may be able to revisit it with Primary Care Networks.

I have been involved in a pilot of hospital discharge patients who will be helped in the community by domiciliary care workers. Following assessment these patients are not discharged with a MDS tray but with medication in original packs and a MAR chart. The 2 domiciliary care companies involved have agreed to train their care staff to be able to support

patients using a MAR chart and not an MDS. The trial progresses slowly but there is the potential to take workload off pharmacies if we can establish the principles more widely.

In conjunction with the CCG I have been speaking to pharmacies and GP staff about the increased use of care navigation, as a way to signpost patients to pharmacy. Although 75% of practices have signed up to Care Navigation, the use of the principles, or at the very least the reporting of care navigation activity, has been very mixed. There is more signposting going on than the figures would suggest. These care navigation skills will become increasingly important if GP-CPCS is established in 2020-21.

Finally, I am happy to speak to pharmacies or pharmacists who have queries about the local NHS, national contract, or service delivery, either over the phone, by email and text, or on face to face visits.

Simon

LPC COMMITTEE AND MEETINGS

The committee met on 6 occasions during the year. As usual, the morning sessions start at 10am where the committee members work together on strategies, business plans, SLAs and consultations. The afternoon session is the LPC business meeting, starting at 1pm. The committee does not meet during August and December. All contractors are welcome to attend any LPC meetings as an observer and if they wish to do so please contact Tania Cork.

The Committee Membership remained relatively stable throughout 2018/19. The Committee consists of eleven committee members, 4 Independent Contractors and 6 Company Chemist Contractors (CCA) and 1 place of right. Pharmacies are elected or appointed by contractors in accordance with the LPC Constitution. All existing and new LPC members and Officers have signed a copy of our Code of Conduct and Accountability agreement with Declarations of Interests. Members adhere to the corporate governance principles adopted by the committee. Declarations of interests are checked at the beginning of each LPC meeting. These declarations of interests can be found on the LPC website.

Your LPC has continued to be active in attending regional and national PSNC events, and we have welcomed Jasbinder Heer, the PSNC representative, to our LPC meetings. Finally, LPC members and officers have attended and reported on national events such as LPC Chief Officers' and Chairs' meetings and LPC Conference.

A number of guests and contractor observers were invited to parts of meetings of the Committee. Attendance is indicated on the minutes published after each meeting, on the LPC website.

In line with previous years we have published individual member's attendance to the committee meetings. Please see the treasurer's statement within this annual report.

LPC BUSINESS PLAN

This year the LPC has continued to implement the ambitious work plan within our given budget. We are pleased to report that this work plan is on target. The business plan is our tool used to evaluate the committee's development and to focus on our commitment to our contractors. The business plan focuses on four main themes:

- Support and Develop
- Promote
- Lead
- Governance

The five key areas for the 2018-19 year were;

1. Improve communications to pharmacy contractors and their teams on NHS changes, nationally and locally such as STP workstreams and merging of CCGs
2. Strengthen working relationships between the provider company and contractors
3. Promote and ensure high quality services are delivered from community pharmacy for the Care Navigation initiative
4. Strengthen patient engagement and understanding of pharmacy services
5. Strengthen working relationships with other healthcare professionals to ensure eRD and other digital initiatives are effectively used to benefit patients

This five-year business plan can be found on the LPC's website. <http://www.northstaffslpc.co.uk/>

The expenditure and budget as had careful monitoring by our treasurer and finance sub-committee.

QUALITY PAYMENTS FOR COMMUNITY PHARMACY

We saw the introduction of the Quality Payment Scheme for the 2017/18 Community Pharmacy Contractual Framework; seeking to deliver a consistent approach to Community Pharmacy provision. The Quality Payment Scheme was enthusiastically embraced by all our pharmacies. Many of you have been supported through the process, posing questions and being visited by Simon Hay. It has been a great opportunity for us to develop relationships with our contractors.

Simon has been instrumental in helping contractors meet the Gateway Criteria and to claim the maximum available payment for the Quality Criteria. This role has been helped with the collaborative work between ourselves and South Staffs LPC, and especially Gill Hall. Thanks to both Simon and Gill for their efforts, the feedback received from visited contractors has been extremely positive.

