



## Minutes of Full Committee Meeting 5<sup>th</sup> March 24

**Members present:** Peter Whitaker (Chair & PCN Coach Lead), Shital Patel (Vice Chair), Mila Burke (Treasurer), James Nicholas, Vic Nation, Elin Palmer

**Apologies:** Louise Larby, Nicola McKay, Charlie (Sarbjit Jhooty)

**Officers in Attendance:** Michael Lennox (CEO), Yvonne Lamb (Engagement Officer), Cathy Lawless (Administration Officer).

**Sponsor:** Sarah Roberts @Etypharm Pharmaceuticals

**1. Welcome and Introduction:** From Peter Whitaker

**2. Meeting 17<sup>th</sup> Jan 24 and 22<sup>nd</sup> Feb 24**

The minutes from January's meeting were ratified and are to be put on the Website.  
The Exec minutes from February were ratified and are to be put on the website.

**3. National Stakeholders update**

**AIM** – no updates.

**CCA** – report to be done by James Nicholas

**NPA** - NPA Connect, shared with committee members.

**4. Budget/Financials**

**Balance in Account: £199,062.76, includes Core balance:£89,483.21**

**Incoming Monies:**

Contractor Levy £10,100 per month

Sponsor charge £250 per meeting every other month (conditional upon securing sponsor)

**Regular debits:**

CPE - £3,500 pcm

Avon Healthcare - £300 pcm – to stop in March.

Payroll

**POT Expenditure:**

**Winter Access £120K – Balance £51,454.75 as of 05/03/24**

**“Winter Access pot”**

- Money now out to all contractors –Total £64,380
- Otoscope training - £3546.00 + £619.25
- Not to be touched until specifically instructed.

**CCG PCSF £51,400 (2022/23)- Balance £10,764.60 as of 05/03/24**

**“PCSF pot”**

- Peter PCN Coach £3,600K
- PCN Leads: any additional LPC instigated events beyond the NHSEI a day month coverage (circa £6000 if we do 3 x 0.5days x 13 in the year)
- ICS Locality Board work as emerges in year (circa £7,200 if we have 4Leads x6 eventsx1day @£300)
- Moneys for PCN work come out of this fund, but it will be reimbursed by ICB. Work in progress.
- Some of Anne’s work is funded from this.

**CCG Digital £65K 2022/23 – Balance £37,982.00 as of 05/03/24**

**“Digital pot”**

- Partly used to support some of Yvonne’s work at £833 per month.
- Remainder to be used for platforms, licenses or project work as needed in 24/25.
- Pharmalarm payments to be made from this fund.

**CVD money 2021 – Balance £8,636.20**

- Potential to merge/redirect: this fund has not been in use for some time. We need to exercise good financial governance with it, care and diligence is prescribed. Decision yet to be made.

**Other updates:**

It was discussed and agreed that the latest invoice received from PCN Leads is to be paid then the ICB are to be invoiced for the monies paid out so far.

**Action** – Cathy to complete this. *(this has now been done, Cathy)*

## 5. Vacancies on Committee

Committee currently has 2 vacancies that were originally CCA vacancies. Have contacted CCA as following rebalancing of contractors only one further CCA representative will be needed. Peter/James to follow this up with CCA.

## 6. Governance Update

New governance committee will be Shital, Vic and Nicola.

We will adopt the governance code of conduct and put it on the website. All members and officers to sign the code of conduct to include Declarations of Interest, Expenses policy and social media policy. Electronic versions only, to be emailed back to Yvonne to be retained in a Governance folder.

## 7. PCN Leads

Collate and file signed PCN Leads expenses policies.

## 8. Core Committee Delivery

Current committee matter impacting contractors.

- Pressures around pharmacy services impacting on the non-pharmacy staff.
- Pharmacy First consultations not reaching clinical gateway point – not paid if walk ins.
- Funding pressures/ Permanent Closures/ Out of stocks

**Action** – Yvonne to do a Pharmacy first audit.

## 9. Sponsor – Sarah Roberts from Ethypharm

## PM Session

### 10. Services update

- **Pharmacy First** - Yvonne has access to the portal with useful data from GP referrals Great start including 51 GPs completing referrals since launch and over 2000 personal interactions. 12 pharmacies yet to complete a GP referral. 96% of contractors signed up, with 68% active.  
Work ongoing with PCNs to get local services up and running.

