



## SOMERSET LOCAL PHARMACEUTICAL COMMITTEE

Minutes of the Meeting of the Somerset Local Pharmaceutical Executive Committee held online via Zoom on Wednesday 20<sup>th</sup> June 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.
- Yvonne to amend the May's full LPC meeting minutes to reflect the Independent Nominations.
- CCA are looking at the new services which will be launched post Summer including the new Pharmacy First service.
- There is a new guidance document to look at any new local services, how they should be costed and implemented to contractors to ensure any new services are viable for community pharmacies.
- NPA vision for community pharmacies will be launched very soon.
- CPE are in dialogue with DOH regarding the new national pharmacy first service around revenue and implementations, we expect to be informed of outcomes of these negotiations during the Autumn.
- Independent Prescribers- Work to be done nationally around I.T issues and reporting back.

- Not known yet what will happen around “supervision rules” and how if any changes will affect pharmacies operationally and support services.
- There are several Pharmacy changes/closures that are upcoming; Wells Health Tesco Glastonbury is closing in August, North Petherton pharmacy is changing hands but no confirmed date as to when yet. Lloyds Pharmacy changes will be updated to committee once NHSE has informed the LPC. Yvonne to circulate any changes as soon as they arrive to LPC mailbox.

## **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 £246k with around £98k of this being core funds.
- Winter Access Fund – £55K this is for contractors for services and still has not been touched.
- CCG - £37K for Leads and other development opportunities.
- CCG Digital pot is now at just under £46k 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.
- CPE Levy going to be paid monthly -but CPE have not taken their levy for April and May, this has been raised with CPE.
- Year End Accounts – Philippa working with Howells to prepare these. Need for AGM.
- Shital will update the spreadsheets for July meeting.
- CPE- Treasurers Day will be announced soon.
- Peter and Shital now have access to Zero and had some training from Philippa which has been recorded for future training needs.

## **4. LIVE OPS Issues.**

- A lot of contractor’s changes in process of going through
- Business Continuity Plans- It is up to contractors to have and update their BCP plans accordingly.
- Primary Care Commissioning Board- Any issues that are raised that hinder community pharmacy then raise with them.
- Yvonne to liaise with Sharon Greaves around latest ad hoc closures for Somerset.

## **5. Formation of new committee**

- CCA has confirmed that Peter Whitaker, James Nicholas Nicola McKay from Boots and Elin Palmer for Morrisons to remain on Committee.
- AIM have confirmed Shital Patel will remain.
- Louise Larby from Day Lewis – to be confirmed.
- CCA will have 2 x vacancies to fill.
- Once the changes regarding Lloyd’s pharmacies have been settled then the representatives on committee will need to be reassessed to reflect any changes in ownerships.
- Independents- No valid independent applications received yet- Yvonne and Michael to connect with some potential independent contractors with an EOI.
- New Committee to appoint in July Chair, Vice Chair and Treasurer, though numbers may be not enough so for July the committee may need to appoint Interim appointments until September.

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## 6. PEOPLE/COMMS

- Face to Face meeting at Dillington House in July for 10 guests.
- Rebranding of LPC to community Pharmacy Somerset, awaiting official rebranding packs to arrive from CPE.
- CPE to update our Governance Coms-
- James woods and Sian Retallick – to be contacted a regarding meeting attendance.

## 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.

## 8. OPS/Officer Support

- Yvonne gave a brief Ops update:
- SCS training for National Smoking service will be held with key stakeholders and Pharmacists on 22/6/23.
- Some ad hoc issues with GPCPCS and Pharmoutcomes/Patient Access not available to surgeries.
- Out of Stock guidance – Needs to be updated and sent out to all contractors once it has been reviewed and signed off at ICS level.
- Michael gave an update to Exec about his workload and what meetings he will be focused on.
- Roles planning session-Exec discussed current Officer support roles, considering recruitment for new admin officer and changes in new committee, the role of the clinical support to officers will be tabled for discussion in Julys full LPC meetings.

## 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 attend a meeting in July with Laura Picton.
- To engage with Laura Picton regarding hosting a day event with Leads and key stakeholders and to establish working aims and goals within each PCN area.

## 10. Recruitment process

- Vacancy for Admin officer discussed.
- Michael has been receiving CV'S of potential candidates and distributing to James, Peter, and Yvonne for review.
- Interviews to be held 30.6.23.

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

## **DATE AND PLACE OF FUTURE MEETINGS: 2023**

### **Full committee**

Wednesday 12<sup>th</sup> July – Dillington House

Tuesday 12<sup>th</sup> September – Face to Face

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

### **Exec Meetings**

Wednesday 23<sup>rd</sup> August via Zoom.

Wednesday 18<sup>th</sup> October via Zoom

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

## **NEXT STEPS**

- 1) **Action for Yvonne to amend the Full lpc meeting minutes from May regarding the Independent Nominations**
- 2) **Action for Yvonne to circulate and update Database with any Ownership changes as we receive them from NHSE.**
- 3) **Action for Shital – Update all financial spreadsheets ready for July, s meeting.**
- 4) **Action for Yvonne/Michael to update Laura Picton and Matthew Mills at our ops meeting once a month of any issues affecting our contractors.**
- 5) **Action for Yvonne to liaise with Laura and, Matt over ad hoc closures/changes in ownerships.**
- 6) **Action for Yvonne – Reach out to Sharon Greaves regarding Closures, service sign ups,**
- 7) **Action for Michael to contact James’s wood and Sian Retallick to see which upcoming meetings they may be able to join in some capacity.**
- 8) **Yvonne and Michael to reach out to Independent Contractors and distribute EOI regarding Committee Vacancies**
- 9) **Michael to produce a one-page memo for our reference.**
- 10) **Michael to connect with CPE on rebranding packs, governance updated coms.**
- 11) **Action for Yvonne to set up any Zoom meetings and related meeting invites not already in place.**