EXTENDED CARE SERVICE

The aim of the Pharmacy First Extended Care Service was to allow pharmacists to carry out more detailed examinations of patients presenting with ENT problems and for children under 2yrs with conjunctivitis. Treatment was provided either from the existing common ailments formulary or, where appropriate, POM medication (a suite of 7 PGDs was developed for the pilot). Following the success of the pilot project a significant further investment in the scheme for the 2019-20 year of well over £200,000 and a commitment by NHS England locally to extend provision and aim to have at least two provider pharmacies within each Primary Care Network across Shropshire, Staffordshire and Stoke-on-Trent. The funding was awarded and more pharmacies were selected across Staffordshire and Shropshire bring the total number of pharmacies offering this service to 44 with a further 30 expected to come on board during September and October 2019. The range of conditions treated under this service has also expanded. The service started with Ear, Nose, Throat and Eye but now also includes infected eczema and infected insect bites. As with all other Pharmacy First services, the supply is recorded using the PharmOutcomes system and when a consultation is recorded the system advises the GP practice if an antibiotic was supplied. The service is not a short cut to antibiotics, all of the pharmacists are Anti-Microbial Guardians and they are very aware of the problems of antibiotic resistance. Many patients value the fast access to the pharmacy service and simply

need advice and reassurance, some purchase OTC products and only those who really need antibiotics actually get them.

VIRTUAL OUTCOMES

As part of our on-going programme of training, the North Staffs & Stoke LPC invested in an online training solution for all pharmacies. The courses are designed to support the NHS Public Health Campaigns, Healthy Living Pharmacy Champions and team to ensure the best outcomes for patients. The training is provided by Virtual Outcomes and is a monthly on-line training course that can be accessed at any time. The courses are 'free' to all contractors and their teams. On the 1st of each month a new course will become available and can be accessed at work or at home via a PC, tablet or mobile device.

DELIVERING YOUR LOCAL SERVICES – HOW PHARMACY CAN HELP

We continue to be mindful that commissioners are becoming more and more focused on a consistent quality delivery of commissioned services and we are hearing the phrase 'use it or lose it' in many of the conversations we have with them. Engagement with these services and evidencing quality outcomes must be the focus for contractors over the coming year.

Thank you to Gill Hall from South Staffs LPC for writing this next section.

As in previous years, the LPC aims to ensure that as many of our community pharmacies as possible are delivering a full range of available Local Pharmacy Services and that these services are delivered to a consistently high standard. We also continue to explore the possibilities for new and innovative services and how these can be commissioned locally. As we work to raise awareness of community pharmacy services with both professional and patient groups it is extremely important that we have a high take up rate among contractors and would like all of those signing up to any of our pharmacy services to offer it during all of their opening hours so that referrers and referred patients can be confident that the service will be provided at the pharmacy when they attend. Pharmacies are reminded that they need to sign the current version of each Service Level Agreement and return a copy of the signature page to the commissioner. Previous delivery does not automatically mean that you are signed up to continue providing the service. For those pharmacies which are part of a multiple the signature must be from your head office – this definitely applies for Boots, Lloyds and Well pharmacies

and pharmacies which are part of other chains are advised to check with your head office. Please be aware that multiples often do a “bulk” sign up to services so the LPC urge branches to check whether they have been signed up to deliver the service. If branches log onto PharmOutcomes and a service module is visible, it means that your branch has been signed up to provide that service. If you have been signed up by head office but you are not providing the service please check the LPC website to see what preparation is required, if you do not wish to provide the service please contact your area manager / services manager to ensure that your branch is taken off the list of providers.

WEBSITES AND SOCIAL MEDIA

We have a variety of ways of keeping in contact with contractors. Firstly, we email out any important correspondence directly to the pharmacy email address that we have on our database.

The LPC maintain the website and it is regularly updated to provide access to the most up to date versions of SLAs, PGDs and other relevant information for all pharmacy. Please continue to use this website as your main source of information.

We have a patient facing website which we believe supports our pharmacy teams by explaining community pharmacy services to the public and helping them to locate which pharmacies offer particular services. www.staffsandstokepharmacies.co.uk Our request for our contractors is that they check out the patient facing website and double check that they are on the relevant lists as providing the services they know they are signed up to provide. They should also check that they don't appear on a list as providing a service which they no longer offer. Our website requires constant monitoring, so we ask for your help in keeping this resource as accurate as possible.

Facebook and Twitter are regularly updated and news is posted by our social media lead, Rebecca Norton. We have a number of sites on Facebook which we would urge contractors, pharmacists and support staff to sign up to;

- Healthy Living Pharmacy Staffordshire and Stoke
- Staffs & Stoke Pharmacies
- North Staffs & Stoke LPC



NHSE

NHS England via a series of Area Teams across the country, is responsible for the monitoring and performance management of the Community Pharmacy Contractual Framework. North Staffs and Stoke pharmacies are aligned to the Staffordshire and Shropshire Area Team, based in Anglesey House in Rugeley. NHSE have met regularly with the Local Pharmaceutical Committees to feedback contractor issues and discuss areas of common interest and where a common approach on a contractual issue is required across North Staffs and Stoke. We would like to thank Andy Pickard for all his support and guidance with regards to pharmacy.

