

SOMERSET LOCAL PHARMACEUTICAL COMMITTEE

Minutes of the Exec Meeting of the Somerset Local Pharmaceutical Committee held remotely via Zoom on Tuesday 13th December 2022.

Members present: James Nicholas (Chair), Peter Whitaker (Vice Chair), Shital Patel (Treasurer), Fivos Valagiannopoulos

Officers in Attendance: Michael Lennox (CEO), Yvonne Lamb (Engagement Officer), Philippa Hunt (Admin Officer)

Apologies: None

Meeting Notes and Next Steps – documented by Philippa Hunt

1. Welcome and Agenda from James N (Chair)

2. Declarations of Interest – None recorded

3. Governance, Budget & Financial Matters

- Minutes from Full LPC Meeting on November 17th were reviewed. Any additional comments to be passed on before the minutes are taken to the January full committee meeting.
- James welcomed and thanked all for attending particularly during such busy times and listed items to be covered.

4. TAPR: update and moving forward

- Having discussed in depth at the last committee meeting, taking all the information gathered into account, the working proposal moving forward is remain as a sovereign LPC and call ourselves Community Pharmacy Somerset.
- We had been waiting for the Constitution from PSNC before moving forward; a final version of this has now been received. The general feeling was that all were happy with the new version and it now needs to be adapted/tweaked to reflect the Somerset plan. *Action for Michael/Philippa to go through LPC Constitution and adapt for Somerset.*
- There was some discussion over how to articulate our position to contractors and what is required in terms of the Special General Meeting that needs to be called. PSNC have provided some guidance that can be adapted with a suggested voting form, but some clarification is needed around this as to whether this can all be done as one meeting with voting beforehand/during, or if we need a meeting to explain our position, followed by a vote and then a final meeting with the results. *James and Michael will clarify this with PSNC.*
- The following points were discussed and noted:
 - What do we need to do to formally change our name? (e.g. banking, website, NHS England, comms). *Michael/Philippa to contact PSNC for guidance on this.*
 - How much notice to give contractors and how to gather votes.
 - How to provide information to contractors to ensure it is clear but not overwhelming.
 - James, Peter, Shital, Michael and Yvonne to meet online on morning of 9th January to finalise approach and agree timing of SGM and appropriate notice. (SGM likely to be late January/early February.) Constitution will have been adapted and circulated by this point.

5. Strategy/vision update from Michael

- Michael gave a detailed update around work so far.

- Vision work at PSNC has kicked off positively with steering groups and working groups established.
- We don't have a specific Somerset position to feed in or a formal committee position. There was some discussion around this and the Exec committee felt that Michael is well-placed to represent and communicate/question with the committee if needed. Michael will continue to keep the committee updated.

6. Ops

- Yvonne and Michael have been made aware that by the Urgent Emergency Care Team and NHS England that in order to relieve overwhelming pressures coming from the 111 service, patients will/could be offered CPCS whenever possible, increasing footfall across community pharmacies considerably.
- There has been no timescale agreed at this point, but it could be possible that this happens this side of Christmas at a time when pharmacies are already struggling to cope and could increase footfall from 4-500 referrals a month to 1000.
- The following concerns were discussed:
 - The spread would almost certainly not be equal across contractors.
 - An increase in footfall would need to be managed as this is likely to be disproportionate across all contractors, affecting those that provide opening hours outside of regular hours (e.g. supermarket pharmacies).
 - There are workforce pressures particularly in these pharmacies that may be more affected by this.
 - How to escalate back to 111 if patients are not dealt with. The current system of phoning and option 7 does not work well and is already a problem, collaboration between the services is not reliable.
 - There was discussion about whether pharmacy is taking on too much and whether the issue is merely being shifted around rather than dealt with.
 - We want to support and if this is going to happen we need to ensure we get good comms out to contractors to explain increase in footfall and try to plan for this.

7. AOB

- No further business. Meeting concluded.

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

Full committee

Wednesday 18th January 2022 via Zoom

Wednesday 22nd March via Zoom

Wednesday 17th May via Zoom (tbc)

Exec Meetings

Wednesday 22nd Feb via Zoom

Wednesday 19th April via Zoom

Next Steps.

- 1) Michael and Philippa to go through LPC Constitution and tweak/amend to fit Somerset's plan.
- 2) Michael and James to clarify with PSNC around voting/SGM process; one stop shop or separate.
- 3) Michael and Philippa to clarify with PSNC around formalities of changing our name to Community Pharmacy Somerset.
- 4) James, Michael, Peter, Shital and Yvonne to meet on 09/01 to formalise SGM plans.
- 5) Michael to keep committee updated and ask for input if required around strategy work.
- 6) Philippa to register with mentimeter.com