



Minutes of Full Committee Meeting 22 Nov 2023

Members present: James Nicholas (Chair), Peter Whitaker (Vice Chair & PCN Coach Lead), Shital Patel (Treasurer), Elin Palmer, Vic Nation, Mila Nedina, Nicola McKay, Michaela (Jhoots)

Apologies: Louise Larby

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

Guests: Laura Picton, Ruth Taylor

Sponsor: Joe Pontin from Daiichi Sankyo UK Ltd

- **Welcome and Introduction:**

James thanked Members for contributing to Agenda items.

Action:

Appointment of : Chair Peter Whitaker – Proposed Shital Patel – Seconded Nicola McKay
Vice Chair Shital Patel – Proposed Peter Whitaker – Seconded Elin Palmer
Treasurer Mila Nedina – Proposed James Nicholas – Seconded Shital Patel
Voted – All in favour of Chair, Vice Chair and Treasurer.

Peter (Chair) Reform some support groups to support Officers

Applications Sub Committee – James Nicholas, Shital Patel and Vic Nation.

Action: Yvonne and Cathy to email out any correspondence regarding applications.

Action: Meds Management – Yvonne to do.

Action: PCN Lead Role – Peter Whitaker/ Workforce – James Nicholas/ New Services – would like PCN's and CCA's to support Michael with what he does (unofficial support role) .

- **Minutes of previous Meetings**

Full Committee Meeting 12 September 23 - Ratified, all Ok to be added to website.

Exec Meeting 17 October 23 – Ratified, all OK to be added to website.

- **NPA Newsletter**

NPA newsletter is out on Friday 24th November, with the CCA report attached for completion.

Action: Nicola McKay to complete the report on behalf of the committee.

- **Finance (Shital Patel – Treasurer)**

Balance £214,000

Income £10,100

Levy £2854 (SO set up and confirmed)

Winter Access £55,000

PCN CFIF £36,000

Digital £45,000

Core £96,000

Ringfenced £140,000

Action: Peter, Michael, Shital and Mila to congress in the near future to start planning budgets for next year.

- **Venue**

Action: Cathy and Yvonne to look at Venues as Morrisons, although FOC, is not always suitable.

- **Sponsor Joe Pontin**

Action: Would Michael like us to share IP Pathfinders with Joe Pontin?

- **Current Issues**

Priorities for Agenda moving forward with the new committee:

- Pharmacy First/ Locums
Action :Michael to connect with Rob Severn over Locum training for Pharmacy First service (access to Otoscopic training)
Phase 1 – training most via CPPE – 6k out of winter Access fund
Phase 2 – More training
Venue – Training Leads – Pharmacy First – Mission – January book days – local within PCN areas, including GP’s (4 days booked)

- Action: Services, revenue and matrix – Local – Enhanced - National**
- Cash Flow – current contract ends March 2024/ New contract starts 2025.
Action: Michael and Yvonne to connect with National regarding help for contractors around Cash flow, claiming and services.
- Where Services fit
- Hypertension – GP Surgeries connect with Pharmacies to refer patients for BP checks
Action: Laura, Michael and Yvonne to work through/ LMC/ Pharmacies to be responsible for initiating their own booking system.
- Comms
- Closures – Survival of pharmacies delicate
- Oral Contraception
- Operations Manager position
Action: Michael to send job description to Exec to review.
- IP Pathfinding
Action: Laura and Yvonne to discuss what more needs to be done
Action: James to be the IP Pathfinding Lead and feed back to the committee
- Workforce – Asked LPC to host funds and repay when they want it back.
Action: Ask Helen Stapleton to propose this to us, then we will consider and reply.
Action: Michael to explore with Andrew Prouse to host instead.
- PCN Leads – to work 1 day per month in the field for the Somerset LPC. MOU’s to be signed and pay claims would be sent to Cathy and paid, then Cathy would invoice the ICB to recoup these funds.
Action: Michael to reconnect with Matt Mills w/c 27/11/23 to confirm.

- **Guest Ruth Taylor**

NHS Somerset Primary Care Trust strategy, 3rd week in role funded by ICB based with Somerset Primary Healthcare GP Federation. Working together to improve, engage with GP and Pharmacy, CD – Board, to attend when invited?

13/12/23 Pharmacy First, Oral contraception, Hypertension, GPCPS.

Action: Yvonne to reconnect with Ruth to talk through above services and IT solutions (invite Laura Picton).

Action: Michael and Yvonne to connect with LMC regarding services/ future developments/ brief and engage.

Action; HUC – timescales of referrals/closing - Yvonne will monitor these with Hayley.

- **Ops – Closures, transfers etc.**

- CPCS Bridgwater could be going live next week.

Action: Yvonne to do some training (potentially) TBC Monday pm – Vicki PCN Lead in Bridgwater to assist Yvonne

- 111 need to be sending emergency prescriptions to pharmacies such as Boots, who are open all weekend – this is an ongoing issue.

- **Customer review of service delivery**

- Hypertension – increasing weekly
- Smoking – around 10/week (28 signed up)
- Oral contraception (32 signed up)

- **Review and Close**

Action: Michael to get main agenda for Full committee Meeting out around 2 weeks in advance in advance of the meeting.

Action: PCN's to provide agenda items if relevant.

- **AOB**

Well done for getting the new Exec voted in.

- **Dates**

- 12th December Exec Meeting – Zoom 7-9pm
- 17th January Full Committee Meeting – Venue TBC
- 5th March Full Committee Meeting – Venue 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.