

SOMERSET LOCAL PHARMACEUTICAL COMMITTEE

Minutes of the Exec Meeting of the Somerset Local Pharmaceutical Committee held remotely via Zoom on Wednesday 22nd February 2023.

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 January 18th were reviewed and agreed. Transparency and details of minutes was discussed and it was agreed that our minutes contain a good level of detail for contractors to see and understand the level of support being provided. These minutes will be shared with Full Committee prior to the next meeting in March for comments in order to ratify at the next Full Committee Meeting on March 22nd
- James welcomed and thanked all for attending and listed items to be covered.
- Michael gave a brief update around national bodies:
 - CCA IP Pathfinder document is about to come out and welcome the work they did here.
 - NPA Connect newsletter came out recently and are keen to work positively with LPCs particularly around the principles of TAPR and election season.
 - We are on the right track with our priorities; IP, election cycle, TAPR compliance, Save Our Pharmacies campaign.
- **FINANCE/BUDGETING**
 - Shital gave an update around our current finances. Our current balance is at around £257k. Of this:
 - Around £100k is core
 - £55,620k Winter Access fund
 - CCG England money has been used up (this partially funding Michael)
 - CCG PCSF £40,586 left
 - CCG Digital £52,411 left
 - Some of our potential funding for 23/24 will not be known until late March.
 - Confirmation that PSNC have agreed Levy payment to be monthly from April. *Action for Philippa and Shital to liaise around paying this.*
 - James reminded that Honorarium payments for James, Shital and Peter should be claimed by the end of March as need to be included this financial year. *Action for James, Shital and Peter to ensure honorarium claims are submitted before the end of March.*
 - It was agreed that Michael, James, Shital and Peter would meet on Monday 13th March for 1 hour at 1pm in order to discuss any funding/bids and potential 23/24 funding in time for the next full committee meeting on 22nd March. *Action for Philippa to set up Zoom meeting for this (13/03/22 @1pm for 1 hour).*

4. TAPR: update

- The process and proposals were confirmed at the January full committee meeting. There was no minimum number of votes required, but of those voting two-thirds needed to vote in favour of the proposals.
- James shared that we had received 55 votes, all in favour of both the new constitution and the committee extension, and that no attendees had registered for the SGM. It was agreed that the SGM process still needed to go ahead to formally announce the result, but that we can move forward with the proposals; both adopting the constitution changes and the committee election delay. This means:
 - The committee size will remain at 11
 - The committee name will officially change to Community Pharmacy Somerset
 - Re-branding needs to be discussed further at the next committee meeting in terms of timing, email, logo, website, etc. There was some discussion over how long we operate under the old constitution and whether these changes should formally take effect with the start of the new committee on 1st July. **Action for Michael to check with PSNC.**
 - We need to officially let the PSNC, CCA and AIM of the outcome. We also need to confirm whether NHS/ICS need to be formally informed of the change. **Action for Michael.**

5. ELECTIONS

- Michael talked through the Election Guidance Notes document with the committee and the process of selection.
- There was discussion around the required share of the committee:
 - CCA – 7, AIM – 1, Independents – 3
- List of contractors needs to be confirmed in advance to ensure we have up to date information. This needs to include their POC which needs to be added to the database.
 - **Action for Philippa to add to contractor database.**
 - **Action for Yvonne to find out about POC – liaise with Cornwall LPC contact.**
- There is currently still a CCA vacancy on the committee.
- The committee discussed the management of the election process and agreed that we can manage the process ourselves and don't need to use any external agency.
- There was discussion around the timing of the nomination exercise and the decision was made to begin the nomination process the w/c 17th April 2023. The nomination process is 14 days before the election process begins.
 - **Action for James to produce a Chair letter to encourage engagement with the process.**
 - **Action for Michael and Philippa to organise the nomination information. A table/flow chart to be produced to document the process.**
 - **Action for Michael to clarify AIM pharmacies in Somerset with AIM.**

6. IP PATHFINDING

- Michael gave a full update highlighting the progress made and the challenges. Without a CP Clinical Lead in post yet it has been difficult to engage the ICB to collaborate.
- Fivos, Michael and Anne have worked on a bid focused on cardio vascular support around IP as this is a significant unmet need and are hopeful that this will be accepted when the ICB submit (by 28/02/2023).
- It was agreed that it is important to give IPs meaningful opportunities within community pharmacy and tangible ways to use their clinical skills as well as looking at ways to integrate healthcare between community and clinical settings.

7. BIDS FOR PROJECT FUNDING

- Michael provided some background and update around the funding needed and potential avenues for this:
 - Need funding for IP Pathfinding

- PCN Leads funding; this was covered by NHS England in 2022/23 so we still have funding available for this next financial year
- GPCPCS (paid in bulk)
- £50k bill for licences
- Potentially EMIS if needed for IP proposal
- Funding to cross-fund Yvonne
- Project funding may be available but currently don't have a clear picture
- Committee agreed that Michael, James, Shital and Peter would meet on 13th March prior to the next full committee meeting to clarify likely potential funding streams and to see if there is a clearer picture.

