



SOMERSET LOCAL PHARMACEUTICAL COMMITTEE

Minutes of the Meeting of the Somerset Local Pharmaceutical Executive Committee held online via Zoom on Wednesday 23rd August 2023

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

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

Apologies: None

Meetings notes and next stops documented by Yvonne Lamb

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

- There is an ongoing CCA vacancy but with elections imminent this is unlikely to change until the new committee is formed. There is a next step listed to review this at October Exec and with formal committee at November's meeting.
- Minutes from previous LPC meeting in July and next steps reviewed ready for LPC meeting in September.
- Nothing to be noted from CCA, NPA or AIM for attention yet for September's LPC meeting.
- Discussions held around Indemnity Insurance and what we have already and what we should have. Exec agreed that additional insurance offered through CPE would be beneficial to have.

FINANCE

Shital will brief the Exec and new committee around all matters financial on the 12th of September. Due to Phillipa's reduced working hours and annual holidays the financial report

has not been finalised. Peter has noted that until the new Admin Officer has been in post that he will log onto the accounts/banking once a week to help with workflow.

- Shital to gain access to the banking system-For some reason her access has been reviewed, possibly because Cathy is in process of being added.
- Yvonne to check in with Philippa to ensure Cathy has access to banking etc.

4. LIVE OPS Issues.

- A lot of contractor's changes in process of going through, Yvonne will keep monitoring the changes and work with the ICB/Regional contracting team to get an up-to-date database.
- Glastonbury Boots Closure is a concern for the area, with the Tesco in Glastonbury closed, there will be only one pharmacy operating in Glastonbury from October.
- Boots South Petherton is up for sale.

5. LPC Meeting 12th September

- Discussions around Venue suitability and equipment needs to host a functioning meeting. Yvonne to connect with Elin Palmer at Morrisons to ensure the venue has everything we need.
- Discussions around importance of 100% attendance for this meeting wherever possible.
- Discussions held on how best to format the day to maximise output and get to know our new members.
- Discussion around members roles and expectations. Core committee roles will need to be established ready for November's full LPC meeting.
- Discussion around what Exec committee will be with Chair, Vice Chair, Treasurer and Governance role all needing to attend Exec Committee, with a "guest committee member invited bi-monthly if needed.
- AGM meeting will be held on the 17th of October via Zoom after Exec meeting.
- Michael and Yvonne to send out email with accounts and voting papers to all by end of 1st week in September.

6. PEOPLE/COMMS

- The next full committee meeting will be at Morrison's Taunton for all members, Yvonne to inform everyone of venue.
- Rebranding of LPC to community Pharmacy Somerset, ongoing process.
- Yvonne to send out to everyone all the updated documents and declaration on interests for completing and returning

7. WORKFORCE

- The committee held discussions around the need to attract staff to all pharmacy-based roles, not just pharmacists.
- £120,000 bid for upskilling and workforce development has been successful. Work will start on how best to use this funding to develop the workforce strategy.
- HEE workforce survey shows there is a real workforce issue within Somerset with the highest vacancy rate nationwide.

8. OPS/Officer Support

- Yvonne gave a brief Ops update:

- Discussions held around new ADMIN officer's induction and Yvonne to lead on this.
- Yvonne to attend MPBM meetings with support of James if agenda requires a clinical pharmacist's input.
- Yvonne discussed with Exec that Boots Pharmacies are now to provide EHC and have signed the public health contract.
- Discussion around Strategy document, what will be the LPC/Officer's focus for this coming year entail regarding services and development opportunities, and what roles will the new members have to support officers implement these- To be discussed at the next full LPC meeting.

9. PCN Leads

- Peter and Yvonne updated the exec around PCN leads and vacancies.
- New Leads that will need development training.
- To engage with Leads to ensure attendance at the PCN Lead event on 29th September.
- Discussions around how do leads claim for the work they do- Yvonne to liaise with Judith and find out how this happens, is it via Pharm outcomes. Peter and Yvonne will then need to connect with leads to confirm process with them.
- Michael to follow up with ICB team what the situation is with the funding.

10. IP Pathfinding

- Discussion around the IP pathfinding LES service, what does it entail, how will it work, how can we make it successful. A lot of ideas were shared with the EXEC and still lots to explore and officers with the assistance of Anne Cole and the ICB team will continue to explore and bring back to EXEC for thoughts in October. Some key initial thoughts to consider.
- There will be adequate funding for 4 sites (Pharmacies), each site can have up to six sessions per week (A session is a morning or afternoon)
- Each IP will likely start off seeing two patients per hour (Includes admin time) and with experience will likely increase to three patients per hour.
- EOI will go out to those contractors where they have an IP already in place.
- Work still needs to be done around IT platforms and establish if any training needs to be met by IP pathfinders before Launch of service.

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

DATE AND PLACE OF FUTURE MEETINGS: 2023

Full committee

Tuesday 12th September – Morrisons Taunton

Wednesday 22nd November Boots High Street Taunton

Wednesday 17th January -TBC

Exec Meetings

Wednesday 17th October via Zoom

December meeting -TBC

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

