

SOMERSET LOCAL PHARMACEUTICAL COMMITTEE

Minutes and next steps of the Meeting of the Somerset Local Pharmaceutical Executive Committee held via ZOOM **Wednesday 21st April 2021.**

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

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

Apologies: - None

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 March ratified and Next steps from meeting discussed.

Member's update: No changes to committee structure to report.

Budget and finances planning: Shital updated committee on current budget, noting our continued positive position on planning and spend.

The budget spreadsheet will be sent round to all members to review before next full committee meeting. All outstanding actions from the PSNC treasurer's day have been worked through with suitable actions in place to fulfil on all recommendations.

Roles and Goals for rest of year: Focus 5 Plan Lead, Promote, Connect

Michael led a review discussion on the current delivery plan, re-affirming the key Priorities and Pillars. (See minutes below for update on each)

5 Priorities

1. **GP-CPCS:** Influence GP go-live and volume delivery (Kyle)
2. **DMS:** Get Trusts onboard and plan in place (Neil)
3. **Public Health Services:** Reboot for growth (Vas)
4. **PCNs:** Build useful relationships (Sally)
5. **Ops:** Improved prescription processes (Plinio and Arvi)

5 Pillars

1. **Be heard** as your local voice (Fivos)
2. **Support safety** and well-being (Exec)
3. **Drive Digital:** Investment and Integration (Exec)

4. Grow Workforce: recruitment and retention (James)

5. Provide Return on Investment (Committee)

Anti -Racism Policy. The LPC had been approached by Somerset CCG and asked for comment on their draft organisational policy. Exec team discussed and agreed to approach PSNC and other LPC organisations to share thinking and to develop our own policy as relevant to our organisation.

4. COVID

- Covid Vaccinations for staff wave 2.

LPC has enabled successful at scale vaccine 1 and 2 access for all community pharmacy personnel, by working with our System and being represented on both the Vaccination and Testing Operational Boards at county level. Yvonne and Mary continue to work through any adhoc requests that are coming in for 2nd vac availability, liaising with the PCN Network to obtain necessary appointments.

- EOI Mass Vaccination Programme Phase 2: The LPC is aware that 14 more community pharmacies have expressed interest in providing covid vacs and will update committee at next meeting as NHSE and Somerset Vaccination Board share contracting outcomes.

- COVID Risks: Colleague safety remains paramount. LPC will reinforce the key messages e.g., despite having been vaccinated for covid, it is still important to adhere to COVID guidelines and to continue to protect yourself wearing the correct PPE and government guidelines. - To feature in next few bulletins.

5. GP-CPCS- The CCG are managing gathering responses to expressions of interest from our 13 PCN and 65 Practices. 6 PCNS have expressed an interest to CCG to go-live in first wave of deployments. There are monthly project meetings set with CCG, LPC, NHSE Implementation Leads, to review progress. There remain many aspects of the project to be determined. Next steps are intended as follows:

- To work closely with CCG and LPC officer to attend the initial meeting with PCN's and NHSE Implementation Lead(s)
- Once date for PCN is agreed, Implementation Lead will initiate training surgery staff and be point of contact for surgery staff for first month.
- LPC officer (Yvonne) to monitor referrals via Pharmoutcomes and support Surgeries and Pharmacies where appropriate to ensure service delivery is smooth and successful.
- It was agreed that the LPC should be working on having a delivery "plan B" in case the NHSE Implementation approach struggles for capacity vs demand. Discussion entailed various potential additional options. We agreed to stay vigilant and to revisit as necessary and at pace given the prime importance of delivering a successful GPCPCS project.

6. Flu- The first flu letter for season 21/22 has been distributed to all. The main points to consider will be the following.

- 50-64 Cohort will be included this year but has not been specified if from the start of Flu vaccination season or part way through like last year.
- Likely Flu will form part of the PQS scheme for Pharmacies this year as it was for us last year and is for GPs this year. Target thresholds of vaccination numbers will be increased.
- The expectation is set in first letter about collaborative working within PCN localities to increase vaccination rates across all cohorts.
- Yvonne will update as intentions are published.

7. PCN-Leads

The agreed approach for 21-22 is to continue to develop our own PCN Lead delivery and to deliver on several key missions:

M1. MAINTAIN (our 13 Lead Network)

Our goal is to keep a “live and committed Lead presence” in each of our 13 PCNs.

We have had position churn and are working to re-infill (see below).

- Sally has now moved to Taunton Deane West as PCN Lead so needs to position self with and Contractors CD etc
- Jen Edmonstone will become North Sedgemoor’s PCN Lead and Sally will support handover to Contractors and PCN CD etc
- Yvonne Lamb will act as a care-taker lead for South Somerset West until replacement found.

M2. MOBILISE (our 13 Lead Network)

Sally will be a PCN Support for all PCN Leads.

- Sally will act as that check-in coaching support, building on good works by officers too.
- We will reconnect with all 13 Leads and host a virtual evening meeting mid-late May to formally update them on what is happening around GPCPCS for their PCN, launch of Alcohol Pilot and other service developments e.g., the Lateral Flow testing service at community pharmacy sites.

