

SOMERSET LOCAL PHARMACEUTICAL COMMITTEE

A remotely hosted meeting of the LPC Exec will take place on Tuesday 23rd February 10am to pre-4pm finish.

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: none

10-10.15am

Gather and personal check-in.

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

1. 10.15 for 45mins

LPC Governance:

- **Review meeting minutes and next steps of last committee meeting**
- **Committee: Members update**
- **Treasurers Update: PSNC Day**
- **Budget and finances planning for 21-22**

2. 11.00 for 45mins

Coms – Internal and External

- **CCA latest coms and NPA Connect new coms.**
- **What is working, what is now needed, what next?**
- **GP-CPCS: Engagement Event Planning**
- **DMS: anything else?**

Comfort Break needed?

3. 12.00 for 15mins

PSNC-LPC (Wright) Review Update on what next Review Steering Group

- **Minutes from RSG**
- **Mobilising contractors for engagement event**

4. 12.15 for 45mins

People

- **PCN Leads follow up: Becky Barratt update**
- **Workforce Development: SWest Workforce summit, IPMO and LWAB: 2021 momentum (contractor appetite and needs?)**
- **Covid risk reduction: latest on staff safety, Test and Trace, PPE, COVID Vaccs**

1.00 for 30mins Lunchbreak

5. **1.30 for 30mins**
Ops
 - **Flu and delivery 20-21**
 - **PQS progress**
 - **eRD Yeovil eRD project progress**
 - **Digital**
 - **PAMM update**

6. **2.00 for 30mins**
Customer Services
 - National Contract Services Update**
 - What next for **GP-CPCS**? NHSEI Project Resource and Somerset Plans, Coms covered on engagement event.
 - What next for **COVID Vacs** programme?
 - What next for **DMS**?

7. **2.30-3.45**
(including comfort break when required)
Strategy Planning Session

Build and define our organisational 21-22 focus and goals and start forging delivery plan based on needs of contractors and the agenda.

Create a leadership statement and revisit Focus 5 progress.

Cover:

 - **People**
 - **Ops**
 - **Customers (Patients and System stakeholders)**
 - **Finances (of LPC and for contractors)**

8. **3.45**
Review meeting plan next meeting cycle and close.

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 because they made the decision they did, recognising their accountability.