

# SOMERSET LOCAL PHARMACEUTICAL COMMITTEE

Minutes of the Meeting of the Somerset Local Pharmaceutical Committee held online via Zoom on Wednesday 18<sup>th</sup> January 2023.

**Members present:** James Nicholas (Chair), Peter Whitaker (Vice Chair & PCN Coach Lead), Neil Kyle, Vasileios Alafodimos, Fivos Valagiannopoulos, Kyle Hepburn, Elin Palmer

**Officers in attendance:** Michael Lennox (CEO), Philippa Hunt (Admin Officer)

**Apologies:** Shital Patel (Treasurer), Louise Larby, Nicola McKay, Yvonne Lamb (Engagement Officer). (NB: Neil Kyle had to leave for part of the day due to an urgent meeting.)

**Guests:** Anne Cole, Somerset Pharmacy Workforce PMO – update on IP pathfinding survey and the way ahead.

Shaun Green, NHS Somerset Deputy Director of Clinical Effectiveness and Medicines Management – systems meds ops update.

**Sponsors:** Caroline Furze (GSK)

*Meetings notes and next stops documented by Philippa Hunt*

## 1. Welcome and Introductions from James Nicholas

- James introduced Elin Palmer, new CCA committee member from Morrisons.

## 2. Declarations of Interest – none

## 3. Governance, Budget and Financial Matters

- November Full Committee Meeting and December Exec Meeting minutes were reviewed and ratified. **Action for Philippa to upload minutes onto website.**
- Michael gave an NPA update, discussing that Somerset is well-managed, that the pharmacy family of leadership pull together well and the PSNC is well-backed.

## FINANCE

In Shital's absence, James gave a budget update/review with a view to year end approaching, along with what we want to achieve in 2023/24. The committee had received Shital's Treasurer Report in advance of the meeting.

- Winter Access Fund – this is for contractors not LPC.
- CCG Engagement fund is used to fund the PCN Lead Coach role and Michael's role.
- CCG PCSF – we haven't used much of this pot. This partly funds the clinical lead fund. As the PCN Lead work has not previously had to be funded by us this pot is healthy and it could be topped up next financial year. Could fund PCN Lead activity.
- CCG digital pot – funding support work. This looks healthy but some is ringfenced towards licence purchasing in the next few months, plus it half funds the clinical lead role.
- CVD fund – this is pre-pandemic funding.
- Budgeting 23/24 – the aim is to bring the core down but this needs further discussion.

## 4. TAPR Work

- James reiterated the background, how the TAPR working group had 3 meetings and all of the key questions reviewed and now how we are now looking to implement the proposals.
- At the last committee meeting it was agreed by all that we would go ahead with the proposal to stay as we are. TAPR sub-committee met to discuss how to move forward, including the delayed elections for new committee. This committee will now need to be extended to end of June after TAPR voting completed. Part of the TAPR voting will be to extend this.
- Committee are all happy with the new constitution.
- The committee confirmed that the SGM will be held on the evening of Weds 22/02/2023, with voting to be collected in the lead up and an option to vote on the night. There is no set amount of votes needed, but of those that vote, two thirds need to vote to agree the proposal for it to be able to go ahead.
- The pack of information explaining the changes to the constitution the proposals and ballot form, along with the chair's accompanying letter and notice of the special meeting will be going out to contractors on Thurs 19/01/2023 (CCA voting will be done in blocks, non-CCA will vote individually).
- The committee discussed steering online voting before the SGM as a preference and that contractors should have an opportunity to ask questions around the changes if needed, and agreed to the pack put together going out. **Action for James to put together Chair's message to go with the pack and Philippa to send out the information.**
- The committee are all encouraged to attend SGM as fully as possible.

## 5. Budgets

There were a variety of discussions around budgeting for staff and services going forward following TAPR. Various members/staff left during portions of these discussions to allow their roles to be discussed freely and fully by all members.

