

# SOMERSET LOCAL PHARMACEUTICAL COMMITTEE

Minutes of the Meeting of the Somerset Local Pharmaceutical Committee held via ZOOM **Wednesday 21<sup>st</sup> July 2021.**

**Members present** (Chair) James Nicholas. Sally Farmer (Vice Chair); Vasileios Alafodimos; Fivos Valagiannopoulos; Rebecca Barratt; Peter Whitaker. Neil Kyle;

**Officers In Attendance:** Michael Lennox (Chief Officer), Yvonne Lamb (Engagement Officer) Mary Pennington (admin officer)

Apologies: Shital Patel (Treasurer); Plinio Perrone; Kyle Hepburn; Arvinder Sagar

**Guests:**

Ed Garvey Somerset CCG and Mandy West GPCPCS NHS Lead.

Sian Retallick PSNC Southwest Regional Rep.

Jess Brown and Richard Greaves from DIGITAL Team at CCG.

Helen Stapleton Somerset System Pharmacy Workforce People Board PMO

Meeting Notes and Next Steps – documented by Yvonne Lamb

**1. CCA Report** – Peter Whitaker

**2. Declarations of Interest** – None

**3. Welcome & Introductions from James Nicholas.**

**4. Governance, Budget & Financial Matters.**

- Minutes from May Committee has been approved as accurate
- Minutes from June Executive Committee has been approved and accurate
- Finances – Budget was sent to chair ahead of meeting due to Shital' s absence
- James N gave a verbal update to committee £164k in bank and all commitments being paid. £35k from last year's digital budget and £20k for GPCPCS budget.

New monies into LPC Accounts £40k from NHSE to be allocated to future development work including PCN Leads work.

James to check with accountants as the payment for engagement funding was allocated to last year's budget on 30.3.21 Once accountant clarifies this payment then the accounts for 2021/2022 can be ratified and sent to contractors for approval before AGM in September.

**Delaying Elections:**

The committee discussed the decision by PSNC to delay this year's elections due to the review and the outcomes of the review.

James asked for opinion from all members regarding the position and all have agreed this is the sensible approach. All voted Yes so the constitution request will be made to contractors ahead of AGM to delay LPC elections by one year.

**Independent Review Update:**

Traction is slowly happening on independent review.

Timeline will be updated at the PSNC Conference on 23<sup>rd</sup> June.

LPC'S will know more of review in Autumn.

## **Contract Governance and Applications:**

The LPC had received another application for a Pharmacy in Taunton. This is the 2<sup>nd</sup> application for the same site as previous application submitted for a different contractor. It has been noted we will respond to NHS England that we have received the applications and there is only the need for one pharmacy at this site and we do not have preference to either party, but please keep the LPC informed of any decisions made.

## **PNA update**

PSNC have updated the template questionnaire

Pip Tucker is the lead from Somerset County Council

PNA will more likely develop further in the Autumn

LPC to issue template to all contractors to complete once it has been amended as current version is too onerous to complete as it stands.

## **5. GPCPCS.**

Ed Garvey from CCG updated committee with the roll out plan for GPCPCS.

Mandy West met with the committee to inform them of how our training platform is working

Michael updated the committee around the GPCPCS program.

10 PCNS now trained with the final 3 getting engaged in the coming weeks.

LPC working closely with all stakeholders, especially CCG to get traction on the remaining 3 PCNS.

All first phase training will be virtual and delivered by our share of the NHSE implementation Leads, with LPC implementation leads as backups.

## **6. PSNC Update:** Sian Retallick attended the meeting on behalf of PSNC to give us a steer on what the working focus should be over the coming months.

NMS will be a focus over the coming months and is likely to be included in PQS.

Workforce issues around Pharmacists and Pharmacy Technicians are of national concern

PCN Lead development work needs to continue ahead of PQS and effective system integration.

## **7. Services Update:**

Yvonne will send out commissioned separately tomorrow for members to read and email any questions they have.

## **7.ERD:**

NHSE has funded the CCG to drive a concerted programme and increase the use of ERD across all practices.

This will include supporting PCN pharmacists with expert resources.

Using an external source to assist and monitor and improve activity.

In parallel, Southwest AHSN will be work with DAMN Partnership at a regional level to test ERD development approaches.

LPC via Yvonne Lamb will assist contractors to help them in this ERD programme.

## **8. Digital:**

PSNC and National Digital Group have been supporting LPCs with guidance and support in realising Local Healthcare Record (LHCR) access and integration.