8. PCN LEAD UPDATE

- Peter had put together a useful draft PCN Lead Role document for discussion with the committee and this was shared prior to the meeting for discussion.
 - There was further discussion around the 3 levels of roles/responsibilities/expectations set out in this document and it was felt that this could give leads some more structure and an idea of how the role could grow along with an acknowledgement that the role was likely to evolve going forward.
 - There will be no automatic funding from NHS England from 1st April but the committee felt that with PCN Leads claiming directly from the LPC for the work that they do there may be savings around the amount of time spent.
 - Alongside this there was discussion around rates of pay and whether the NHS England rate of pay would be continued.
- There are currently potentially 4 PCN Lead vacancies but some possibilities for these.
- PCN Lead engagement Zoom evening meeting to be planned potentially for late April.

9. CONTRACTOR REVIEW

- Michael updated that whilst things are still challenging, they did feel a little better at the moment.
- There was some discussion around Lloyds closures and the fall out from this and how we can provide guidance and support, particularly around potential contract breaches. **Action for Yvonne to reach out to Lloyds regarding blister packs and processes.**
- The council are sending out new contracts for services to be signed. There has been an indication that 20 Boots pharmacies and all of Lloyds will not be doing EHC. **Action for Yvonne to follow up and confirm list.**
- Michael has been looking at opportunities for a local politician to visit pharmacies as part of the #saveourpharmacies campaign to highlight both the opportunities for pharmacies as well as the challenges. Tessa Munt, a local councillor, has responded to indicate she would be interested and indicated some potential dates. After discussion around potential pharmacies in Wells and their availability for the dates in question, it was agreed that Wells City Practice Pharmacy looked like a good option. **Action for Yvonne to confirm the pharmacy availability and Philippa to liaise with Tessa's PA to organise.**
- Turning Point – issues around cashflow and claims not being paid have been resolved. Yvonne has been flagging when this is not paid, particularly as it holds other services back and has financial implications. **Action for Yvonne to connect with Turning Point around processes.**
- PSNC Pressures survey has been extended this week. **Action for Philippa to continue to push on social media where possible.**

10. SERVICES

- GPCPCS/CPCS – Michael has been working around the 111 side to increase traction from 111 call handlers. Mini action plan GPCPCS further traction.

- Hepatitis service – looking at options of stores that could provide this service, there are a small number looking to set this up. Training can be done across 3 LPCs (us, Devon & Cornwall) who have all agreed to take part in the initiative.
- NHS Health Checks – some pharmacies have reconnected with this service, around 10, but there needs to be further community delivery.
- NMS – the committee discussed that this is getting busier and is improving but there are ongoing challenges with providing staff time for this.
- PQS – there seems to be less energy around this currently.

11. SGM

- Due to there being no sign ups for the evening SGM via Eventbrite, along with sufficient advanced voting, the SGM around TAPR was held at the end of this meeting.
- As our Chair, James confirmed the number of votes as 55, that 100% of the votes were in favour of the proposals for the new constitution and the extension of the committee and therefore James formally confirmed that the proposals are accepted and next steps will be implemented over the coming weeks/months.
 - *Action for Philippa to send out a message to the full committee confirming this, along with a formal email to all contractors and updates to the website accordingly.*
 - *Action for James/Anne to put together some additional comms information to add to the bulletin.*

12. AOB

- No further business. Meeting concluded.

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

Full committee

Wednesday 22nd March via Zoom

Wednesday 17th May at Dillington House

Tuesday 11th July at Dillington House

Exec Meetings

Wednesday 19th April via Zoom

Tuesday 20th June via Zoom(?)

NEXT STEPS

- 1) Philippa and Shital to liaise around moving to monthly levy payments from April 2023
- 2) James, Shital and Peter to ensure honorarium payment claims are made before end of March.
- 3) Philippa to set up Zoom meeting for 13th March for James, Michael, Shital and Peter regarding budget/project funding bids update. *(DONE)*
- 4) Yvonne to reach out to Lloyds multiple operators regarding blister packs and processes. *(DONE)*
- 5) James/Anne to put together comms for the bulletin to confirm the result of the TAPR voting. *(DONE)*
- 6) Yvonne to connect with Julie from Boots to find out which Boots stores are doing which services. *(DONE)*
- 7) Philippa to formally inform contractors of the voting results via email before the end of the week. *(DONE)*
- 8) Philippa to update the full committee of the voting result and update around timing of the SGM via the WhatsApp group. *(DONE)*

- 9) Yvonne to connect with Nick from Cornwall LPC/Sharon Greaves to clarify POC and Philippa to add POC for each pharmacy to the database.
- 10) James to produce letter as Chair to encourage engagement with the election process.
- 11) Michael and Philippa to organise and prepare the nomination information ready to send out w/c 17th April.
- 12) Michael to clarify with AIM who AIM members are in Somerset.
- 13) Michael to officially inform CCA, AIM, PSNC and NHSE outcome of votes and change of name to Community Pharmacy Somerset and to clarify with PSNC around re-branding and whether we tie this in with the new committee, i.e. effective from 1st July.
- 14) Yvonne to confirm pharmacy for Tessa Munt visit. *(DONE)*
- 15) Philippa to liaise with Tessa's PA to confirm date/time/location details. *(DONE)*
- 16) Yvonne to connect with Turning Point regarding robust process for them to publish claims in a timely manner.
- 17) Philippa to continue to push Pharmacy Pressures survey on social media. *(DONE)*