

# SOMERSET LOCAL PHARMACEUTICAL COMMITTEE

Minutes and next steps of the Meeting of the Somerset Local Pharmaceutical Committee held via ZOOM **Wednesday 24<sup>th</sup> March from 9:30am till 4:30pm**

**Members present** (Chair) James Nicholas; (Vice Chair) Sally Farmer  
Kyle Hepburn; Foivos Valagiannopoulos; Vasileios Alafodimos; Neil Kyle; Peter Whitaker.  
Arvinder Sagar; Plinio Perrone.

**Officers in Attendance:** Michael Lennox (Chief Officer), Yvonne Lamb (Engagement Officer)  
Mary Pennington (Admin and Finance Officer)

**Apologies:** Shital Patel (Treasurer) Rebecca Barratt (Mat leave)

**Guests – None**

Next Steps and minutes documented by Yvonne Lamb.

- 1. CCA Report** – James talked through the quarterly report which is focused on DMS: where are Somerset at moment with launching; GPCPCS: what is Somerset system approach; and are we using our PCN Leads; IPMO and ICS - next steps for the Somerset system.
- 2. Declarations of Interest – None declared.**
- 3. Welcome from James Nicholas to all and a check in with committee.**  
James welcomed all committee members and talked through the agenda for the day. James gave a warm welcome to Vasileios who replaces Saeed Kamal as Heidi Titcombe’s maternity leave cover for the CCA. Vas works for Boots and also sits on Gloucester LPC.
- 4. Governance, Budget & Financial Matters.**  
**Review meeting minutes and next steps of last committee meeting**  
Minutes from exec meeting in February voted as accurate, next steps discussed and confirmed as having been actioned.  
Minutes from previous LPC meeting in January voted as accurate, next steps discussed and reviewed.  
The position of Chair for the LPC was discussed as James N was voted as a temporary chair for 6 months to cover Peter W absence. Upon further communication from Peter the position of chair has been discussed - although Peter W will remain on committee he will not revert back to being Chair. Peter W proposed James N for chair until next term which is March 2022, Sally F seconded. Votes 6 out of 7 voted yes with 1 abstention (KH not present for this section). Rule of majority is James N elected as chair of Somerset LPC.  
Contract Variations: This role on committee to review and respond to any contract variations including new applications was previously held by James N, as James is now Chair then a new person will need to be appointed to oversee these applications.  
One contract variation to discuss at present is an application for Taunton for a large new Housing development. LPC would not oppose the application but reiterate the previous conditions from previous applicant that it should secure premises for the contract within the six months. The PNA (pharmaceutical needs assessments) will coincide with applications for new contracts and amendments to existing contracts, so whoever will step up for the Role will need to cover and work with the “council on the PNA” also. The Council are pushing for a delay in the PNA till 22/23 due to the COVID pandemic and workforce being deployed to other essential areas.  
Neil Kyle put himself forward for this role.

Proposed by James N

Seconded by Fiv V

Voted in favour by committee (all present).

### **Budget and finances planning**

James updated committee on current budget due to Shital's absence, noting that £114K reserves have been separated into two sections.

- Core monies from contractor funded levy (£80K)
- Project funding obtained through partner-stakeholders, Digital, CCG Primary Care, NHSE (£34K)
- PCN used £25K which leaves £8k.
- CCG £10K for PCN leads for 2021/2022
- Digital Money for next year £20K for 2021/2022.
- Digital Money for the year 2020/2021 confirmed as £10k.
- Digital Money £5K ring-fenced for ERD project in Yeovil
- CCG investing £20k for GP-CPCS work
- There is some Core money to be paid out to Pharmoutcomes but this will be offset by LPC invoicing the council and Turning point for using the system.
- **Honorarium:** Every Year there is an Honorarium payment made to Chair and Vice Chair (both £500), and Treasurer and Governance role (both £250) for acknowledging the work they have to undertake in their own time. The process for claiming the honorarium will be to submit the payment via expenses form in March at the end of the year, Plinio to monitor the payments for those applicable to claim. There has been a small delay in communicating the process to members. Discussion was held around the payments for Honorarium as the treasurer workload is higher than the vice chair's workload. Different arrangements were discussed with a proposal made for £500 to treasurer and the vice chair receives £250 (chair and governance remain the same).

So for 21/22 the following was voted:

£1500 budget for Honorarium

£500 for Chair

£500 for Treasurer

£250 for Vice Chair

£250 for Governance Role.

There is an allocation of £3k in the budget for any work that needs to be paid to member for any core work needed on behalf of committee. This was previously just for Chair work but will now be more flexibly used. Two persons will sign off any other work undertaken and all members to get it authorised in advance.

Peter W proposed

Plinio P seconded

6 out of 7 voted yes with one abstention.

