

SOMERSET LOCAL PHARMACEUTICAL COMMITTEE

Minutes of the Meeting of the Somerset Local Pharmaceutical Executive Committee held online via Zoom on Wednesday 19th April 2023.

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

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

Apologies: None

Meetings notes and next stops documented by Philippa Hunt

1. Welcome and Introductions from James Nicholas

- James welcomed everyone and briefly talked through the agenda.

2. Declarations of Interest – none

3. Governance, Budget and Financial Matters

- Philippa confirmed that due to annual leave and workload prior to this the full committee minutes from the meeting on 22nd March have not been distributed yet. **Action for Philippa to get Full Committee Meeting Minutes from 22nd March completed and distributed.**
- Michael updated that latest NPA Connect was distributed a few weeks ago and LPC Matters went out last week. CCA colleagues have a Q2 survey to complete. AIM have been advertising a webinar around the Save Our Pharmacies campaign, outside of the main campaigning.
- There is an ongoing CCA vacancy but with elections imminent this is unlikely to change until the new committee is formed.
- The committee discussed whether Neil Kyle would be able to attend the May full committee meeting due to Lloyds in Hankridge Farm Sainsburys closing and this impacting his role on the committee. The committee agreed that Neil could be invited to attend but would not have any voting capacity. **Action for James to formally invite Neil to the meeting.**
- There are a number of branch changes/closures that have happened or are upcoming; Wells Health Centre has changed hands from Boots to independent, Lloyds Highbridge is now Allied, Tesco Glastonbury is closing in August, North Petherton pharmacy is changing hands but no confirmed date as to when yet.
- Some contractors have not chosen their Provider Pay platforms yet. Yvonne is working with outstanding pharmacies.

FINANCE

The Exec Committee had received Shital's Treasurer Report in advance of the meeting which was then discussed.

- The bank account still has a healthy balance of around £250k with around £99k of this being core funds.
- Winter Access Fund – this is for contractors for services and still has not been touched.

- CCG Digital pot is now at just under £50k but a large chunk of this (nearly £30k) is earmarked for licencing. System going to apply for this CPCS, Hypertension, oral contraception. Right licences to benefit contractors.
- PSNC Levy going to monthly from April.
- Website payment – still nothing. **Action for Philippa to chase one more time.**
- PharmOutcomes invoice – agree Philippa can pay, Yvonne has already briefed stakeholders to expect bill. **Action for Philippa to pay PharmOutcomes invoice and invoice Somerset Council and Turning Point.**
- Peter raised the question around better account options. Could we have money in a better interest account? **Action for Philippa and Shital to explore this.**
- Year End Accounts – Philippa working with Howells to provide info they need to prepare. Need for AGM.

4. TAPR / ELECTIONS

- We have now moved into the election process.
- The split of committee members required is confirmed as 6 x CCA, 2 x AIM and 3 x Independent.
- Michael has officially contacted CCA and AIM for nominations.
- Nomination information has now been sent out to independent contractors. Michael plans to do some work to engage with independents to encourage contractors to consider nominating.

5. STRATEGY

- The committee went through the Community Pharmacy Somerset Strategic Review and Planning for 23/24 presentation, as shared by Michael prior to the meeting with focus on the Priorities and Pillars.
 - Goals and missions were agreed and who/how these could be achieved with slides added to the presentation to reflect this for Michael to polish afterwards. **Action for Philippa to forward updated PowerPoint with additional slides from meeting added.**
 - The intention is to ensure that the new committee have a clear idea of strategy and what we are aiming for going forward.

6. PEOPLE/COMMS

- Save Our Pharmacies campaign seems to have really gathered momentum. We have had a response from Rebecca Pow who is going to write to the government and come back to us. A response from James Heapey is apparently incoming...
- Health Watch visit was excellent. Michael will go to next board meeting with them and present Save Our Pharmacies.
- Michael visited Blackbrook pharmacy and saw lots to comment around patient care.
- AIM seem to have their own separate Save Our Pharmacies campaigning going on with an upcoming webinar.
- The committee discussed future funding opportunities in community pharmacy (e.g. IP Pathfinder).
- The bulletin was discussed. *Is new frequency of monthly agreed and if so, when from?*

7. WORKFORCE

- The committee held discussions around the need to attract staff to all pharmacy-based roles, not just pharmacists.
- There are funding challenges; HEE funding was made to last 2 years rather than 1 but is now gone.

- HEE is now WTE (Workforce Training & Education).
- IP cardio vascular proposal; still awaiting outcome.

8. OPS

- Yvonne gave an Ops update:
 - Blackbrook pharmacy are winning an award for health check provision.
 - Needle exchange issues have improved.
 - There is concern around NMS/CPCS discrepancies.
 - Yvonne has asked NHS England for covid vaccination stats but these have not yet been provided.
 - There is a small improving trend with closures but still concerning. The committee discussed the NHS England breach closure policy and the challenges that this can pose to struggling pharmacies.
 - Avon Healthcare Services - provider that we use for MAS Admin. It would be useful to have a strategic discussion with them.
 - **Action for Philippa to contact Sian Retallick to see when she may be able to join an upcoming meeting in any capacity.**

9. CUSTOMER

- The committee discussed how to re-engage customers as the new committee forming is a good opportunity to do this. An event after the new committee is formed, possibly with awards and including sponsorship could be a good idea. **Action for this to be added to the May meeting agenda for further discussion.**

10. AOB – the committee had no further business and so the meeting was concluded.

DATE AND PLACE OF FUTURE MEETINGS: 2023

Full committee

Wednesday 17th May – Dillington House

Wednesday 12th July – Dillington House

Tuesday 12th September – virtual.

Exec Meetings

Tuesday 20th June via Zoom

Wednesday 23rd August via Zoom.

Action for Philippa to ensure all virtual meetings are set up on Zoom and meeting invites sent out.

NEXT STEPS

- 1) Action for Philippa to get Full Committee Meeting Minutes from 22nd March completed and distributed.
- 2) Action for James to formally invite Neil to the May full committee meeting.
- 3) Action for Philippa to chase website payment with Make one more time.
- 4) Action for Philippa to pay PharmOutcomes invoice and invoice Somerset Council and Turning Point.
- 5) Action for Philippa and Shital to explore other banking/account options.
- 6) Action for Philippa to forward updated PowerPoint with additional slides from meeting added.
- 7) Action for Philippa to contact Sian Retallick to see which upcoming meeting she may be able to join in some capacity.
- 8) Action for awards evening idea to be added to May agenda for further discussion.
- 9) Action for Philippa to set up any Zoom meetings and related meeting invites not already in place.