

LPC Self Evaluation 2015-17 Assessment Status

Sheffield LPC (Self-Evaluation)

Business and Strategic Planning

Assessment Criteria

Status

Strategic Plan	Amber: Potential Concerns
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Amber: Potential Concerns	LPC has no strategic plan for community pharmacy or has a plan that hasn't been shared with all local commissioners or has a plan that hasn't been reviewed in the last 15 months.
Green Level: Good	LPC has a strategic plan that provides a vision for community pharmacy and for developing the local market for pharmacy services. The strategic plan has been shared with the local commissioners and contractors.
Purple Level: Exemplary	As Green Level, plus the plan has been reviewed and refreshed by the committee in the last 15 months within a programme of planned review.

Work Programme	Green Level: Good
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Amber: Potential Concerns	LPC has no work programme identifying workstreams and actions for officers and members of the committee or has a work programme that hasn't been reviewed in the last 4 months.
Green Level: Good	LPC has an annual work programme to ultimately achieve the strategic plan within the lifetime of the plan. The work programme provides the basis for budget-setting and identifies workstreams and actions for officers and members of the committee.
Purple Level: Exemplary	As Green Level, plus the programme is typically reviewed formally at each committee meeting with areas showing lack of progress highlighted and contingencies prepared together with budgetary controls.

Governance

Assessment Criteria

Status

Written Governance Arrangements	Green Level: Good
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Amber: Potential Concerns	LPC members may be aware of the LPC governance requirements but any written arrangements do not fully meet the standards set out in the PSNC <i>Governance Guide for LPCs</i> .
Green Level: Good	LPC has written governance in place in accordance with the PSNC <i>Governance Guide for LPCs</i> together with written details of procedures to follow in the event of a failure of governance
Purple Level: Exemplary	As Green Level, plus the LPC also has either: a lead LPC member for governance; or a governance overview and scrutiny subcommittee who have the confidence and competencies to respond effectively to sensitive governance issues. There are regular reports provided to the main committee.

Declarations of interest	Purple Level: Exemplary
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Amber: Potential Concerns	LPC has declarations of interest but completion rate is less than 100% or has not been refreshed within the last 15 months.
Green Level: Good	All LPC members and the LPC Chief Officer have signed declarations of interest and these have all been updated within the last 15 months.
Purple Level: Exemplary	As Green Level, plus the declarations of interest are published on the website.

Chief Officer	Green Level: Good
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Amber: Potential Concerns	LPC does not yet have an agreed job description for the role written. Employed Role - There is no signed contract of employment. Self-employed or limited company arrangement - Contractual arrangements have not been reviewed for HMRC compliance regarding freelance/self-employed agreement or appropriate use of a service company within the last 15 months. No Employed or Contracted Chief Officer - A clear plan is not in place to ensure that the statutory and constitutional obligations of the LPC are met and maintained together with key Strategic Plan outcomes.
Green Level: Good	LPC has a job description written for the role and agreed. Employed Contract - There is a signed contract of employment in place. Annual reviews/appraisals are linked to LPC priorities and personal development plan in place with measurable personal performance management targets set Non-employed Contract - A contract is in place that has been reviewed for HMRC compliance within the last 15 months. There is a regular review of service delivery against the contract for services and LPC Work Programme No Employed or Contracted Chief Officer - A clear plan is in place to ensure that the statutory and constitutional obligations of the LPC and members are met and maintained together with key Strategic Plan outcomes. A recruitment process is underway.
Purple Level: Exemplary	As Green Level, plus there is a Chief Officer in post who has structured meetings at least twice a year with at least one nominated committee member that includes: Employed Contract - A review of performance against targets. Non-employed Contract - A review that the terms of the contract are being fulfilled

LPC reporting	Green Level: Good
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Amber: Potential Concerns	Chair or Chief Officer provide verbal reports on LPC activities to the Committee.
Green Level: Good	Chair and members provide written reports on LPC activities, including meetings attended on behalf of the LPC, to the Committee at each LPC meeting. These are discussed as an agenda item at each LPC meeting.
Purple Level: Exemplary	As Green Level, plus the meetings together with the names of the individuals attending on behalf of the LPC for the planned period up to the next LPC meeting are on the agenda as a matter of report.