### **Budget and Finance Planning for 2021/2022**

Shital Patel attended the PSNC Treasurers day and updated committee, Although the LPC were meeting planned expectations around our budget and expenditure guidelines the PSNC had recommended that all LPCs move to an accounting system by using Xero, Sage or another electronic budget platform.

Mary P (Finance officer) spoke with accountants and they use Xero to process the officer's payroll. The accountants have offered to assist the LPC with using Xero and maintaining the web based platform at a cost of £24 per month plus vat and for a one off cost of £300 to train Mary and one other LPC member of how to use the platform effectively.

Proposed by James N

Seconded by Peter W

All voted yes.

**Declarations of Interest:** See next step.

**Expenses Policy:**

Updating the expenses policy: There is work to do on the submission form as some work-streams will need to be removed and some new work-streams added especially around PCN works. Expenses claims form need to be more accurate and as well as the usual Name, Address etc the store details of where member works should be recorded on form. Any overtime should be authorised in advance by Executive Committee. Expenses should be recorded in specific complete 30 minute periods. Once expenses form has been altered then send to committee for approval. Chief Officer's expenses should continue to be sent to Finance Officer and be approved by both Chair and Treasurer.

**Self-Audit.** The LPC Finance sub-committee reviewed the finance section and shared findings with the committee. It was agreed that a review of the rest of the audit would be completed by our Governance Lead along with a sub-group of committee. See next steps to do a complete review of the PSNC audit.

**Raising Concerns and Process of escalation:** James N updated the committee on the process of raising concerns should the committee have any.

Concerns regarding Members and Officers to be raised with James N (Chair).

Concerns around James should go initially to Sally F (Vice Chair).

**AGM**

The committee discussed plans for the 2020-21 AGM.

Previously we have held the AGM each May, after the success of the 2019-20 AGM held via "Zoom" in October and with the accounts needing to be being finalised by accountant, the committee deemed that September would be best for the AGM, which will give our accountants time to sign off accounts and for us to send them out to be ratified by contractors.

**PSNC Conference:** James N and Michael L attended the PSNC conference on 17<sup>th</sup> March. During the conference, the PSNC updated LPCs on the Representation Review Steering Group, latest on Government funding and LPCs collectively explored focus for LPCs in 2021-22 to enable and support contractors.

Our focus 5 work plan fits in with the LPCs collective thoughts for this coming year.

**Roles and Goals for rest of year: Focus 5 Plan**

Michael led a review discussion on the current delivery plan, re-affirming the key priorities with committee and considering our ways of working to successfully deliver.

Given the extent of current live programmes at play, and the continuous changes, it was agreed to review delivery monthly via Exec or Full Committee meetings to enable appropriate tactical support decisions to be made (see attached Focus 5 Priorities and Pillars Plan). We also explored how the committee can be best deployed to support the project work and have assigned Committee members to act as "Consultants" to each of the workstreams to support officers and gain wider input (see Focus 5 Plan).

**5. COVID:**

**a) Staff Vaccinations**

Work has started on getting all Community Pharmacists and Locums and their teams vaccinated with 2<sup>nd</sup> Dose. Clear comms has gone out to all contractors detailing what next

steps needs to be taken depending on vaccine received and where it was received for pharmacy staff.

**b) Lateral Flow Testing**

Somerset County Council has approached the LPC regarding a potential new service for community pharmacies for supervised in-pharmacy lateral flow testing for the general population. Expressions of interest are due to be sent to all contractors soon.

**c) Provision of Lateral Flow Testing kits**

It has been flagged that a new national service is being developed for the provision of lateral flow testing kits for pick up via community pharmacy. No details are currently available.

**d) COVID Vaccination Service**

Somerset system has approached NHSE Regional Team to request additional vaccination site support from community pharmacy, with additional sites identified and soon to be EOI confirmed.

