



Minutes of Exec Committee Meeting 22 Oct 2024

Members present: James Nicholas (Chair), Peter Whitaker (Co-Chair), Mila Burke (Treasurer), Shital Patel (Vice Chair), Michelle Allen (CEO), Yvonne Lamb (Operations Manager), Cathy Lawless (Admin Officer).

- 1. Welcome and Introduction:** Welcome and agenda walk through from James Nicholas. Items to be discussed are CPE Chairs Day/Honourarium/ IP Pathfinder/ Contract Matters/ Services/ Committee Membership (Vic Nations position)/ Nov FCM agenda.
- 2. Minutes** – Minutes from the September Full committee meeting to be sent to members for ratification in November FCM.

3. CPE Chair Meeting

Shital attended this meeting as Vice Chair. Subjects discussed were:

- Agenda – to ensure that all areas are using the same format, with the intent of a CPE representative to attend FCM's going forward.
- Concerns around Pharmacies reaching their financial breaking point. Negotiations to start at the end of October.
- No reward on Pharmacy First Services and GPs not co-operating/ litigation cases around Pharmacy First due to lack of IT/Tech – Key message from Pharmacies is that until payments are being made/received correctly, no more services will be taken on when launched.
- PharmOutcomes – Can GPs see all notes? Gateway criteria to be reviewed. CPE have taken this on board.
- CPE Chairs F2F twice a year.
- Support for CEO's guidance for salaries to follow.
- Guidance on how to support staff and who they can talk to if not the CEO.
- Discussion on how it can be difficult to be a lone Chairperson and how more support for this would be welcome.

Thank you to Shital for attending.

Action – Shital to email a link to Peter and James for the ‘Association of Chairs’

4. CPE Conference in November

Action – Michelle and Steph to attend.

5. CCA Report

Quarterly- Focus areas are Pharmacy First and PCAPP

PNAs/Engagement with MPs/PCN Leads funding

IPA/NPA -FYI new group, Pharmacy Voice UK – to be established how this group will function and support Community Pharmacy.

6. Finance

Money owed has not been paid yet.

PCN Leads 6k/ IP 20k/ CPIP Digital 20k

- Original budget – Overall we are on target, wages for CEO is now fully under control.
- Turning point not paid – **This was paid in full on 29th October.**
- Meeting Costs- **Action – Cathy to send out expenses claim to committee members and reminder that claims older than 3 months will not be paid. Done**
- Core and Pots – We have only raised around 5k which is about 2/3 of what we set out to do.
- We have now been fully reimbursed for PharmOutcomes by the council and Turning Point.
- We have moved away from the honourarium and expect around £300-£400 per month to be paid out for Exec work. Any hours worked should be pre-approved by the Exec team.
Action – Mila to keep monitoring claims versus budget.
- Budget Spreadsheets – **Action – Mila, James, Cathy to look through. Done, Cathy to check through and update every month going forward.**
- Edward Howells – it was agreed that our fees for accountancy are not excessive but communication with Edward Howells needs improvement. **Action – Mila and Michelle to arrange a meeting with EH.**
- Pots – Winter Access = unchanged/ Digital (to support Yvonne's work) 32k/ Cardiovascular 8K/ PCFs 4.5k

7. IP Pathfinder

- Site visits in June.
- PharmOutcomes template sent to ICB and Gloucester for review. **Action – In limbo at the moment due to staff changes within ICB - Yvonne to keep chasing.**
- Clinical Pathway needs to be sent off
- Concern over the lack of Project Lead since Laura has left could we suggest the role needs to be Shared/Employed.

- Clio Solo has been investigated.
- Peter Fee Cardiovascular Group sent PharmOutcomes template
- ICB Restructuring 1st November.

8. Contracts

- Jhoots now own SD Pharmacy.
- North Petherton trading Mon-Fri and not Saturday morning. The pharmacy wants to make this permanent. Application sent to ICB. It was agreed that we are not for or against but want to be kept informed.
- Norton Fitzwarren, appeal refused. We have not received official notification

9. Services

- TP non processing of fees for last 6 months, have only recently been paid. Contractors should check their claims are being paid. Other LPCs are having the same problem, and it has been raised with TP. Shital confirmed that this money has come in so biding our time before chasing TP for the rest.
- Yvonne sent fee increases to Pinnacle to be back dated to April 24. Pinnacle to let Yvonne know when fee increases have been sent to TP.
- EHC Claims– 24k of backdated payments going back to June 2018 to be paid to pharmacies. Yvonne downloaded the yearly reports and forwarded them to Pinnacle. NHSE had not added this to the funding form. Well done Yvonne for sorting this out!
- EHC training requirements training requirements – council removing the cap so anyone can get it. F2F twice a year. The ICB may change these requirements when the service changes commissioner Yvonne and Michelle to liaise with ICB team early next year **Action – Michelle to chase this in January.**
- PMO Officer – update ICB on our position on this role. Possible change to a pharmacist role. Matt Mills to confirm with us if this is suitable. As this has been chased again and changes made to our invoices as per Matt Mills advice, we hope to have these paid very soon.
- PCN Leads – Vacancies, West Somerset, West Mendip, Frome, with Shital agreeing to be the lead for Yeovil. This was discussed in detail including the possibility of people who are not PCN leads to be PCN leads, other counties are doing this. Also, the PCN lead could be a locum in need of a few more hours. Yvonne set up a meeting and send packs out with tasks to do with a focus on direction and resolution. Peter giving direction was agreed as a good idea but having said all that it may not be the best time to start building momentum for this in the middle of flu season. We have again approached the contractors regarding this.

10. Committee Membership

It was agreed that Vic will no longer be a member of the committee as she no longer represents a pharmacy. We need to recruit another independent member so need to approach independent pharmacies, hopefully getting nomination forms out towards the end of

November. The policy documents were put onto the shared drive and emailed to Peter and James.

11. Review and Close

- Agenda for FCM to go out a week before
- CCA Pharmacy First –
- WhatsApp groups - for main pharmacy contractors to request what training could best support them to increase services– to go out by mid Nov
- PNAs expire March 2025 – Yvonne has been working on this. Should we have a subcommittee for this? TBD at next FCM
- Continue LPC engagement with MPs
- November Committee agenda to include 6-month stage financials/Committee Priorities/Policies.

12. Meeting Dates

Next Exec Meetings are:

11 Dec 2024

12 Feb 2025

23 April 2025

Next Full LPC meetings are:

13th November at The Mount Hotel -Taunton

22nd January 2025 at The Mount Hotel -Taunton

19th March 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.