LPC Minutes	Purple Level: Exemplary
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Amber: Potential Concerns	Minutes of meetings of the LPC are not routinely made available to contractors.
Green Level: Good	Contractors can view Committee minutes via the LPC website within 3 working days of them being accepted, except parts of the meeting held in camera.
Purple Level: Exemplary	As Green Level, plus parts of the meeting held in camera are described within the minutes sufficient for readers to understand that a matter was discussed.

Chief Officer and Treasurer Roles	Purple Level: Exemplary
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Amber: Potential Concerns	A single individual undertakes the role of both Chief Officer and Treasurer, although the LPC may be working to separate the roles; or the LPC has not reviewed the appointment of the Treasurer within the last 15 months.
Green Level: Good	LPC has clearly separated the roles of Chief Officer and Treasurer. LPC has reviewed the appointment of the Treasurer within the last 15 months.
Purple Level: Exemplary	As Green Level, plus the LPC has assured itself of the personal independence of the Treasurer within the last 15 months.

LPC Management and Structure

Assessment Criteria

Status

Operational Capacity		Green Level: Good
Amber: Potential Concerns	LPC has not formally considered or adjusted where necessary operational capacity against needs within the last 15 months.	
Green Level: Good	LPC regularly reviews the annual Work Programme which needs to be completed to deliver the Strategic Plan and has formally considered and adjusted where necessary the operational capacity within the last 15 months to ensure that there is sufficient capacity to deliver the Work Programme.	
Purple Level: Exemplary	As Green Level, plus this is reviewed at least every six months to ensure that capacity is still appropriate and increased or decreased as necessary.	

Capability and Expertise		Green Level: Good
Amber: Potential Concerns	LPC has not formally identified or reviewed the additional capability and expertise needed by the LPC to work successfully in the current commissioning environment within the last 15 months.	
Green Level: Good	LPC has formally identified capability and expertise needed by the LPC to work successfully in the current commissioning environment within the last 15 months and, where necessary, has secured access to those identified resources and expertise to draw on when required.	
Purple Level: Exemplary	As Green Level, plus the LPC reviews progress and cost at each meeting, taking action as appropriate	

Size and Structure		Purple Level: Exemplary
Amber: Potential Concerns	LPC has not discussed both within the committee and at Regional level the fitness for purpose of the existing structures when evaluating the needs of representativeness and efficiency of the committee and adjusted, where appropriate, to meet those needs at least once within the last four years.	
Green Level: Good	LPC has discussed both within the committee and at Regional level the fitness for purpose of the existing structures when evaluating the needs of representativeness and efficiency of the committee and adjusted, where appropriate, to meet those needs at least once within the last four years.	
Purple Level: Exemplary	As Green Level, but there is an annual discussion at both committee and at Regional level and this was within the last 15 months	

Working Together to Support Capacity		Purple Level: Exemplary
Amber: Potential Concerns	LPC has not discussed within either the committee or at Regional level to evaluate possible joint working, collaboration, sharing resources or potential mergers with other LPCs once within the last 15 months.	
Green Level: Good	LPC has discussed both within the committee or at Regional level to evaluate possible joint working, collaboration, sharing resources or potential mergers with other LPCs once within the last 15 months.	
Purple Level: Exemplary	As Green Level, plus this discussion has led to either maintenance or development of joint working, collaboration or sharing of resources between LPCs or a merging of LPCs. If a merger has been decided then a clear plan and timeframe has been agreed.	

Members' Competence		Green Level: Good
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Amber: Potential Concerns	LPC has not formally considered member training needs in the last 15 months
Green Level: Good	LPC has formally considered member training needs in the last 15 months and members have attended appropriate training events where necessary to ensure the Committee has the skills to carry out its work
Purple Level: Exemplary	As Green Level, plus a formal Skills Gap Analysis of members of the LPC has been carried out and reviewed within the last 15 months. Formal consideration made for succession planning. A programme of relevant activity drafted to meet any skills needs identified has been agreed.

