

SOMERSET LOCAL PHARMACEUTICAL COMMITTEE

Minutes and next steps of the Meeting of the Somerset Local Pharmaceutical Executive Committee held via ZOOM **Tuesday 23rd February 2021.**

Members present (Chair) James Nicholas; Shital Patel (Treasurer) Peter Whitaker, Kyle Hepburn

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

Apologies: Sally Farmer.

Guests – None

Next Steps and minutes documented by Yvonne Lamb.

- 1. Declarations of Interest** – None declared
- 2. Welcome from James Nicholas to all and a check in with Exec committee.**
- 3. Governance, Budget & Financial Matters.**

Review meeting minutes and next steps of last committee meeting

Minutes from LPC meeting in January ratified and Next steps from meeting discussed.

Member's update: Arvinder Sagar is now permanent on committee to replace Saeed Kamal, which leaves a maternity placement still to cover (CCA is working to fulfil on this).

In September James N stepped up as role of Chair to cover Peter W for period of six months, as it has now been six months and discussions between Peter and James have been held, Peter would like to remain on committee but not as Chair, James is happy to continue as Chair and this will be raised at March Committee meeting.

Budget and finances planning: Shital updated committee on current budget, noting that nothing negative has changed since last meeting in January.

Pharmoutcomes has invoiced in last few weeks and we have cross referenced the invoice out to the two providers Somerset County Council and Turning Point. This leaves the LPC with a rounding down in calculations £4.32 shortfall to pay. We have received payment from both SCC and TP already, but the spend will possibly go out in the next financial year.

£77k in core budget and £35k in secondary budget which is ring fenced for projects including PCN and System support.

Timing will be crucial in landing the next invoices which we are expecting £10k from CCG digital fund for the year 20-21, with an additional £5K to fund the Yeovil eRD project, and 2x £20k for PCN work from CCG.

CCG have agreed to pay the EMIS-Triage/PharmOutcomes licence for the fully integrated GPCPCS service for the first year (£30K investment).

Honorarium Payments were raised, and this will be taken as an agenda item to committee.

PSNC Treasurer's day. Shital attended the online treasurer's day, which we discussed to ensure we were meeting expectations (see PSNC Finance Guide)

A few issues to consider were raised on the day for LPCs to consider:

- 1) Corporation Tax – Do we need to pay this.
- 2) Sponsorship Income- is this taxable
- 3) Pharmoutcomes – we do not make profit from this as what we get invoiced from Pinnacle, we re-invoice our commissioners.

- 4) Two People to sign off on all banking – Yes, we do Mary and Peter.
- 5) Declarations of interest kept up to date – See next step for Mary.
- 6) Agreed budget with NHSE, as commissioning board – deemed not necessary but Michael to look into this.
- 7) PSNC get a copy of our finances – not necessary, unless requested.
- 8) Small LPC so we do not use a digital platform for invoices etc., Mary to explore – See next steps.
- 9) Do we need to be VAT registered as an LPC, we have never been VAT registered as a smaller LPC, though the money that we get for different projects is used towards staff services so will need to be clear and transparent and review if indeed will be necessary to be VAT registered?
- 10) PSNC –Self Audit. We should re-visit this as has been 2 years since it was done. See Next steps to review.
- 11) Real TIME HMRC is compulsory for employed staff and declaring earnings to HMRC. Accountant does this.
- 12) HR issue around risk assessment for staff working from home, do we have one? and should we do one.? See next steps.

Roles and Goals for rest of year: Focus 5 Plan (see Strategic Delivery Review document)

Michael led a review discussion on the current delivery plan, re-affirming the key priorities and enablers.

We also considered the ways of working of Exec Team and Officers to successfully deliver.

Given the extent of current live programmes at play, and the continuing pressure on organisational delivery, it was agreed to review the current Focus 5 plans for delivery monthly via Exec or Full Committee meetings to enable appropriate tactical support decisions to be made.

It was agreed to strategically review the Focus 5 plan in our full committee work in January and continue the process of 2021-22 strategic planning.

We also explored the learnings for the recent PSNC-LPC conference where the subject of LPC resilience and wellbeing were covered. We concluded that Community Pharmacy Somerset had responded well to the impact of COVID and that our approach to managing the demands upon us had worked well.

