

## **SOMERSET LOCAL PHARMACEUTICAL COMMITTEE**

A remotely hosted meeting of the LPC Exec will take place on Wednesday 21<sup>st</sup> April 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 key outputs identified.**

**1. 10.15 for 45mins**

**LPC Governance:**

- **Review meeting minutes and next steps of last committee meeting**
- **Committee: Member's update** (if any)
- **Focus 5 and current plan:** Committee input and consultation.
- **Treasurers Update:** Best Practice Review
- **Budget and Finances:** Planning for 21-22 update
- **E-RD project (Yeovil):** Funding
- **Somerset CCG Anti-Racism Policy:** How to support?

**2. 11.00 for 30mins**

**Self-audit:** Review the latest assessment.

**3. 11.30 for 30mins**

**Coms: Internal and External**

- **CCA latest coms and NPA Connect new coms.**
- **What is working, what is now needed, what next?**  
(see Self-audit section)
- **MP coms:** Draft engagement letter
- **DMS:** Anything else for now?  
**(GP-CPCS: see next session)**

**15mins Comfort Break needed?**

**4. 12.15 for 30mins**

**GP-CPCS Project**

- **Update on progress**
- **LPC role in effective delivery**  
**Implementation contingency**

5. **12.45 for 30mins**

**People**

- **PCN Leads follow up:** Sally Leading “new project missions”.
- **Workforce Development:** Somerset system project update
- **Covid risk reduction:** Latest on staff safety, Test and Trace, PPE, COVID Vaccs

**1.15 for 30mins Lunchbreak**

6. **1.45 for 30mins**

**Ops**

- **Flu and delivery 21-22** (new flu letter)
- **eRD project and AHSN:** New project opportunity
- **Digital Strategy plans:** Pharmacy and SiDeR
- **PAMM:** Meeting update
- **IPMO:** What next?

7. **2.15 for 45mins**

**Customer Services**

- **National and local Contract Services Update**  
(see service activity report, Council: county-wide alcohol intervention)
- **COVID Services:** what next for expansion of Vaccs hub programme, LFTesting  
(national supply and PH testing services)
- **DMS:** update (YDH and SFT go-live plans)
- **Turning Point:** update on potential service development
- **Thrive:** NHS Health Checks reboot
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8. **3.00 for 45mins**

**(including comfort break when required)**

**Strategy Planning Session**

- **Review of risks, pressure points and contingencies**
- **What next for Somerset LPC?**

9. **3.45 for 15mins**

**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.