**SOMERSET LOCAL PHARMACEUTICAL COMMITTEE**

A remotely hosted meeting of the LPC Committee will take place on Tuesday 20th October, 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.

**A G E N D A**

Apologies for Absence: Plinio Perrone

Guests: Emma Waller (Yeovil PCN) and Aidan Laverty (DAMN Partnerships) ref Yeovil ERD project

**10.00-10.15 (James)**

**Gather, new member intros and personal check-in**

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

**required agreed for the day.**

1. **10.15-11.15**

**LPC Governance:**

* **Review meeting minutes and next steps of last meetings**
* **Committee: review CCA reporting requirements (see paper)**
* **Budget and finances planning (Fivos)**
* **Roles and Goals for rest of year (plan on a page?) and any support functional changes needed? (PCN/Coms/GP-CPCS/DMS/Workforce Projects)**

1. **11.00-11.15**

**Comfort break**

1. **11.15-11.30**

**PSNC Conference Update including Wright Review: Sally and Michael**

1. **11.30-12.00**

**Coms – Internal and External:**

* **AGM Event: preview mechanics and content**
* **LPC core coms- What is working, what is now needed, what next? (COVID ramp-up?)**
* **Healthwatch partnering? (see paper)**
* **Volunteer Groups (what next for COVID prep? Yvonne)**
* **System Coms work (what do we need CCG to do on Com-Pharm messaging?)**

1. **12.00-12.30**

**PCN Leads Development Plan (define our path ahead for PQS-PCN-Flu and Lead support activity for 2021**

1. **12.30-1.00**

**Yeovil PCN ERD project plan (Emma Waller and Aidan Laverty)**

**Decision to proceed to be reaffirmed**

1. **1.00-1.30**

**Lunch Break**

1. **1.30-4.00 (including comfort breaks)**

**Core exec business meeting**

1. **People**

**Workforce Development** (see papers)

**HEE Regional Project and Somerset local project**

**Covid risk reduction**: staff safety, Test and Trace, PPE etc

**Building the Pharmacy System in Somerset** (IPMO papers)

1. **Ops**

**Flu and delivery 20-21 including PQS-PCN Lead initiative**

(Yvonne to lead discussion on current performance, issues encountered and how LPC can enable contractors to optimise flu delivery)

PAMM update (Kyle to share update, see meeting report)

1. **Customer Services**

**National Contract Services Update**

(what next for GP-CPCS, DMS, Hepatitis, Alcohol Intervention, including scenario planning for workload!)

BAU services: what working, what is not!

Public Health Council Services performance, NHS111 CPCS activity

1. **Contractor Finance (NPA-EY Review of Pharmacy Sector Sustainability, see paper)**

Explore cost and margin pressures on contractors for insight to feed up the line to PSNC and NHSE regional e.g. Rx duration issues?

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

Agree next dates and explore full committee agenda requirements

**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.