



Minutes of Full Committee Meeting 15th May 2024

Members present: James Nicholas (Chair), Peter Whitaker, Shital Patel, Vic Nation, Nicola McKay, Charlie (Sarbjit Jhooty), Steph McKinnon

Apologies: Mila Burke, Elin Palmer, Michael Lennox (Chief Officer)

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

Sponsor: Amy Gates, Kora Healthcare UK

1. Welcome and Introduction: From James Nicholas

2. Meeting 5th March 2024

The minutes from March's meeting were ratified.

New Chair and Vice Chair to be voted in for the May meeting.

Action – Cathy to put the March minutes on the website.

3. Declarations of Interest

None

4. CCA Report

Action – James/Peter to do.

Aim/Independents – Noted change of Independents to reflect current situation.

5. Committee Representation

3x Independents

2x AIM (Shital) 1 vacancy to recruit for.
CCA reduced to 5.

6. Committee Vacancies

James Nicholas and Peter Whitaker will be Co-Chair going forward for the next few months.

Peter proposed James, seconded by Nicola McKay and unanimously approved.

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Shital Patel will be Vice Chair.

James proposed Shital, Seconded by Nicola and unanimously approved.

Mila Burke remains Treasurer.

7. Budgets

The accounts have been requested from Howells, the accountants.

Action – Mila to chase and investigate a new bank account.

- **Winter Access Fund - Balance £51454.75**

How do we get this money out to contractors – New initiative?

- **PCFS/ PCN Leads – Balance £10368.50**

PCN's will now be paid from NHSE-Localy Boards

Cathy and Yvonne chased outstanding invoices to Somerset ICB (£3021 and £3487.50).

- **Digital Balance - £37982**

- **CVD Balance - £8636.20**

- **Core Balance - £78976.82**

- **CPCS Balance - £742**

- **Outstanding Invoices**

NHS Somerset ICB Training and IP Support Fund - £65000

CPIPP Professional, Digital & Clinical Support - £20000

Project Management role - £27747.60

- **Budget 24/25 Role**

Proposed Peter, seconded James, unanimously approved.

Total income £243142.00

Expenditure £156081.00

Balance £21380.70

(recommended reserves are six months, but could go a little lower if needed)

Action – Mila to use the tool on CPE/Treasurer and look through guidance on what needs to be done if CPS was to cease being and feedback process to Exec.

Action – Mila and Cathy to adopt CPE guidance and use the CPE forms.

- **Administration Role**

16 hours per week, renew contract for another 12 months, pay rise.

Proposed by James, seconded by Shital, unanimously approved.

8. Governance Docs/Signature Sheet

Action - Cathy to chase members who have not signed and returned the documents checklist form, which has been designed to confirm all governance documents have been signed.

9. Pharmacy First work with GP

- **Workforce –**

Simo, Chief Officer monthly meeting.

Somerset People Community Group

Workforce delivery group – workforce, recruitment, DPPs etc.

£65k maximise IP Prescribing workforce

Action – James to connect with Helen Stapleton to clarify how this money is to be used.

NHSE WTE – for IETP cohort support 25-26 onwards

PCN Leads – Taunton/Peter

Yeovil/Vacant

South Somerset/

West Somerset/Vacant

West Mendip/Chris

Frome/Vacant

Mendip/Tan

RPN/Vacant

Bridgwater/Vicki

Taunton West/Sally

Taunton Tone/Vacant

91 Pharmacies – 39x CCA/23x AIM/29x Independents

1 application approved for Norton Fitzwarren.

Wincanton High Street, no decision yet.

Glastonbury, appeal and oral hearing.

Chard, consolidation awaiting outcome.

Bishops Lydeard, closed (Doctors dispensing).

Boots Part -Magna.

Boots South – Jhoots

Wedmore AIM Allied – now Asif owns independent Acam Frome.

10. AOB

None

- **Meeting dates**

Full Committee 9am -4pm

Thursday 11th July '24 - The Shrubbery, Ilminster

Tuesday 17th September '24 - The Shrubbery Ilminster

Wednesday 13th November '24 – The Shrubbery Ilminster

Exec

Monday 10th June '24 9.30am-1pm - zoom

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.