



Minutes of Full Committee Meeting 17 Jan 2024

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

Apologies: Elin Palmer, Nicola McKay, Sarbjit Jhoots,

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

Sponsor: Jade Jackson, Novo Nordisk

- **Welcome and Introduction:** From Peter Whitaker

- **LPC Meeting actions from November**

- To Do – GP Surgeries/Pharmacy booking systems to be explored
- CPE – Pro committee service regarding live issues to members to complete before meetings.
- Workforce pot of 10k to be given to LPC to cover members workforce delivery.
- Hayley – Yvonne to connect with HUC regarding out of hours delivery.

- **CCA Report**

Action – Peter Whitaker to do, Governance Policy send out the policy to all members to read and sign at next committee meeting.

The Code of conduct needs to be individually signed by everyone.

Action – Michael and Yvonne to get a declaration version which will be sent to all, signed and returned by the next meeting on the 5th March.

It was agreed that we need to appoint a Governance Sub Committee of 3 members:

Sub Committee – Shital Patel

Vic Nation

3rd yet to be appointed

Action – Governance to be on the agenda for the next committee meeting.

- **PCN Leads**

ICB very slow to get MOU's out to PCN's

Action – Yvonne to send email advising PCN Leads what they can claim for (if the MOU's are not returned a claim cannot be made).

All claims to be paid and the ICB to be invoiced at the start of the month.

- **AIM Report**

Action - Shital to update the committee with any relevant info from AIM

- **NPA Bulletin**

Due this week – **Action** – Michael to send out to all Committee members and officers. Members to subscribe directly.

- **ICB& NHSE**

Restrictive/ change of management – How this will affect Somerset is unclear and will be communicated when appropriate.

- **Finance (Mila Burke – Treasurer)**

Balance in Account: £202,994.84

Incoming Monies:

1) Contractor Levy £10,100 per month

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

Regular debits:

1. CPE - £2854

2. Avon Healthcare - £300

3. Payroll

POT Expenditure:

1) Winter Access £120K – Balance £52,046

- Money now out to all contractors –Total £64, 380
- Will await further instructions on use
- Otoscope training - £3546.00
- Not to be touched until specifically instructed

2) CCG Engagement Funding £40K (2021/22) - Balance £0

“Engagement pot”

- Carried over £20,907.61 from 21/22
- To use from May to Dec 2023
- for Michael’s work at 2 days a week for 8 months
- Carried over £0 from 22/23
- Will now close this pot and reopen again if more funding received

3) CCG PCSF £51,400 (2022/23)- Balance £25097.10

“PCN pot” – primary care support fund + CVD

- Peter PCN Coach £3,600K
- PCN Leads: any additional LPC instigated events beyond the NHSEI a day month coverage (circa £6000 if we do 3x0.5daysx13 in the year)
- ICS Locality Board work as emerges in year (circa £7,200 if we have 4Leads x6 eventsx1day @£300)
- Over budget by £1502.9

4) CCG Digital £65K 2022/23 – Balance £42980.00 “Digital pot”

- Yvonne (would be 25% of monthly salary and this should be at the on costed level ie not basic but we agreed to charge for £833 a month as 12th of the £10K allocated in fund.
- rest of digital will be for platforms and licenses etc and potentially more project work as it emerges when we would need additional resources CCG 21/22 (circa £20,000 left)
- Over budget by £4020
- Pharmalarm is to be paid from this pot (circa £11000)

Other updates:

- Core Balance: £82,843.74 – probably more £85k

- **Pharmalarm** – to be renewed

Action – Yvonne to contact Pharmoutcomes with collated responses from contractors and order what is needed and renew licence as requested.

- **Vacancies**

2 x CCA vacancies (6 months)

Action – Michael to contact CCA and ask them to relinquish a place and to nominate a 5th person for committee ASAP.

Action – Peter to report issue on CCA form.

Action – Michael to craft correspondence to Rob Severn at CCA (deadline 3 months).

- **Governance Review**

- Code of Conduct – everyone to read, sign, return to Yvonne by 29th Feb, Yvonne will hold on file.
- Formerly sign off Governance criteria at next meeting, 5th March
 1. Code of Conduct
 2. Declarations of Interest
- Governance Sub Committee:
 1. Shital Patel – Vice Chair & AIM
 2. Vic Nation – Independent
 3. Nicola Mckay

All members agreed.

Mila Burke raised a question around job descriptions for key member roles

Action – Michael to connect with CPE regarding this.

- **Key Issues**

Pharmacy First

Stock Issues

- MAS – Pharmacy First
- What will replace Impetigo/Nitrofurantoin Pgds for MAS?
- Avon Healthcare services and NHS Somerset in discussions.
- A new contract with updated services needs to be issued to all contractors.
- EHC will move from Council contract to ICB funded contract – not age restricted. Michael has shared with Matthew Mills, the list of conditions that could be commissioned by the ICB.

Action – Micheal to share with the Committee, a list of all the services from other LPCS, that could be useful for us to consider with our ICB team and NHS Somerset to replace the lost MAS services. Discussed and Parked for now and revisit in Summer.

- PCN Leads – MOU's have gone out to Nigel and Yung to return. Claims needed from Nigel, Yung and Vic and Louise and Hannah. All claims to be in by the end of the month to be paid and reclaimed from ICB (Laura Picton/ Matthew Mills) on a monthly basis.

Action – Yvonne and Peter to put together guidance on what can be claimed. Include new claims form. (check Hannah/ Nigel/ Vic/ Monali/ Yung/ Louise all to put in claims)

- Workforce – Anne has done an extra day this month.
- Contracts –

Action – James, Vic, Shital Response to PCSE regarding Bishops Lydeard and Norton Fitzwarren.

- **AOB**

None

- **Dates**

- 21st February Exec Meeting Zoom 9am
- 5th March Full Committee Meeting – The Shrubbery Ilminster 9am
- 21st April Exec Meeting
- 15th May Full LPC meeting -The Shrubbery Ilminster 9am start

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.