GDPR

GDPR The General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018 came into force on 25th May 2018, we are currently following the guidance and working with the resources provided by PSNC and we have introduced a Privacy Policy, which can be found on the LPC website.

WALK IN MY SHOES

The 'Walk in my Shoes' project is an Inter-Professional Exchange project in which staff from GP practices are given the opportunity to visit community pharmacies and community pharmacy staff are given the opportunity to visit GP practices. The aim of the project is to give GP teams and pharmacy teams the opportunity to experience life in primary care from a different perspective, and to learn with and from each other to build relationships, improve systems and identify solutions together to improve patient care. North Staffs LPC implemented the WIMS project with contractors and general practice during 2018 / 2019. A number of pharmacies and practices have participated within the scheme, the results of which have been extremely positive. The project has been very well received by both pharmacies and practices alike and the appetite to build upon existing relationships and processes in order to improve health care for patients has been extremely encouraging.

PROMOTION OF THE PHARMACY PROFESSION

The LPC was keen to continue to promote community pharmacy to the people of North Staffordshire and Stoke, key stakeholders and other influencers. Continued stakeholder engagement has been key for us this year. We will continue this promotion of pharmacy for the next year with an ambitious media plan.

MEMBERS OF PARLIAMENT

The LPC have continued to lobby local MPs throughout the year to keep them updated regarding the difficulties and challenges faced by contractors and to raise the profile of what community pharmacy could offer if we had a different national contractual framework.

LOCAL COUNCILORS/LOCAL AUTHORITY

The LPC is keen to engage with local councilors across the county and city area. We have made significant progress building relationships with commissioners in the two local authorities.

HEALTH AND WELLBEING BOARD

Health and Wellbeing Boards (HWB) have a wide remit across the new health and care system, providing strategic oversight and bringing together all the local commissioners. The development and publication of the Pharmaceutical Needs Assessment (PNA) is now the responsibility of the Staffordshire HWB and Stoke HWB. The Joint Strategic Needs Assessment (JSNA), the Joint health and Wellbeing Strategy (JHWS) will inform the preparation of the PNA which will be used by NHS England to determine some applications for pharmacy market entry. During the year the LPC has attended a number of Health and Wellbeing Board engagement events.

COMMISSIONERS

Both North Staffordshire and Stoke-on-Trent areas have operating CCGs and the LPC have continued to work to develop relationships with the two organisations. The two CCGs are working very closely and also share many of the workforce however, they still remain a separate entity with different priorities. The LPC has continued to sit on the governing board of North Staffs CCG and for Stoke-on-Trent CCG the LPC is part of the planning committee which meets once a month.

The LPC also represented Community Pharmacies on the following committees and groups:

- Area prescribing committee
- Joint Medicines Management optimisation committee
- EPS steering group
- LPN (Local Professional Network for Pharmacy) committee
- Pharmacy Workforce
- Patient forums
- Patient congress
- Health watch
- North Staffs CCG board
- Stoke CCG planning committee
- Staffordshire Carers Association
- Sustainability & Transformation Partnership (STP) working groups on Medicines Waste,
- Medicines Compliance Aids and Workforce
- Controlled Drugs Local Intelligence Network (CD LIN)

LOOKING AHEAD

On 30 April 2019 PSNC launched a video animation explaining how community pharmacies are likely to fit into the NHS of the future. As PSNC has outlined the Government has made it clear through the NHS Long Term Plan and GP Contract that it wants to better utilise the skills and reach of community pharmacy. However, this will require the sector to embrace a series of changes which we must start planning for now. In particular, the emergence of Primary Care Networks (PCNs) – which must be formed by July 2019 – will bring changes for all healthcare providers working in the community, and it will be up to everyone in community pharmacy to ensure that our sector is included in these important emerging structures. The LPC are committed to helping local pharmacy contractors provide an NHS pharmacy service of the highest quality by offering support and advice to pharmacy contractors. We will continue to engage with local commissioners and explore new ways of working locally to enhance the role of community pharmacies and ensure that community pharmacy is recognised and has a voice in the development plans that are going on locally e.g. the Stoke and North Staffs Sustainability

and Transformation Plan (STP) and supporting the CCG in achieving the objectives in the GP Forward View.

