

SOMERSET LOCAL PHARMACEUTICAL COMMITTEE

Minutes of the EXEC Meeting of the Somerset Local Pharmaceutical Committee held via ZOOM
Wednesday 8th September 2021

Members present (Chair) James Nicholas. (Vice Chair) Sally Farmer
(Treasurer) Shital Patel; Peter Whitaker

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

Apologies Kyle Hepburn.

Guests – Lynette Roberts

Meeting Notes and Next Steps – documented by Yvonne Lamb

1. Welcome and Agenda from James N (Chair)

2. Declarations of Interest – All to make sure they have updated their DOC.

3. Governance, Budget & Financial Matters.

Minutes from full July meeting reviewed by Exec Committee.

Minutes from July Executive Committee has been approved and accurate

Shital gave a verbal update to committee £129k in bank and all commitments being paid.

Shital also updated Exec in core Budget monies and accounts.

Michael asked to consider costs in future support to contractors, what this entails and who is going to cover specific project initiatives for next 6 months, to be reflected in budget.

Michael highlighted the impact of PEPS and advanced payments to contractors could leave the contractors with financial cash-flow impacts.

Mary had her training with the accountant for ZERO Accountancy Platform, everything is in process of being transferred the digital platform as per PSNC guidance, work in progress for the next few months. Mary demonstrated to Exec how it works and will work with Shital P to deploy training.

Data transparency (GDPR) Mary to send out all a document and reminder of data sensitivity, Information Governance policy.

Committee members

Vas A still on committee to cover Heidi T maternity leave, will need to find out the timescales if and when Heidi returns.

Kyle H has approached EXEC committee about his current workload responsibilities in core role, indicating additional LPC support e.g., PAMM meetings, may prove difficult to cover.

AGM.

Mary updated committee on responses so far on attendance and voting of accounts to EXEC

Mary and Yvonne will monitor responses as they come through and regularly contact those key people who are outstanding before the deadline.

Agenda was discussed, some into videos to start with from PSNC, CCA, CCG, NPA.

Approve the accounts.

Then update the delegates at the AGM around the GPCPCS service PQS and next steps,

PCNS

Michael updated the Exec committee on PCN Development discussions with relevant Committee stakeholders and plans to reengage and refocus the existing PCN Leads and what the potential outcomes we have to replace the three leads that have vacated.

Other LPCs engaged a development training company to do work with their PCN leads on relationships, ways of working, managing conflict and influencing etc.

The Exec have agreed to do the same for our leads and have approved Lynette Roberts to lead the PCN Leads away day on 13th October.

Lynette joined the Exec meeting as a guest and will tailor her training package to the needs of our Somerset system.

GPCPCS.

Michael updated the EXEC committee around the GPCPCS program.

LPC officers continuing to work closely with all stakeholders, especially CCG.

LPC has trained 11 PCNS and the surgeries are actively now referring outpatients.

2000 referrals since the launch in June.

Some working issues to be resolved regarding the service.

Coms on best CPCS practice gone out to contractors.

Review sessions with PCNS are booked in September/October to continue embedding and growth.

4. Services update – Yvonne

NMS Service from Yeovil Outpatients department launched, and numbers are growing monthly.

Figures for last two months on services will be sent to Members in advance of September meeting.

5. Digital- Michael

LPCs nationally have been supported by PSNC for guidance and support in Digital LHCRecord integration.

SIDER Testing the SIDER platform is underway to those interested colleagues

Outline plan to launch SIDER after Christmas and may need some support.

Date and Place of Future Meetings:

Full Committee Meetings:

Thurs Sept 23rd and AGM

Wed Nov 17th Zoom

Wednesday 19th January

Exec Meetings

Tues 19th Oct.

Wednesday 8th December

Next Steps.

- 1) Outstanding Action from Previous, Michael, Yvonne, and Vas to meet to discuss services development opportunity.**
- 2) Mary P to give Shital training on Zero**
- 3) Mary and Shital to speak to accountant and ask how to allocate some of officer's payroll against GPCPCS fund money.**
- 4) Anne Cole confirmed to continue working with LPC for all of 21-22**
- 5) Shital and Mary to go through budgets etc at next LPC meeting thoroughly.**
- 6) Michael to meet with Sam Checkovage around funding from nhse/ccg and update committee on outcomes.**
- 7) Michael to meet with James around planning for PCN LEADS DAY.**
- 8) Michael to update committee on leads day**
- 9) Support going forward offer from both Fivos and Peter W, how best to deploy offer of support.**
- 10) Delivery of the ERD Rapid Growth project in Taunton Central needs a contractor support event in place, to be organised by LPC in tandem with DAMN Partnerships**
- 11) Impact of changes in PhAS to be investigated by Michael and fed back to committee**
- 12) Coms traffic over last quarter to be quantified and shared at committee by Mary**
- 13) Updated core services activity report to be landed at committee by Yvonne**
- 14) Agenda of full committee meeting 23rd to be finalised to accommodate ERD Project meeting and AGM**