M3. GPCPCS Project

- Ensure we support 100% claim for sign-up fee.
- Drive traction by combining use of Sally as Lead Mentor-Coach and work of Officers and plan to convene the Lead Network in May

8. Independent Review Update:

- No new news at present, Review Steering Group are working with the appointed consultancy agency, Berkeley. Likely more will be revealed in time.

9. ERD Project Yeovil-

- The initial roll-out has been deliberately parked by the PCN as point of Covid Vaccination hub project commencement. Our appointed project partner, DAMN have been working with their stakeholders to agree the rebooting timescales. In parallel Swest AHSN have approached DAMN to explore an expansion of their e-RD project delivery to more sites in Somerset and in other Swest system footprints.

10. DMS-

- Michael has worked at IPMO Board with Chief Pharmacists of both Trusts and with the support of Swest AHSN to accelerate the commitments of DMSA go-live.
- Yvonne is leading the switch on project with YDH, and we should be in a go-live situation early May, with SFT later in summer.

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 connection with e National Community Pharmacy Workforce Group to ensure a consistent approach is taken at local system level and to explore how this can be made to happen across the network LPCs and that the needs of contractors are at the heart of what we are endeavouring to do as LPCs.

12. Digital Development –

- IPMO Board will be generating a whole system pharmacy digital development plan and enabling a total meds inter-operability project for the county.
- This will sit alongside the Somerset Digital team project including SIDER.
- The needs of community pharmacy will be integrated within this plan, and as per the workforce approach above, the National Community Pharmacy Digital Group have been approached via PSNC to secure guidance support for us and our contractors to ensure we get the right approach for our contractors embedded in the plan.
- 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.
- The digital team have shared a video with Yvonne around SIDER (replacement for Emis Viewer as easy to install) Yvonne to share with Exec for review. The Pharmacy work stream programme has been asked to attend national digital meetings. James wood from PSNC will review and communicate back to us.
- Yvonne and Michael to attend regional and local digital groups.

13. Self- Audit – The Exec committee reviewed the work that the Governance Lead (Plinio P) working group had completed and acknowledged where the improvements are needed to move from amber to green in some areas. The main areas of “amber” opportunity to improve are around Coms to MPs and Self Assessments Training needs for existing and new members. Steps are already in place to move to green level and Exec will take to May full committee for update and review.

14. COMS and Connect– Exec discussed the different ways we communicate with our contractor’s and wider stakeholders.

- Listening to the voices of our contractors via their national representation and leadership bodies i.e., AIM, CCA and NPA is a key opportunity to, The CCA report will be published soon and be available to read, The NPA connect newsletter will be available soon, can all members subscribe to this.
- MP Coms: as mentioned in Self-audit above, we have decided to dial up our MP relationship building. With support of PSNC a reach out letter/email has been crafted and will be sent to all 5 Somerset elected MPs from Somerset LPC outlining the current realities faced by our contractors. We have also adopted the use of the APPG-email-campaign tool and will be promoting to our PCN Leads and Contractors to enable direct lobbying-contact with MPs around funding cuts and Covid costs and to highlight their impact on pharmacy business and personnel.
- Bulletin -Exec team are pleased with the bulletin and how it is formatted.
- We explored if there is anything else we could or should be doing.
- a) Once a month or quarter should we have a people focus bulletin rather than a business focus bulletin. “People Connect” bulletin could include celebrating success and encouraging the networking mindset in and around PCNs.
- b) Videos from LPC officers /members celebrating the work we are doing.
- c) Should we host more “drop” in sessions (DMS drop-in session worked well) Focus monthly or quarterly around different subjects and connect that way.

15. Services –

- A key priority in our Focus 5 delivery plan, is the rebooting of commissioned services. Yvonne briefed the Exec team on service data (update will be sent monthly ahead of meetings for members to review) and on what is being launched in the coming weeks.
- a) **Alcohol Pilot** – The Alcohol pilot will be brought forward to Start end of June and finish 30th September; Expressions of interest will go out to all 102 contractors to gauge interest of delivering.

- b) Lateral Flow Testing** – The commissioned Somerset County lateral flow testing will be launched on 1st May 2021. There are 19 Pharmacies taking part to be a test site. Training will be held on 27th April for contractors who will be delivering service – Yvonne to attend as LPC officer.

16. AOB – None Declared.

LPC Exec Next Steps.

- 1) Shital P to send Mary full budget for sending onto full Committee before May's Meeting
- 2) Michael to contact other LPC'S to establish if they have Anti-Racism policy.
- 3) James and Michael to review self – audit “ambers” and establish what next to move ambers into green.
- 4) Mary to send MP letters to James for signature and Mary to send letter and link to PCNS to complete to complain to MPS around funding for Pharmacy – Done.
- 5) Michael and Yvonne to discuss using Pharmacy as a positive way of connecting pharmacy to carers support.
- 6) Kyle to attend PAMM.
- 7) Michael and Yvonne to attend local/regional digital system meetings.
- 8) Yvonne to feedback to committee after meeting on DMS with Yeovil Hospital.
- 9) Sally to connect with all PCN Leads and introduce herself.
- 10) Michael and Yvonne to explore a training session around DMS/NMS for conditions including AF/Diabetes.

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

2021 meetings diarised to date.

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

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

Full Committee Meeting 23rd September 10am till 4pm

AGM Meeting 23rd September 7pm till 9pm.

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

Exec 8th September 10am till 4pm