4. COVID

- Covid Vaccinations for staff wave 2.

Process is due to land in the next 24 hours on how staff can access 2nd dose of vaccine and which route is advised. This will be dependent on what vaccine and where they received vaccine. Officers to send the coms out ASAP.

- EOI Mass Vaccination Programme Phase 2: The LPC is aware that NHSE are looking at applications for Pharmacies wishing to be vaccinating sites and they have a few hot spots across Somerset as focus areas: Bridgwater, North Sedgemoor, Minehead, Glastonbury, Street and Wellington.

Existing units e.g., Boots Taunton High Street and Bruton Pharmacy are now live with Covid Vacs and it is going well.

- PPE usage and access via portal: LPC has been working with all contractors to make sure they claimed for the PPE via the MYS portal.

- COVID Risks: Although staff have been vaccinated it is important to still get the message out to adhere to PPE guidelines and guidance around shared spaces.

- 5. GP-CPCS-** The CCG are managing gathering responses to expressions of interest from PCNs or Surgeries, with a view to identifying our 1st wave of GPCPCS roll out in March/April. We will update committee at the Covid engagement evening 9th March.
NHSE will be supporting Practices using an implementation lead team which will deploy 36 days of support across our 65 practices (4hours per practice) to implement set up, enable referrals, and then embed and problem solve.

 - Yvonne and Michael to introduce NHSE implementation manager to PCN Leads (evening of 9th March event)
 - CCG has agreed they will use EMIS-Triage/PharmOutcomes as the system-wide referral method which CCG will fund.
 - Likely 1st Wave adopters are North Sedgemoor, Yeovil, and Rural Practice Network (South Somerset East PCN)
 - Questions on local practice need clarifying to support contractors for SOP purposes e.g., referrals back into practices for patients that need it.
 - We are enabling the support steps so that contractors are easily able to claim for the £300 onboarding payment (compatible with Annexe F from the service spec).
 - Exec agreed with Officer proposal to deliver and record a mobilisation event (evening on 9th March) with key project guests including NHSE Implementation Lead, CCG, LMC.
 - PCN Leads will then connect with their pharmacy network and encourage all Pharmacy contractors to watch recording and have a discussion with PCN Lead to enable them to claim the £300.
- 6. Flu-** An Amazing Flu season this year, hot off the press Yvonne reported to Exec that across Somerset Pharmacies reported via Pharmoutcomes there was 27,049 Flu Vacs administered.65+ 14,986 delivered and 50-64s 5,213 vacs administered. The rest were a mixture of the other clinically vulnerable groups.
- 7. PCN-Leads-PQS –** The LPC support plan for delivery of PQS Domains 4+5 for PCN ‘Flu and Business Continuity Planning has been landed effectively. Becky updated the committee before she left for maternity leave. All domain 4+5 have been met and confirmed to all contractors they can claim domain. One week to go for the PQS claim window to end. Yvonne will review and work with any contractors that need support and answer any queries that come in. Goal is to get all contractors 100% through PQS 2 claims. PSNC Audit our Somerset Contractors submitted their PSNC audit and was the best response rate in the country. Using the established network of PCNs is working and agreed we should keep the momentum going. Some changes to leads have had to happen due to staff leaving and maternity leave.

 - Yvonne will initially cover Becky’s maternity leave for Taunton Deane.
 - Chloe Beames will replace Hollie Broome for Bridgwater
 - South Somerset West Vacancy (Ibrahim Abedghane left BTC)
 - Potential Vacancy in North Sedgemoor
 - Michael to approach Sally or Peter about being Committee Lead to support PCN leads while Becky on mat leave.
- 8. Independent Review Update-** Michael and James updated the Exec on the latest regarding the review. Community Pharmacy review group had its first meeting, Somerset LPC is likely to be asked to contribute £900 towards costs of RSG work. There is a PSNC enabled RSG contractor event scheduled for 9th March. LPCs will be further briefed on 17th March at the PSNC-LPC spring meeting.
- 9. ERD Project Yeovil-** The DAMN Partnership supported fast-tracking of eRD growth project in Yeovil has started. PCN and practices have been focused on the delivery of their COVID

vaccination hub obligations. DAMN have been patiently awaiting the signals that the PCN are ready to rekindle. Two practices have engaged with the resources, while two are yet to start, with the fifth practice not in a position to go forward at this stage. It is still too early to understand the impact of the interventions.