PSNC Regional Representative	Purple Level: Exemplary
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Amber: Potential Concerns	There is no regular invitation for the elected PSNC Regional Representative or there are representatives sent to Regional LPC meetings
Green Level: Good	There are regular Regional meetings to which the elected PSNC Regional Representative is invited
Purple Level: Exemplary	As Green Level, plus the elected PSNC Regional Representative has a regular invitation together with agenda and papers to attend all LPC meetings and there is an agenda item available for them to speak to or provide a written report

Regional LPC Meetings	Purple Level: Exemplary
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Amber: Potential Concerns	LPC is not usually directly represented at Regional LPC meeting, although does receive the minutes of those meetings.
Green Level: Good	LPC is represented at Regional LPC meetings when the agenda is relevant.
Purple Level: Exemplary	LPC is routinely represented at regional LPC meetings to share information and learn from colleagues

Financial Management

Assessment Criteria

Status

Budget	Purple Level: Exemplary
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Amber: Potential Concerns	LPC does not link the budget expenditure to the Work Programme or has no formal budgeting.
Green Level: Good	LPC has a budget in place, including key areas of expenditure linked to the Work Programme and which has been set within the last 15 months.
Purple Level: Exemplary	LPC has a budget in place, including key areas of expenditure explicitly linked in detail to the Work Programme and which has been set within the last 15 months.

Expenditure	Purple Level: Exemplary
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Amber: Potential Concerns	Accounts are not published in the annual report or a copy is not sent to PSNC.
Green Level: Good	Expenditure is monitored regularly throughout the year and accounts are published in the annual report and a copy sent to PSNC.
Purple Level: Exemplary	As Green Level, plus the Annual Report and Accounts are on the LPC website. The Annual Report provides a 'value for money' evaluation outlining the support, resources and business development opportunities it has delivered in the previous year.

Reserves	Purple Level: Exemplary
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Amber: Potential Concerns	LPC holds significantly more than the six months reserve advised by PSNC (unless there are minuted justifications for forward investment as part of the strategic plan) or there are insufficient reserves to meet the financial commitments of the committee
Green Level: Good	There are appropriate reserves to meet the financial commitments of the committee, including the six months reserve advised by PSNC.
Purple Level: Exemplary	As Green Level, plus the LPC proactively manages the reserves including formally reviewing and adjusting where necessary the levy within the last 15 months to either reduce the excess or maintain reserves as advised by PSNC or reasonable reserves as approved by the committee, and set the levy annually (including holidays) to maintain this position

Expenses	Purple Level: Exemplary
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Amber: Potential Concerns	There is an informal policy
Green Level: Good	There is a written expenses policy agreed and understood by LPC members and officers. Expense claims forms are provided and expenses are signed off by the Treasurer or other authorised person as set out in the LPC expenses policy with receipts required for all expenses. Where a person works for two or more LPCs, a policy on expenses has been agreed with all LPCs involved for where costs are to be shared.
Purple Level: Exemplary	As Green Level, plus all expenses for Chief Officer are approved by an unrelated third party. An expenses management report is presented to the LPC by the Treasurer at least 6 monthly

Communication

Assessment Criteria

Status

Communication Mechanisms	Purple Level: Exemplary
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Amber: Potential Concerns	There has been no direct communication to contractors within the last four months or any website presence has only contact details with essential news and information.
Green Level: Good	LPC has contacted all contractors, either by email, fax or post within the last four months.
Purple Level: Exemplary	LPC has a website that is well maintained, publicised and kept up to date with information for contractors on LPC business, LPC resources together with other local issues and news. LPC has considered a case for the use of social media as a way of communicating with contractors.

Informing contractors about commissioning matters	Green Level: Good
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Amber: Potential Concerns	LPC has not directly informed contractors of commissioning matters within the last four months.
Green Level: Good	LPC has routinely informed contractors of commissioning matters including local commissioning plans, targets and opportunities together with reports of the LPC's work on behalf of contractors to promote community pharmacy to commissioners.
Purple Level: Exemplary	As Green Level, plus there are clearly identified links to the LPC Strategic Plan and Work Programme within the communications.