- 6. GPCPCS-** The LPC is working closely with the CCG and NHSE regarding roll out plans and what support our contractors need to deliver the service effectively. The NHSE implementation lead has met with our PCN Leads and the next steps have been sent to all contractors on how to prepare. Initial meetings and go live sites are North Sedgemoor, West Mendip PCN, and Rural Practice network likely to begin onboarding in April. Followed by South Somerset West and Frome in May. Once detailed roll out plan is formalised, the LPC will share with committee and Yvonne and Michael will share with contractors. The CCG have funded for all referrals from GP surgeries to go into Pharmacies using an EMIS web based enabled platform that links with Pharmoutcomes. The support of CCG, LMC and our PCN leadership teams is appreciated and noted.
- 7. Flu-** 27.650 flu vacs administered this flu season has been seen as a great success, Work is now starting for the next Flu season in September and what cohorts will be included and what will be happening around COVID vaccs too. Yvonne to keep committee updated.
- 8. PCN-Leads/PQS–** A successful PQS completion this year with all contractors in Somerset achieving domains 4&5. Our approach to appoint a PCN Project Lead (Becky Barratt) and with the support of officers, enable our 13 PCN Leads has worked very effectively. It was agreed to continue to make use of a PCN Project Lead to mobilise the leads on specific missions/projects in 2021-22, and backfill using the CCG PCN money. We discussed Sally F covering this “peer-lead role” while Becky is on mat leave and another proposal to recruit a lead manager. The committee voted for the Sally F proposal. LPC are awaiting confirmation on 2021-22 PCN Lead funding with our goal being able to support 13 Leads for 1 day a month for 10 months for any project work, most likely GPCPCS.
- 9. ERD Project Yeovil- DAMN** Initial project delivery phase has been done. Mobilising the PCN Leadership whilst they handle Vacc Hub set-up has been a factor at play and it is likely to require DAMN to reboot with practices in spring.
- 10. DMS-** Somerset system were not in a position to go live with DMS at February launch date, However Yeovil Hospital will be referring patients into Pharmacies towards end of April, and have agreed Yvonne L to have access to the Pharmoutcomes platform so she can monitor referrals. Somerset Foundation Trust (Musgrove Park Hospital) platform is being finalised and we expect them to go live before autumn.
- 11. IPMO – (see explanatory slide-deck attached)** LPC have been fully connected to the Somerset system Integrated-Pharmacy-Medicines-Optimisation from its first convening. Our role in IPMO is to represent the voice and needs of community pharmacy and our goal is to contribute positively to the whole pharmacy system development of the profession within Somerset. LPC CEO is

appointed to lead on workforce development, perhaps the critical enabling element of the whole IPMO programme.

## **12. Officer Workforce Data Collection and Review –**

Michael L and Yvonne L gave an update to committee on personal activity data collected for the month of February. This was to enable a review of how LPC is invested in activity and to provide a better sightedness. All found the exercise useful to understand where time is being invested currently and how this can evolve in changing times to continue to be efficient and focus on value to contractors. As part of this discussion the committee considered the additional day per week undertaken by Michael L to support system work which has expanded significantly in the last 12 months, funded through the CCG investment. The committee discussed the different meetings attended and also considered the proposal for taking on an additional officer. The committee voted on a proposal for Michael L to continue with the 1 day per week (in addition to 3 day core work) through to the end of September, subject to funding being in place. This proposal was voted for by 7 out of 8 members and agreed by majority vote. The workload will be reviewed monthly by Chair and vice chair.

## **13. Services update – Yvonne.**

Yvonne will update committee on services activity and delivery ahead of meetings. Yvonne to send the breakdown of services with minutes to all members. See next steps.

**14. Coms to Contractors.** Access to the website has increased in traffic and more people have requested access to the bulletin since last month. What else should and could we do to reach more external stakeholders and contractors. Mary, Anne, Michael and Yvonne will convene to explore how else we can best reach out to our contractors, their teams and our stakeholders including patients. The input of our “Committee Consultant” Fivos and then Exec will be sought before returning to full committee with the planned steps proposed.

## **LPC 18th January Next Steps.**

- 1) James N to do CCA report.
- 2) Neil Kyle to support review of any NHSE contract applications.
- 3) Mary to contact Accountants and attend for training on web based payroll and accounts package, with one other committee member preferably treasurer.
- 4) Mary to re-issue to all members and officers Declarations of interest form
- 5) James, Mary and Plinio to arrange a meeting and review the expenses template form.
- 6) Plinio, Vas, Peter and Fivos to complete the PSNC self- evaluation form.
- 7) Mary to ask Accountant when he will be ready to accept our end of year accounts.
- 8) Mary to send Yvonne’s worksheet and copy of services data to all members.
- 9) Michael, Yvonne and Sally to get a date in diary for Zoom meeting as a PCN interim peer lead to cover while Becky B on mat leave.
- 10) Michael and Mary to draft a letter for MPs regarding funding
- 11) Mary, Michael, Yvonne and Anne to plan what is next for COMs to Contractors and wider stakeholders, consult with Fivos and Executive
- 12) Yvonne to send Vas service spec on Healthy start Vitamins specification for Somerset County Council.
- 13) Mary to send Doodle poll for August Exec
- 14) Mary to send doodle poll for Self Audit Meeting
- 15) Yvonne and Michael to keep committee updated with GP:CPCS plans as they emerge.

## **Date and Place of Future Meetings – Full Committee Meetings: ZOOM 2021**

Exec 21<sup>st</sup> April

Full LPC meeting 20<sup>th</sup> May.

Exec 17<sup>th</sup> June

Full LPC meeting 21<sup>st</sup> July.

Exce Meeting – August TBC

Full LPC meeting 23<sup>rd</sup> September

AGM 23<sup>rd</sup> September 7pm.