**Action** - If any practices have any issues, they should contact Yvonne

- **BP Case finding** - 60k checks per annum which is 12 per week per pharmacy.  
Ambulatory needs to be done and acknowledged.

National focus/Equipment/People- interaction, who is doing checks, Techs, Counter Assistants, Pharmacists?

- **Oral Contraception** - 39 signed up out of 94 but don't know who. Training issue as there is 17 hours of training. This is not being pushed currently but could be 20 per week when it takes off so potentially lucrative.

- **LFT** - 45 out of 94 signed up so far going well. Currently the focus is on Pharmacy First and Hypertension.
- **IP Pathfinding** – Work on Pathways and governance taking place but waiting on national progress with IT solutions.
- **NMS** – Grow where appropriate.
- **DMS** – get contractors ready for DMS landing on PharmOutcomes
- **Flu** – has been better but has dipped across the board. Contractors are doing 40% of Covid Vacs in the county and has been extended until the Spring.
- **Public Health Services** – Review needed around Public Health Services fees.

**Action** – Yvonne and Michael to discuss and bring back to Exec Meeting (copy Mila into discussions)

### 11. Other Matters

- **ICS** -EHC moves over to MAS – to discuss with Avon Health Services re commissioner paying directly.  
New chief Pharmacist role for the system
- **PCN Leads Vacancies** – Frome/West somerset/Tone Valley/North Sedgemoor/Yeovil.
- **Fund** – Integration Support fund April/National – revisit in April.
- **Workforce** – How do we move IP forward – IP Pharmacists helping with DPP/train more Techs.

**Action** – To invoice Helen Stapleton re Teach and Treat funds.

**Action** – Mila to set up bank accounts differently to have fund pots set up on bank account.  
*Check in with Judith on how to do this.*

- **Contractor Applications** – Discussed closures, sales and application in Norton Fitzwarren, Wincanton, Bishops Lydeard, Glastonbury, Burnham, South Petherton and Wedmore.

### AOB

None

- **Meeting dates**

Full Committee 15<sup>th</sup> May '24 - The Shrubbery, Ilminster  
23<sup>rd</sup> July '24 - The Shrubbery Ilminster

Exec 17<sup>th</sup> April '24 - zoom  
June TBC

## **CORPORATE GOVERNANCE AND Community Pharmacy Somerset**

*The LPC has accepted the following guiding principles for members of the Committee:*

*Accountability – Members of the LPC are accountable for their decisions and actions to Contractors and the public, and therefore submit to scrutiny.*

*Openness – Members should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions, and restrict information only for short term tactical reasons, or when the wider public interest clearly demands.*

*Honesty – Members have a clear duty to declare any private interest relating to their LPC duties and take steps to resolve any conflicts arising.*

*Leadership – Members should promote and support the above principles by leadership and by example.*

*Representativeness (Selflessness) – Members must reflect the interests of the Contractors who elected or appointed them to the LPC and must not make decisions in the interests of the general body of Contractors; they must not make decisions to gain financial or other material benefits for themselves, family or friends.*

*Integrity – Members must put themselves under any obligation that might influence their performance on the LPC, or their ability to reflect the interests of the Contractors who elected, or appointed them, or to make decisions in the interests of the general body of Contractors.*

*Objectively – In making decisions, and in carrying out the business of the LPC, Members should act within the constitution and make decisions only on merit.*

### *Note*

*The effect of the principles of Representation and Integrity is that the nominating bodies can mandate the Members to express a view, but cannot bind them in how they vote, or decide on an issue. This means the Members can hear and participate in debate and are free to amend their views in the light of the debate. They will no doubt then reflect to the relevant body why they made the decision they did, recognising their accountability.*