Press relations	Purple Level: Exemplary
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Amber: Potential Concerns	Appropriate LPC Officers have not had training to respond to queries from the press when asked.
Green Level: Good	Appropriate LPC Officers have had training to respond to queries from the press when asked. There is an LPC member or Officer who is responsible for media relations and suitably trained to meet the requirements of the Work Programme.
Purple Level: Exemplary	As Green Level, plus the LPC proactively represent views through the media and issue press releases to promote local pharmacy when appropriate and has done so at least twice in the last 15 months.

Contractor passive engagement		Purple Level: Exemplary
Amber: Potential Concerns	LPC holds at least one contractor meeting a year, which may be the Annual General Meeting.	
Green Level: Good	LPC has a mechanism by which views expressed by contractors can be considered by the committee and a response made to the contractor. LPC holds at least one contractor meeting a year, which may be the Annual General Meeting.	
Purple Level: Exemplary	As Green Level, plus LPC regularly reminds contractors of methods by which their views can be considered by the LPC.	

Contractor proactive engagement		Purple Level: Exemplary
Amber: Potential Concerns	LPC cannot demonstrate proactively seeking views of non-LPC contractors in advance of at least one meeting (which is not the Annual General Meeting) within the last 15 months.	
Green Level: Good	LPC can demonstrate proactively seeking views of non-LPC contractors in advance of at least one meeting (which is not the Annual General Meeting) within the last 15 months.	
Purple Level: Exemplary	LPC can demonstrate proactively seeking views of non-LPC contractors in advance of at least three meetings (one of which can be the Annual General Meeting but is not the views on the Annual Report or Accounts) within the last 15 months.	

Contract Development

Assessment Criteria

Status

Essential level		Purple Level: Exemplary
Amber: Potential Concerns	LPC is supporting contractors where requested with difficulties complying with the contract requirements to support implementation.	
Green Level: Good	LPC is involved as appropriate with monitoring visits with the Area Team and monitoring the visits to ensure they are reasonable and in accordance with the AT powers. LPC is supporting contractors where requested with difficulties complying with the contract requirements to support implementation.	
Purple Level: Exemplary	As Green Level, plus the LPC is pro-actively identifying contractors with difficulties complying with the contract requirements and supporting implementation where appropriate.	

Advanced level		Green Level: Good
Amber: Potential Concerns	LPC has no Work Programme to regularly review or encourage uptake of Advanced Services.	
Green Level: Good	LPC has reviewed within the last 15 months how many contractors are providing Advanced services in the LPC area. LPC is proactively encouraging uptake of Advanced Services, advising contractors to inform GPs when starting Advanced Services and provide a briefing on the services and arrangements appropriate to local circumstances.	
Purple Level: Exemplary	As Green Level, plus the LPC reviews at each meeting both the number of contractors providing Advanced Services together with the level of delivery and reviewing the Work Programme accordingly.	

Commissioning Environment for Local Services		Purple Level: Exemplary
Amber: Potential Concerns	Whilst LPC Members and Officers may be familiar with the new procurement and commissioning rules, information is only provided to contractors upon request	
Green Level: Good	LPC has provided guidance to all contractors explaining the local commissioning landscape and arrangements to contractors.	
Purple Level: Exemplary	LPC has implemented an ongoing communications plan to all contractors explaining the local commissioning landscape and arrangements to contractors together with relevant changes.	

Negotiation of Local services		Purple Level: Exemplary
Amber: Potential Concerns	LPC has no Work Programme to regularly review or encourage uptake of Local Services.	
Green Level: Good	LPC can demonstrate that they are pro-actively working with local commissioners to negotiate new Local Services provision and maintain or develop current local services. A proactive programme of review of current arrangements has been undertaken within the last 15 months to ensure that continuation and development of Local Services takes place.	
Purple Level: Exemplary	As Green Level, plus where LPC has successfully negotiated a new Local Service, this is for a period approved by the LPC to ensure successful implementation, sustainability and return on investment and LPC has highlighted to contractors any significant changes or key requirements of new contractual arrangements. If no new services have been negotiated within the last 15 months, then the Work Programme has these actions explicitly stated.	