FINANCE REPORT

North Staffs & Stoke LPC is funded by a statutory levy which NHS England (managed through the NHS Business Services Authority) is empowered by regulation to deduct from the remuneration paid to community pharmacy contractors. The levy is currently set at fixed amount of £10,000 per month, the majority of other LPCs also have a fixed levy income. The cost of supporting community pharmacy contractors has increased during this present period, but we have been extremely diligent in managing the LPC's (and therefore community pharmacy contractors') resources to retain an adequate cash reserve. As a result, we have not needed to increase the levy for community pharmacy contractors for 15+ years. In light of the continued challenges facing community pharmacy, including implementation of the NHS Long Term Plan, engagement with Primary Care Networks (PCNs) and work with the Sustainability and Transformation Partnership (STP), it is clear that the voice of community pharmacy through the LPC is of critical importance now more than ever. We need a strong and financially viable LPC in order to engage with all partners, stakeholders and commissioners to identify and deliver local opportunities for our community pharmacy contractors and to help facilitate change within community pharmacy practices. To ensure that the LPC is providing the best support it can to community pharmacy contractors in this area, and that it can continue to be effective in the future, the LPC committee review a capacity plan every year including 2018-19. The LPC members voted that an increase in levy was not needed for the year 2018-2019.

LPC Reserves - During the last few years the LPC incurred additional expenditure, which was authorised by the LPC committee, but not included on the LPC Budgets. The additional expenditure included the CHSL provider company loans and the finance required to support the judicial review by PSNC. PSNC recommend that LPCs maintain a reserve equivalent to six months' worth of expenditure. The balance sheet for the business account for 2018-19 closed with a surplus of £50,00 which is slightly less than the recommended amount however, the LPC committee are happy at that figure.

The accounts cover North Staffs and Stoke Pharmacy Committee during the period 1st April 2018-19. The business accounts are audited annually by a chartered accountant. The financial statements are listed in Appendix 1.

All expense claim forms, invoices and supporting documents are available for examination at LPC meetings. These documents can be viewed by contractors and if you wish to do so please feel free to contact me at the LPC office.

APPENDIX ONE

NORTH STAFFORDSHIRE LOCAL PHARMACEUTICAL COMMITTEE

INCOME AND EXPENDITURE ACCOUNT For the year ended 31 March 2019

	31 March 2019		31 March 2018	
	£	£	£	£
Income				
Levy	120000		120000	
Sundry receipts	8933		-	
Deposit account interest	<u>372</u>	129305	<u>221</u>	120221
Expenditure				
PSNC levy	34050		17025	
Staff costs	57990		53635	
Rent	214		-	
Telephone and postage	934		766	
Duplication and stationery	2483		7069	
Locum costs and travel	21452		21533	
Licences and insurance	56		56	
Quality payments	-		4754	
IT	1445		643	
Bank charges	-		35	
Call to Action	-		751	
Flu training fees	2160		-	
Sundry expenses	371		-	
Health literacy & Continence project costs	-		217	
Accountancy & other professional fees	<u>1635</u>	122791	<u>1500</u>	107981
Surplus for the year		<u>6514</u>		<u>12240</u>

BALANCE SHEET

Lloyds Treasurers account	846		836	
Lloyds Instant account	15046		3606	
Nationwide account	50693		50422	
Lloyds BB Instant online account	<u>166916</u>	233501	<u>176507</u>	231370
Loans to LPC's		9360		9360
PAYE creditor		-1424		-1141
Accruals		-480		-480
Deferred Income		<u>-163101</u>		<u>-167767</u>
		<u>77856</u>		<u>71342</u>
Retained funds brought forward		71342		83512
Prior year adjustment - deferred income in earlier years		0		-24410
Surplus for the year		<u>6514</u>		<u>12240</u>
		<u>77856</u>		<u>71342</u>

In accordance with the instructions of the Committee we have prepared without carrying out an audit these financial statements from the accounting records of North Staffordshire LPC and from information and explanations supplied to us

Barringtons Limited
Chartered Accountants
41 Cheshire Street
Market Drayton
TF9 1PH

Date:

APPENDIX TWO

Member	May	July	Sept	Nov	Jan	march
Nita Allen	A	√	√	√	√	√
Clare Stott	√	√	√	√	√	√
Sue Adams	√	√	√	√	√	√
Rebecca Norton	√	√	A	√	√	√
Elliot Patrick	√	√	√	√	√	√
Raj Morjaria	√	√	√	√	√	A
Harpal Bhandal	√	√	√	√	A	√
Peter Walker	-	√	√	√	√	√
Ellie Lawton	√	A	√	√	√	√
Hema Morjaria	√	√	√	A	√	√
Liane Hannah	A	A	A	A	R	-
Vicky Greenwood	-	-	-	-	√	√

Present = √

Apologies=A

R=resign