

SOMERSET LOCAL PHARMACEUTICAL COMMITTEE

A remotely hosted meeting of the LPC Exec will take place on **Wednesday 8th Sept 2021**, commencing at 10.00am, finishing at 4pm, with 9-10am set aside for reading of papers.

We will be mindful of good remote meeting practice and allow appropriate breaks and use of break-offs to allow some variety and to keep our time together stimulating.

A G E N D A

All actions and deliberations undertaken or performed by members of this Committee

Apologies for Absence: Kyle Hepburn

Guests: None

1. 10.00-11.00am

Gather and commence at pace!

Agenda top-line walk-through.

LPC Governance:

- **Committee: Member's update**
- **Treasurers Update**
Budget and finances planning for 21-22
Funding grants update
- **Other pressing LPC matters:**
AGM progress on voting and forge agenda
Competition Guidelines for LPC Meetings
(see below and in papers)

As a representative body for pharmacy contractors in their area, LPCs bring together several parties, some of whom are competitors, which can cause concern should commercially sensitive information be disclosed during an LPC meeting.

Participants of LPC meetings should therefore take care in discussions with other attendees who are or may become competitors. PSNC has produced a **briefing** that sets out a discussion framework that participants of LPC meetings should follow. It is recommended that the guidance accompanies committee meeting papers.

2. 11.00-11.30am

GPCPCS Deep dive on delivery to date

In depth updating and review discussion to explore project to date and to get guidance from committee on next stage of delivery.

Comfort Break 11.30-11.45

3. 11.45-1.00pm

People Update Session

Staff Covid impact update: (Testing and vaccinations)

PCN Leads Development Plan for21-22

Coms: website development project

LPC Team Resource: (part covered in Finance update session)

Lunch 1.00-1.30pm

4. 1.30-2.00pm

People Update Continued

5. 2.00-2.30pm

Ops Update and action/progress on:

- **Service Delivery (any important developments by exception)**
- **eRD expanded AHSN and CCG programme**
- **SIDER Digital**

6. 2.30-3.15pm

Customer

New contract services recap

7. 3.15-3.45pm

Finance

Explore pressures on contractors for insight to feed up the line and download latest intel from PSNC as to dialogue with DOH-NHSE-Treasury

8. 3.45-4.00

Take stock session: what have we heard, what have we agreed, what have we missed?

Close and Review meeting

- **What went well, what was tricky, what to do same or different next meeting?)**
- **Plan next meeting cycle**
- **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 why they made the decision they did, recognising their accountability.