**SOMERSET LOCAL PHARMACEUTICAL COMMITTEE**

A remotely hosted meeting of the LPC Exec will take place on **Tuesday 28th July**, commencing at 9.30am, finishing at 3.30pm

We will be mindful of good remote meeting practice and allow appropriate breaks to allow some variety and to keep our time together stimulating.

**A G E N D A**

Apologies for Absence: none

Guests: James Nicholas and Anne Cole for Coms and Workforce sessions as per agenda below

1. **9.30-10.00**

**Gather and personal check-in**

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

 **required agreed for the day.**

1. **10.00-11.00**

**LPC Governance:**

* **Review meeting minutes and next steps of last meetings**
* **Committee: Members update**
* **Budget and finances planning**
* **Roles and Goals for rest of year (any changes needed?)**
1. **11.00-11.15**

**Comfort break**

1. **11.15-12.00**

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

* **What happening out there?**
* **Where are we as an organisation?**
* **What next? (if anything!)**
* **Share outputs from PSNC-LPC Conference on 8th July.**
* **Create an action plan (if anything requires it).**
1. **12.00-1.00**

**Coms – Internal and External:**

* **What’s working, what’s needed, what next?**
* **Wright Review ramp-up?**
* **Patient facing coms options?**
* **Volunteer Groups**
* **System Coms work**
1. **1.00-1.30**

**Lunch Break**

1. **1.30-3.30**

**Core exec business meeting**

1. **People**

**Workforce Development (30mins)**

**(Michael to lead an in-depth discussion with Anne and James present)**

Antibody Testing update

Covid risks and staff safety, Test and Trace, PPE etc

1. **Ops**

**Flu and delivery 20-21**

**(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**

Agree next exec and explore full committee agenda requirements for 18th August meeting

**3.30-4.00 Chair and CEO de-brief 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.