Supporting Delivery of Local Services		Purple Level: Exemplary
Amber: Potential Concerns	LPC provides reactive support to all contractors, or individual contractors, to maintain and develop Local Service income.	
Green Level: Good	LPC Strategic Plan and Work Programme both identify a workstream to maintain and develop Local Service income for contractors. This workstream can be demonstrated to be active.	
Purple Level: Exemplary	As Green Level, plus the LPC can demonstrate that they have proactively provided support to contractors to engage and deliver Local Services.	

Stakeholder Relationships

Assessment Criteria

Status

Needs Assessments and Strategic Plans		Green Level: Good
Amber: Potential Concerns	LPC may be familiar with the local needs assessments (JSNA, PNA), public health report, LDP, commissioning strategic plan and SSDP but does not yet have regular dialogue to influence.	
Green Level: Good	LPC has identified the key individuals who influence planning and strategic decisions at Local Authorities and Clinical Commissioning Groups and has discussed Community Pharmacy's role in implementation of the commissioner's Strategic Plans within three months of publication.	
Purple Level: Exemplary	As Green Level, plus the LPC discusses the role of Community Pharmacy with those key individuals before the publication of the commissioner's Strategic Plans with the aim to embed that role within those plans.	
Patients and Representatives		Green Level: Good
Amber: Potential Concerns	LPC may be aware of the key individuals who represent patients view locally but does not yet have regular dialogue.	
Green Level: Good	LPC has identified the key individuals within local patient representative organisations and elected representatives (local councillors and MPs) who influence planning and strategic decisions and has taken the opportunity to discuss the role that Community Pharmacy can and does play in local service delivery within the last 15 months, when the opportunity arose.	
Purple Level: Exemplary	As Green Level, plus the LPC has sought to proactive engage with those key individuals at least once within the last 15 months.	
Other Professionals		Purple Level: Exemplary

Amber: Potential Concerns	LPC may be aware of the key individuals who represent other professionals, such as other Local Representative Committees and Locality Groups but does not yet have regular dialogue
Green Level: Good	LPC has identified the key individuals who represent and influence other professionals and has taken the opportunity to discuss the role that Community Pharmacy does and can play in local service delivery within the last 15 months, when the opportunity arose.
Purple Level: Exemplary	As Green Level, plus the LPC has sought to proactive engage with those key individuals at least once within the last 15 months.

NHS England Area Team	Purple Level: Exemplary
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Amber: Potential Concerns	LPC may know the key individuals who influence commissioning decisions but does not yet have regular dialogue
Green Level: Good	Administration of pharmacy applications, fitness to practise and monitoring are always reviewed. LPC has identified the key individuals who represent and influence commissioning decisions and has taken the opportunity to discuss the role that Community Pharmacy does and can play in local service delivery within the last 15 months, when the opportunity arose.
Purple Level: Exemplary	As Green Level, plus the LPC has sought to proactive engage with those key individuals at least once within the last 15 months.

Local Authorities	Purple Level: Exemplary
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Amber: Potential Concerns	LPC may know the key individuals who influence commissioning decisions but does not yet have regular dialogue.
Green Level: Good	LPC has identified the key individuals who represent and influence commissioning decisions and has taken the opportunity to discuss the current and future role that Community Pharmacy does and can play in local service delivery together with local public health priorities within the last 15 months, when the opportunity arose.
Purple Level: Exemplary	As Green Level, plus the LPC has sought to proactive engage with those key individuals at least once within the last 6 months.

Clinical Commissioning Groups	Purple Level: Exemplary
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Amber: Potential Concerns	LPC may know the key individuals who influence commissioning decisions but does not yet have regular dialogue
Green Level: Good	LPC has identified the key individuals who influence commissioning decisions and has taken the opportunity to discuss current and future local services together with the medicines optimisation agenda within the last 15 months, when the opportunity arose.
Purple Level: Exemplary	As Green Level, plus the LPC has sought to proactive engage with those key individuals at least once within the last 15 months.