In Somerset the LHCR, Sider will be made accessible to community pharmacy as part of a full programme rollout roll out in January.

Jess Brown (CCG Digital Team) presented on SIDER.

This will be an easy to deploy platform, as is a web portal link.

5 community Pharmacists are going to “test access and use” stage, and we will work with project leads to deliver a roll out plan that mirrors aspects of the GPCPCS delivery, ie use of full project plan, training, implementors, usage data review and coaching of Somerset based Pharmacists and Pharmacies.

#### **9. PCNS.**

Leads vacancies likely in West Somerset, Mendip, and SSW.

Decision made to bring all the leads together in October for a re-connect skills and strategy session.

This will incorporate next PQS work cycle and what needs to be done at PCN Level for FLU, the rise of Somerset Neighbourhoods.

With the system funding obtained (see above in Finance) the PCN Lead role can be developed for the next 1.5 years.

#### **10. Workforce Development.**

Workforce pressures remain at front of mind in LPC for contractors.

Last year in our contractor survey we had 16% vacancies.

LPC has supported our CEO, Michael Lennox to take on a system leadership role in Somerset’s IMPO as the Workforce Lead.

Michael has driven the plans across the system in tandem with the People Board, and allied organisations ie Training Hub and HEE regionally.

A Workforce Action Team has been formed (Forum) and this Team have scheduled a series of precursor actions including an in depth workforce development survey, leading to a system summit to determine what collective and collaborative programmed work can happen to serve all pharmacy stakeholders better in the county.

#### **11. LPC Organisational Resource**

The committee reviewed the current project workload and discussed the current pressure facing our officers and Executive on their workload and the pressing timescales for existing and forthcoming projects.

Committee considered options to enable more resource to ensure effective delivery across the range of projects.

Options explored included funding increase in officer hours on a temporary basis, and exploring exec and committee pledges of additional project support.

LPC has the project funding, judicious and creative ways of working should see us match aims with capacity. We remain mindful of the representation review and committed to not adversely affecting our contractors in any resourcing decisions made.

#### **12. Website Development.**

PSNC have launched an initiative to rework the website platform for both the PSNC and LPC network.

Options around the website functionality were discussed.

Different transfer support packages are available.

Different timescales of starting the work being offered by the appointed support company.

LPC voted to go for the most advanced support package to ensure we optimise its usefulness for Contractors.

### **13. Covid Vaccinations.**

LPC represented at both the Vaccination and Testing system groups, as well as regular discussions being held with NHSEI regional Team. We are well placed to determine any changes to the process for staff Covid risk self-isolation by track and trace.

We will continue to provide clear guidance out to contractors.

Access to booster vaccinations and how will this work is also on our radar and be communicated to all.

**Somerset Local Pharmaceutical Committee would like to thank Sponsor Mylan and Tim Robinson for their support.**

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

Wed Sept 23<sup>rd</sup> committee

Thurs Sept 23<sup>rd</sup> and AGM

Wed Nov 17<sup>th</sup> Zoom

Wed Jan 19<sup>th</sup>

Exec Meetings

Wed 8<sup>th</sup> September

Tues 19<sup>th</sup> Oct.

### **Next Steps.**

- 1) Peter Whitaker to do CCA Report
- 2) James N to put in constitution request to delay elections this year.
- 3) James N to clarify with accountant the money from CCG that was processed on 30.3.21, was that for 2020-2021 year or 2021-2022 financial year.
- 4) Once clarified Mary to send accounts to all ahead of AGM
- 5) Mary, Michael and James to get all the AGM paperwork ready before 20<sup>th</sup> August
- 6) Michael to discuss with James wood about PNA questionnaire.
- 7) Mary to send updated PNA Questionnaire to Independents when it arrives.
- 8) Neil to respond to NHSE acknowledging receipt of 2<sup>nd</sup> application for new pharmacy site.
- 9) Mary to inform PSNC website options - DONE
- 10) Michael, Peter, Sally and Yvonne to meet to discuss PCN working and next step – DONE.
- 11) Michael, Yvonne and Mary to meet and discuss workload and what is needed to assistus - DONE
- 12) Yvonne and Michael to get a meeting booked with Vas around future services.

### **Voting**

- 1) All members voted yes in delaying this year's elections in line with review and PSNC
- 2) All members voted for the inclusive support package regarding updating website and agreed for Wave 2
- 3) HR support Package with Clyde and Co to be renewed.
- 4) All members agreed to start progressing the PCN leads ahead of PQS and to pay backfill for each lead 1 day a month.