- James, Peter and Shital met in December to discuss 23/24 budget and to keep one eye on 24/25 too. James talked through budget document including the Levy we receive and the PSNC levy changes over the next 2 years.
  - All spending and budgeting was open to debate and they looked at both stripped back core spending as well as Core Plus spending including PCN Leads, Peter, Fivos and Anne's roles looking at how the add value and support to pharmacies and how these could be funded.
  - We need to consider how we're funding and the pots we are dipping into, whether there will be future funding in these pots along with what the core plus roles allow us to do in terms of clinical progress.
  - Other budgeting factors had been discussed including meeting costs (rates of pay agreed last year, face to face versus virtual meetings, frequency of meetings).
  - Other expenses discussed; Teams, Survey Monkey, Licences, Minor Ailment Service, PCN Leads, Lead Coach, etc.
  - Committee expenses and income were listed and discussed thoroughly. We don't want to decrease our core in one hit but it needs/will decrease.
  - We should have a better idea of additional funding in March.

## 6. Sponsor session from Caroline Furze, GSK.

## 7. Ops – Michael gave this update in Yvonne's absence.

- Integration Lead (NHS Funded post) starting after Easter as on 3 month notice period.

- Waiting on another CCA nomination after Ian's departure. Possibly taking longer due to other LPCs being in similar/worse position.
- Closures in Somerset highest in SW. The committee discussed how hard it is to recruit locums here, a tricky location, and this is contributing. This reinforces the need for the workforce work going on.
- Stock issues are ongoing.
- Team work and consideration of pressures is important across the sectors.
- Next steps – comms/connections, Michael, Yvonne and Philippa going forward.

## 8. Workforce

- Anne Cole joined the meeting to provide an IP update.
- After IP survey in Avon, Anne put together the same survey here with 44 responses. There was a good spread of responders; Anne shared slides of the results.
- The committee discussed the challenge of keeping qualified IP in community pharmacy and that longer term changes to increase clinical services could help. Whilst there are concerns around this, the committee agreed it is important to get on board with this to help further down the line, especially in light of news qualified pharmacists from 2025 being IP anyway.
- The committee agreed for Anne to take this forward.
- Shaun Green joined meeting to provide system meds ops update.
  - ICB now formed, Somerset is one system and has been for a while. Pharmacy should become big players in the treatment agenda including areas such as long term disease management.
  - Shaun shared his strategy PowerPoint.
  - The committee discussed issues with stock, price and losses with Shaun, who was sympathetic and confirmed that this is being flagged at national meetings.

## 9. Strategy Focus Workload Review from Michael.

- Michael talked through his strategy focus PowerPoint presentation with the committee.
- There was discussion around transformational changes and defining strategy. Members of the committee agreed that Community Pharmacy needed to be treated equally to GPs in terms of primary care as GPs are not able to do it all on their own. There was an agreement that it is important to be proactive with opportunities but that we also need funding to come to CP in order to get things done and continue to step up and have a real presence.
- This committee needs to commit to strategy now to allow the next committee to know their direction and be as clear as possible around finances.

**10. AOB** – the committee had no other business so the meeting concluded

## Date and Place of Future Meetings: 2023

### Full committee

Wednesday 22<sup>nd</sup> March via Zoom

Wednesday 17<sup>th</sup> May – last of our committee cycle so agreed to be in person. **Action for Philippa to book Dillington House.**

Wednesday 19<sup>th</sup> July – agreed to be face to face. **Action for Philippa to book Dillington House.**

### Exec Meetings

Wednesday 22<sup>nd</sup> Feb via Zoom

Wednesday 19<sup>th</sup> April via Zoom

Tuesday 20<sup>th</sup> June via Zoom

### Other meetings

SGM – evening of Wednesday 22<sup>nd</sup> February via Zoom

### **Next Steps.**

- 1) Philippa to add ratified full committee and exec committee minutes to website.**
- 2) James to complete Chair message to go with SGM information pack**
- 3) Philippa to send out SGM info pack and collate ballot responses**
- 4) Philippa to book Dillington House for committee meetings on 17<sup>th</sup> May and 12<sup>th</sup> July.**