

SOMERSET LOCAL PHARMACEUTICAL COMMITTEE

Minutes of the Meeting of the Somerset Local Pharmaceutical Committee held at Dillington House Ilminster Wednesday **23rd March**

Members present (Chair) James Nicholas; Shital Patel (Treasurer); Peter Whitaker; Neil Kyle; Kyle Hepburn; Arvinder Sagar (Vice Chair) Via Zoom; Fivos Valagiannopoulos Via Zoom;

Officers in Attendance: Michael Lennox (Chief Officer), Yvonne Lamb (Engagement Officer) Anne Cole

Apologies: Ian Colling; Vasileios Alafodimos, Elina Bartasheva Mary Pennington (Admin Officer)

Guests: Tim Robinson Viatrix

Meeting Notes and Next Steps – documented by Yvonne Lamb

1. **CCA Report** – Neil Kyle to update if necessary
2. **Declarations of Interest** – None
3. **Welcome & Introductions from James Nicholas.**
4. **Agenda to be covered:**

Budget

Future Workload Planning.

Focus 5

Hypertension and AF projects.

Workforce

GPCPCS

RSG Meeting

5. **Governance, Budget & Financial Matters.**

- Minutes from January Committee approved as accurate, with one next step carried forward.
- Minutes from February Executive Committee approved as accurate.
- Currently we are 1 CCA member short for committee and have been in dialogue with CCA to resolve.

Finances

Shital updated the committee on the budget, £147k in accounts

- £116k Core Budget with payments due to be made after 1st April for next financial year.

Ring Fenced THREE New Investment Funds 2022/23 (arriving in accounts shortly)

- £120K for Winter Access Funding to be distributed to contractors at end of scheme in May.
- £65K Community Pharmacy Digital Fund.
- £51.5K Primary Care Support Fund.

Other funds status

CCG 21/22 funding c£21k remaining at end of March

- CPCS NHSEI projected to be £1700 at end of March.
- Cardiovascular Disease moving forward for 2022/23 (was originally allocated funding to AF Stroke) £8636.20.

Expenses Policy Update Required

Expenses should go through PAYE if employed by a company and doing work on behalf of their company during working hours. All members and staff should submit their expenses within 3 months of meetings/work done.

If members are conducting LPC duties in their own time, then any expenses due should be paid directly to the member.

Committee Backfill Locum Rates:

Discussion around locum rates was held as the cost to reimburse contractors for cost of locum backfill had not increased in considerable time.

New daily standard rate for member is £300, with a maximum capped amount of £350 should any occasional specific and required locum backfill occur.

½ Daily Rate of £150

Evening meeting rate is £37.50

Proposed by Peter Whitaker

Seconded by Shital Patel

All in favour

PCN Leads Reimbursement for LPC/PCN work has been approved as the following:

- For those leads who need to be reimbursed at the higher rate (over £245 per NHSE MOU) then they need to provide evidence of why higher rate is being claimed for by submitting the evidence (locum booking fee) and completing an LPC expenses form and returning it to the Finance officers for approval promptly after every scheduled workday. As per the exceptional rate cap of £350 for Committee, the same will be offered to our Lead colleagues.

Contract Governance and Applications:

None Received.

PNA update

- PNA is still working progress –nothing to update at moment but will be likely completed during May.

6. GPCPCS.

- Yvonne updated committee on GPCPCS service to date.
- Yvonne updated the committee on the Quality Improvement Scheme and achievements by contractors to date.
- Yvonne and Michael will continue to work with system partners to review and improve the service.

7. Clinical Lead Position

- Fivos will start his new role as Clinical Lead for LPC
- £8k will be allocated from Primary care resilience fund to support Fivos in his role and £8K from the digital fund to enable the rollout support for SIDER.

8. PCN Leads:

- Two vacancies have arisen for PCN leads in Yeovil and West Mendip.
- Lynette Roberts and Captivating Training Solutions have been appointed by the Southwest LPC regional network to deliver the 12-month development programme for leads during 22/23 as per NSHEI BID.

7. ERD:

NHSEI had funded Somerset CCG to drive an ERD Rapid Growth Programme across all PCN and practices.

This will include supporting PCN pharmacists with expert resources via DAMN Partnerships.

In parallel, Southwest AHSN are working with DAMN Partnership at a regional level to evaluate ERD development approaches.

LPC via Yvonne Lamb will assist contractors to help them in this ERD programme.

8. Digital:

PSNC and National Digital Group have been supporting LPCs with guidance and support in exploring Local Healthcare Record (LHCR) access and integration.

In Somerset the LHCR, Sider will be made accessible to community pharmacy as part of a full programme rollout roll out after piloting during 2022

9. Hypertension Case Finding, Cohort Management and AF.

- Michael, Yvonne and Fivos will explore the service development opportunities in Somerset.
- 54 contractors have signed up to deliver the service so far and we are expecting a spot start and ramp up on basic case finding during the summer.
- Yvonne, Michael and Fivos to work up how the hypertension service will work best for pharmacies and practices/PCNs and devise a one-way/best-way pathway as per our GPCPCS approach.

10. Workforce Development.

Workforce pressures remain at front of mind in LPC for contractors.

Last year in our contractor survey we had a level 16% pharmacist vacancies expressed.

LPC has supported our CEO, Michael Lennox to take on a system leadership role in Somerset's IPMO as the Workforce Lead.

Michael has driven the plans across the system in tandem with the People Board, and allied organisations i.e., Training Hub and HEE regionally.

A Workforce Action Team has been formed (Forum) and this Forum have scheduled a series of precursor actions including an in-depth workforce development survey, leading to a system summit to determine what collective and collaborative programmed work can happen to serve all pharmacy stakeholders better in the county.

11. ICS.

We are driving the realisation of the Band 8 ICS Pharmacy Integration role fulfilment.

We expect it to be focusing on supporting the optimisation of the national CPCF services locally, working closely with LPC and various system stakeholders.

Date and Place of Future Meetings – Full Committee Meetings:2022

Wednesday 18th May

Thursday 21st July

Wednesday 28th September & AGM

Exec Meetings

Wednesday 27th April 2022

Wednesday 15th June

Wednesday 17th August.

Next Steps.

- 1) Neil to do CCA Report**
- 2) Carbon Inhaler Footprint: explore with Meds Management team how do we influence/what is next? Consult with PAMM**
- 3) Mary to add amended guidance to expenses policy.**
- 4) Shital & Mary to amend budget to reflect updated rates of backfill for members.**
- 5) Yvonne to let James and Shital know about costs around I.T skills and her personal development needs – DONE.**
- 6) Paid Account for Survey Monkey to be added to accounts/budget.**
- 7) Project work on budget to add the ring-fenced money on the budget.**
- 8) Income section on Budget needs to be updated.**
- 9) Michael, Mary, James, Peter and Shital to arrange meeting to amend budget as agreed**
- 10) James to write a positive update for contractors around budget to share in bulletin.**
- 11) Mary to organise flowers and donations and condolences from the LPC on the passing of Dr Moyse – Done**
- 12) Mary and & Shital to pay contractors after the QII GPCPS scheme end.**
- 13) Yvonne to update Mary with contractor's performance for QII funds monthly – DONE.**
- 14) MOU to be sent to all PCN leads –DONE.**
- 15) Yvonne to connect with Pip tucker around PNA – DONE.**
- 16) Yeovil to reach out to contractors where there is no PCN lead to source replacements –DONE.**
- 17) Michael to continue working 4 days per week for LPC**