**SOMERSET LOCAL PHARMACEUTICAL COMMITTEE**

A remotely hosted meeting of the LPC Committee will take place on **Tuesday 18th August**, commencing at 10am, finishing at 4pm

We will be mindful of good remote meeting practice and allow appropriate breaks to allow some variety and to keep our time together stimulating. We will try taking more “5 mins power-break” as well as a longer lunch break

Apologies for Absence: James Nicholas and Heidi Titcombe

Guests: none

**A G E N D A**

**10.00-10.15**

**Gather and personal check-in**

**Agenda walk-through, ground-rules, meeting objectives set, and outputs**

**required agreed for the day.**

1. **10.15-11.30** **(including “power-break”)**

**LPC Governance:**

* **Review meeting minutes and next steps of last meetings**
* **Budget and finances planning**
* **AGM planning and delivery**
* **Committee: Members update**
* **Roles and Goals for rest of year (any changes needed?**

1. **11.30-1.00 (including “power-break”)**

**Wright Review – (see papers in email send out)**

* **What happening out there? Eg CCA thought-sharing**
* **Share outputs from PSNC-LPC Conference on 8th July.**
* **Craft our collective responses to the PSNC Question set**
* **What next? (if anything!)**

1. **1.00-1.30**

**Lunch break**

1. **1.30-2.00**

**Coms – Internal and External:**

* **What’s working, what’s needed, what next? (Wright Review ramp-up? System Coms work Patient facing coms options and Volunteer Groups)**

1. **2.00-3.45 (including “power-breaks”)**

**Core exec business meeting**

1. **People**

* **Workforce Development (20mins)**

**(Michael to share in-depth discussion from Exec and harvest full committee thoughts on current challenges especially recruitment)**

* **COVID risks and staff safety check-in**

(Pastoral Care, Antibody Testing update, Test and Trace, PPE etc)

1. **Ops**

* **Flu and delivery 20-21 (20mins)**

**(Yvonne to lead an in-depth discussion on how LPC can enable contractors to optimise flu delivery)**

NHSE and update on ways of working

ERD AHSN and CCG GP-enabling project

1. **Customer Services**

**National Contract Services Update (what next for GP-CPCS, DMS, Hepatitis)**

BAU services: what working, what’s not!

1. **Finance**

Explore cost and margin pressures on contractors for insight to feed up the line to PSNC and NHSE regional

1. **Review meeting, plan next meeting cycle and close**

Review dates in diary and what we need to do for meeting during autumn quarter

**3.45-4.00 Chair closedown session**

**CORPORATE GOVERNANCE AND THE SOMERSET LPC**

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 Representativeness 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.