



Minutes of Exec Committee Meeting 17 Oct 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), Cathy Lawless (Administration Officer).

Introduction and walkthrough agenda – James

- Guest, Laura Picton 11am.
- Minutes amended – Jhoots acquiring Williton not Wellington.
- Materials
 - National Leadership Meeting
 - CCA – IP – Pharmacy2U
 - ACM – Nothing yet
 - NPA – New Connect newsletter.
- Materials Info from CEO/Chairs meeting
 - Positive Pharmacy
 - Skills based roles instead of Role based.
 - Digital session to be clarified against where we are against future works.
 - IP Pathfinding should be focussed on Urgent Care not bespoke services.
 - Helen – workforce still needs to be a focus; all need to be involved to solve this issue.

Afternoon session

- Governance
- Slide deck will be shared when available.

- HR Clyde and Co presentation, £500 plus VAT. For support- Reduced rate support for LPC's/Staff

Finance

- Balance - £225,430.41
 - Core - £93,097.31
 - Income monthly - £10,100
 - CCG PCFS - £25097.10
 - CCG Digital - £42,980.00
 - Winter Access - £55,620.00
- Treasurers' Day, attended by Shital
- Shital – Corporation tax – possible liability

Action – Shital to speak to Howells regarding Corporation tax.

- Funds – Need **MOU** for each funding gifted.
- Template for all LPC accounts to be used for 24/25 onwards – still awaiting template from national team.

Action – Yvonne to keep checking with PCSE to confirm LPC are receipt of the correct Levy.

- Invoices
 - Discussion around workload of Anne Cole and Michael Lennox in October where core workload exceeded budget due to additional system work. Use of primary care support fund

Guest speaker – Laura Picton

- IP Pathfinding – EOI closing date 5th November
- Workforce – ICBs informed week Commencing 6th November, then selection process.
- Four sites to go ahead, locations are ideally a mixture of rural and urban, wealthy, and deprived.
- EOI with draft service spec – does not include models with ICB. Still waiting for digital involvement to be finalised – Cleo/Solo for general EPS scripts then pulled from spine for dispensing.
 1. Access to GP records.
 2. Access to consultation outcomes to go back to GP's.

Service Development

- Supporting roll out of National Advanced Services
- CPCS – lower numbers in referrals, but higher dropped rates too, Yvonne to monitor and feedback to contractors where service needs to be improved.
- GPCPCS – Staff in GP Practices/ People reverting to old habits/ Drop in numbers within pharmacy/ Bite size videos for training.
- Common Conditions –
- PGDs have been written. GPCPCS links.

- Smoking Service – Launched in July, stopped doing referrals due to no activity from pharmacies. Yvonne to meet with the smoking team from hospital trusts to engage and resolve.
- Oral Contraception – Customers/patients registered but no data provided from National Team yet. Waiting for national funding to support delivery in early 2024
- MAS Activity still lower than should be, **Action – Locum Co-ordinators, PGDs for all services shared to their email/locum lists.**

Contract Matters

- **Action – Michael to approach contact, Matthew Mills, on case review on Pharmacy closure in Bishops Lydiard.**
- **Action – Michael and James to write and support the Glastonbury application, send to Cathy to respond via official channel**

New Exec formation in November

- Conversations have been had offline regarding the exec roles of Chair, Vice Chair and Treasurer, ready for the November Committee Meeting.

IP Pathfinding call

- Exec attended system IP pathfinder call with Laura Picton. Other attendees included:
 - Justin – Quantock Pharmacy
 - Olawale – Milborne Port Pharmacy
 - Julie – Boots – James Nicholas
 - Anne Cole – LPC
 - Karen Blair – Pennhill Pharmacy

AGM discussion and planning

- Voting- Yvonne to send Shital and Exec final voting forms
- Attendance- 22 registered attendees from Contractors
- Chief Officers report-
- Treasurers report

PCN Leads

- PCN Newsletter- Exec discussed how we can improve retention or acquiring new leads. A specific newsletter focusing on what a lead does, how it can improve working relationships locally, and help with new initiatives being launched.
- Discussion around PCN lead vacancies and how to fill them.

Action: Peter, Monali, Jen to give us some content for a newsletter consider the following.

- 1. How has being a lead in your area improved your day-to-day practice?**
- 2. How has being a lead helped with forming relationships across all NHS Somerset?**

Future meeting dates:

22nd November full committee
12th December for Executive (tbc after exec appointment)
17th January 2024 full committee

Executive meeting brought to a close by Chair at 3.30pm