

## PSNC LPC and Implementation Support Subcommittee Minutes

of the meeting to be held on Tuesday 13<sup>th</sup> May 2014

at De Vere Oulton Hall, Leeds,

Starting at 11.45 am

**Present:** Mark Collins (Chairman), David Broome, Christine Burbage, John Evans, Raj Morjaria, Umesh Patel, Chris Perrington

**In Attendance:** Steven Banks, Mark Burdon, Liz Colling, Ian Cubbin, Peter Dixon, David Evans, Samantha Fisher, Mark Griffiths, Ian Hunter, Clive Jolliffe, Tricia Kennerley, Clare Kerr, Margaret MacRury, Garry Myers, Bharat Patel, Indrajit Patel, Prakash Patel, Rajesh Patel, Janice Perkins, Adrian Price, Anil Sharma, Gary Warner; Daniel Ah-Thion, Alastair Buxton, Harpreet Chana, Shine Daley, Komal George, Mike King, Steve Lutener, Sue Sharpe, Zoe Smeaton

### 1. Apologies for absence

There were no apologies.

### 2. Minutes

The minutes of the meeting held on 7<sup>th</sup> January 2014 set out in **Appendix LIS 01/05/14** were approved.

### 3. Matters arising

There were no matters arising.

## ACTION

### 4. Work Plan

The 2014 work plan set out in **Appendix LIS 02/05/14** was reviewed.

It was noted that the item relating to CPAF compliance was still being discussed with NHS England and the subcommittee advised to change the RAG rating to red. It was noted that the main PSNC meeting will consider a repeat of the working dinner, held in London in October 2014.

### 5. Commissioning

Following on from the discussions at the last meeting the subcommittee considered the paper on the local commissioning environment in **Appendix LIS 03/05/14**. An in-depth discussion was had on the alternative arrangements to LLPs including the development of a template for a Ltd Company. The discussions were informed with the information on how LOC Ltd Companies were set up and the paper from Tricia Kennerley.

It was noted that LPCs were keen to receive advice from PSNC on how to proceed with Ltd Companies.

### Recommendation:

**It was recommended that Penningtons or an alternative solicitor be asked to create a template for the formation of a Ltd Company subject to PSNC agreeing a budget for this work.**

### 6. LPC constitution changes

To allow LPCs to operate flexibly in the new commissioning environment the copy of the model LPC constitution in **Appendix LIS 04/05/14** with proposed changes tracked for the subcommittee was considered.

It was noted that included were changes that NHS England would like to see, such as a requirement to submit a budget to the NHSCB prior to the year in which levies are requested, and some other minor tidying up following the LPC elections. Steve Lutener took the subcommittee through the proposed changes to the LPC constitution

and the office was asked to review four of the clauses for consideration by PSNC. It was noted that the proposed revised constitution would be sent to NHS England for comment and presented for discussion at the LPC Secretaries and Chairs meeting and wider consultation with LPCs. It was also noted that because the model encompasses requirements by NHSCB those LPCs who do not adopt it may not be recognised by NHSCB. It was agreed that this be highlighted to LPCs.

#### **Recommendation:**

**It was recommended that the proposed changes accepted by the subcommittee be approved with revised wording for the outstanding clauses for consideration by PSNC.**

#### **7. LPC Conference 2014/2015**

The text of information to LPCs about the arrangements for the event set out in **Appendix LIS 05/05/14** was considered and approved. The committee agreed that the 2015 LPC conference should be held in Birmingham.

#### **8. Communications**

The report and recommendations following the review of the effectiveness of PSNC communications in **Appendix LIS 06/05/14** were approved.

#### **REPORT**

#### **9. LPC communications**

The report set out in **Appendix LIS 07/05/14** was received.

#### **10. LPC Self Evaluation**

The report set out in the agenda was received.

#### **11. Community Pharmacy Commissioning Survey**

The results of the survey in **Appendix LIS 08/05/13** were received.

#### **12. LPNs**

The report set out in the agenda was received.

#### **13. Training and events report**

The report set out in **Appendix LIS 09/05/13** was received.

#### **14. Any other business**

Regional representatives' report.

Following this matter being raised by Bharat Patel, it was agreed that the regional representatives would discuss the reinstatement of the regional rep reports.