



## Minutes of Exec Committee Meeting 11<sup>th</sup> December 2024 via Zoom

**Members present:** Peter Whitaker (Co-Chair), Mila Burke (Treasurer), Shital Patel (Vice Chair), Michelle Allen (CEO), Yvonne Lamb (Operations Manager).

**Apologies:** James Nicholas (Co Chair), Cathy Lawless (Admin Officer)

- **Welcome and Introduction:** Welcome and Introduction from Peter Whitaker
  
- **Minutes** – Minutes from the November Full committee Minutes has Exec approval subject to minor changes, done by YL and can be signed off for January Meeting.
  
- **Finance Report**
  - Treasurer updated Exec team on budget as is and where it is expected to be in the new financial year.
  - A couple of minor tweaks to the report HUC Teach and Treat monies will have activity, and we shall be invoiced for 11 x students at £1500 per student and admin time for DPP at Huc. **Action for Mila**
  - All digital items including Microsoft licences and Zoom renewal fee will come out of Digital Fund. **Action for Mila/Cathy**
  - PCN Leads monies is currently coming out of core funds-This needs to be changed going forward to the PCSF funding pot. **Action for Mila/Cathy**
  - Finance Sub Team will present Draft Budget to FCM in meeting in January for discussion and approval.
  - Community Pharmacy Somerset to raise an invoice to Somerset ICB team for any expenses that have been claimed between October to January by PCN Leads. **Action for Cathy**

**PCN leads:**

- Michelle updated the Exec on the outcome for the Yeovil Lead position, it went to contractor Vote and vacancy is resolved.
- To follow up and meet with the successful Candidate, to set expectations and get the MOU form completed and returned. **Action -Michelle**
- Michelle and Yvonne have asked the Meds Management team and the ICB community Pharmacy team for a list of Practice Pharmacists and Techs and contact details -to deploy to our leads ahead of Surgery Visits after Christmas. **Action Michelle and Yvonne to follow this up.**

#### **Project Support Role:**

- Two Candidates were discussed and agreed they will be contacted for Interview and Exec and FCM will be updated after Christmas.

#### **Member Vacancies**

- Three potential Candidates applied to join committee; these three candidates will be circulated to all members for an electronic Vote. Once the candidate has been selected - Officer team will invite new member to January meeting and send candidate the relevant documentation to be completed and returned. **Action Michelle to send info out to all members and ask for votes via email.**

#### **Officer Updates and Focus**

- Yvonne updated Exec with the work for supervised consumption back payments to contractors, TP have the amounts and Yvonne is just waiting on TP to decide how they will want to move forward -2 options TP do it themselves via their internal system or TP ask for it all to be entered onto pinnacle for them to produce invoices. **Action Yvonne to follow up.**
- Michelle discussed with Exec about mini projects that the Exec and FCM Members could do to work as a team.
- National Services were discussed and some ideas produced.
- Pharmacy First -A small document to be produced around PF thresholds, Hint and Tips and When and When not to claim as well as how do Pharmacies maximise every Opportunity.
- Hypertension -Converting HCS to ABPM and best practice.
- Contraception -Working and maximising this service using walk in, prescription opportunities, training requirements needed to get the service launched,
- Drop-in Sessions with Officers around these services for Contractors for help and Support.

**Action -Michelle and Yvonne to meet and plan what this looks like**

- **Review and Close**
- **Meeting Dates**

Next Exec Meetings are:

12 Feb 2025 -Via Zoom

23 April 2025- Via Zoom

June Date -TBC Via Zoom

Next Full LPC meetings are:

22<sup>nd</sup> January 2025 at The Mount Hotel -Taunton

19<sup>th</sup> March 2025 at The Mount Hotel -Taunton

14<sup>th</sup> May 2025 at The Mount Hotel -Taunton

### **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.*