- 10. DMS-** Yvonne hosted 2 contractor advice “drop-in” sessions for this service before 5th February launch. Not many people attended. As this a national service the LPC are blind to referrals. We do not know if any referrals have been made to contractors via NHS.net yet as are unsighted. We will conduct a contractor survey on activity to date in bulletin.
- 11. IPMO – (see explanatory slide-deck attached)** LPC has 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, which is perhaps the critical enabling element of the whole IPMO programme. Michael secured £11k funding from HEE to support the Somerset Pharmacy Workforce development project (this is not being held by the LPC). We need to protect and retain our workforce across Somerset. Somerset LPC have instigated a whole Swest LPC region approach to workforce development and are hosting a workforce summit in April-May with our key contractor stakeholders to ensure a consistent approach is taken across LPCs and that the needs of contractors are at the heart of what we are endeavouring to do.
- 12. Digital Bid** – -LPC to bid for £15K (including £5K for e-Rd Yeovil) for the operational delivery during 20-21 COVID and also £20K operational support funding for the 2021-22 This will help us help our contractors, by enabling resource e.g., to design and deliver digital training.

The Somerset system team will also support further initiatives e.g., digital platforming of the delivery of GP-CPCS and DMS next year to make it easy to operationalise.

- 13. COMS** –We reviewed current coms and concluded that the approaches in hand at present are working well. Engagement stats continue to grow (unique website visits, social media etc.).
- 14. Services update – Yvonne.**

We conducted a brief overview of current services and shared that we are currently beginning to have future commissioning dialogue with Somerset County Council as current contracts expire 31st March 2021. This will likely result in extension to all contracts for the next several years. We are currently in dialogue with our Somerset based drug services delivery partner, Turning Point, to determine what next for service development.
- 15. Strategy** – Reviewed the strategy document, refreshed our Focus 5 approach, and will present to committee in March.

16. No AOB to report

LPC Exec Next Steps.

- 1) Mary to send declarations of Interest to all on Committee and officers before March meeting.
- 2) Carried over next step from Full LPC in January regarding customer relationship management
A colleague LPC has devised a system using PharmOutcomes, will explore this method and bring back to full committee in March.
- 3) Mary to invoice and Michael to land for Digital bid money for 20-21.- DONE.

- 4) Mary to review Digital platform accounting packages for finances, Sage, Zero or Free-agent and collate options with costings etc.
- 5) Exec to review our last PSNC self-audit (2019) before we take to full committee in March – DONE 10th March 7pm.
- 6) SOP risk assessment for staff working from home, Michael to connect with PSNC to see what options exist.
- 7) Michael /Yvonne to connect with AVON LPC around system specific DMS Referrals.
- 8) Anne, Yvonne, and Mary to add survey to this week's bulletin regarding DMS discharge as blind to data- DONE.
- 9) GPCPCS – 9th March Yvonne to send out Registration for event to committee and PCN leads and Michael for guests. –DONE. Yvonne to put whatsapp message about 9th march to leads – DONE.
- 10) Yvonne and Michael to send Coms out to all regarding process for 2nd COVID VAC for staff – DONE.
- 11) Yvonne to work and Connect with Claire Gregory from LMC around Prescription process journey from surgeries to pharmacies.
- 12) GPCPCS – Michael and Yvonne to connect with ED Garvey, LPC and NHSE around GPCPCS and referrals back to surgeries with patients that need help that are unsuitable for GPCPCS referrals. Michael to hold Ed Garvey to dates for surgeries go live to account. DONE
- 13) Yvonne to check in with Fergal Mc Alder regarding Health Checks.
- 14) Michael to give committee meeting an update around DAMN project and next steps at committee meeting in March.
- 15) Yvonne and Michael have a meeting with CCG digital team on 8th March and to update committee with what 21-22 initiatives.

Date and Place of Future Meetings – Full Committee Meetings: ZOOM

2021 meetings diarised to date.

Full Committee Meeting 24th March 09:30am till 3:30pm

Full Committee Meeting 20th May. 9:30am till 3:30pm

Full Committee Meeting 21st July 9:30 am till 3:30pm

Exec 21st April 10-4pm

Exec 17th June 9:30 till 3:30pm