

PSNC LPC and Implementation Support Subcommittee Minutes

for the meeting to be held on Tuesday 10th March 2015

At Mercure Windsor Castle Hotel, 18 High Street, Windsor, SL4 1LJ

starting at 1:30pm

Members: Christine Burbage (Chair), Mark Collins, Umesh Patel, Rupen Sedani, Anil Sharma, Faisal Tuddy.

In attendance: Mike King, Zoe Smeaton, Melinda Mabbutt

Apologies for absence

Apologies for absence were received from Raj Morjaria who arrived late. Kirit Patel was also absent.

Minutes of previous meeting and matters arising

The minutes of the meeting held on 13th January 2015 were approved by the subcommittee.

Agenda and subcommittee work

The subcommittee considered progress and reports on the work plan areas for the year, noting the new format to include tables of next steps. It was noted that there would be a need to keep the topics under review throughout the year as additional work areas may come up. It was also agreed that completed items should remain marked completed.

1	Assist LPCs to promote pharmacy service provision to local commissioners	Status
---	--	--------

The report from the office was noted. The subcommittee considered the example service prospectus entries.

It was noted that all statistics in the prospectus should be referenced to authenticate them. The publication of the prospectus entries should be in line with business case creation for these services; and it was agreed that the green cross pharmacy symbol would be added to the prospectus entries.

The subcommittee agreed that given the large number of commissioner-related messages PSNC currently has it would be beneficial to set up a separate mailing list for commissioners. A suggestion was made to encourage LPC members to help get more commissioners on this new mailing list.

The subcommittee approved the next steps and timelines as detailed in the agenda and had no additional steps to add.

2	Promote models of efficient and successful LPCs	Status
---	---	--------

The report from the office was noted. The subcommittee considered the impact of the new NHS England sub-regions on PSNC, although it was noted that this structure is now already out of date: the phrase 'sub-region' is no longer to be used.

Larger geographical parts of NHS England have been mapped against LPCs. Only Avon LPC straddles two regions and also some PSNC Regional Representatives will straddle regions. The subcommittee agreed to note the impact for now and revisit later in case of further changes following the election. It was decided that the Regional Representative covering Avon LPC (Andrew Lane) should discuss the issue with them.

It was noted that Berkshire and Oxfordshire LPCs are due to merge from 1st April as Thames Valley LPC.

It was noted that LPOSS has been updated and reviewed.

Concerns were raised over variation amongst LPCs with regards to their HR procedures in particular employers liability insurance. The subcommittee noted the upcoming PSNC seminars on HR and agreed to raise this at the LPC Chairs and Chief Officers meeting.

Devon and North Staffordshire are upcoming LPCs to be featured in the PSNC series 'LPCs in the Spotlight' which appears in the Members' Area of the PSNC website.

The subcommittee approved the next steps and timelines as detailed in the agenda and had no additional steps to add.

3	Support LPCs in addressing contracting challenges through provider companies and other routes	Status
---	---	--------

The report from the office and the results of the survey were noted.

Concern was raised over the cost to an LPC of putting a provider company in place and the possibility of LPCs reducing the costs by setting up one company between more than one LPC was raised. It was noted that this would be down to what contractors want to do. Variation of provider companies and their tendering processes across the country was noted.

Dependent on the outcome of the meeting on a national provider company, PSNC should issue some formal guidance to support LPCs in the formation of provider companies to outline what should be expected from these companies, the pros and cons of forming a provider company and guidance on LPCs loaning money with formal agreement.

The subcommittee approved the next steps and timelines as detailed in the agenda and had no additional steps to add.

4	Help LPCs to improve their effectiveness by provision of support and training	Status
---	---	--------

The report from the office was noted. The subcommittee considered the proposed format and timelines for the LPC Conference 2015. Block voting was discussed but it was felt that that should not be adopted. The office will review the banding used to decide how many representatives each LPC can send to see if this can be updated to reduce the number of representatives an LPC needs to send to the conference.

The services offered by PSNC were considered and it was agreed that there is a need to promote LPOSS to LPCs to ensure they are aware of all the services available to them. The possibility of a centralised support unit was raised but it was noted that PSNC provides a range of support that goes beyond those that such units usually provide. Concern was raised about the need to avoid duplication of work that is already being provided by other pharmacy organisations and it was agreed that PSNC will review this with the other organisations to see what is being provided elsewhere before deciding what additional support PSNC should offer.

There was a discussion around PSNC possibly providing Employer's Liability Insurance (ELI) cover for all LPCs and it was agreed that the office will explore this ahead of the next meeting.

The report on the recent training events was noted. Both had excellent feedback and will be followed up with delegates 6 weeks after the events to survey how the training has impacted. The training survey due to run shortly will gauge the types of training LPCs want and when, to see if there are any gaps.

Results from the PharmOutcomes Self-Evaluation Tool will be considered at the next meeting.

The leadership skills courses currently on offer are not best suited to LPCs so the office is in talks with a previously used LPC trainer for PSNC to provide such training in a more compact and cheaper environment using virtual support and the creation of peer groups in between face-to-face meetings.

The subcommittee noted the completion of a 'risk register' which will be publicised later this week.

The subcommittee approved the next steps and timelines as detailed in the agenda and had no additional steps to add.

5	Provide the best possible information and support to contractors and pharmacy teams	Status
---	---	--------

The report from the office and the list of PSNC Briefings were noted along with the report on twitter engagement.

The subcommittee approved the next steps and timelines as detailed in the agenda and had no additional steps to add. The subcommittee noted that PSNC has been working hard to promote briefings and guidance. Next month the office will prepare a summary of engagement statictics for the subcommittee.

6. Any other Business

The subcommittee considered the results of the Survey Monkey survey and agreed to continue using this format. A request was made to continue to monitor Smartcard problems within the survey as more pharmacies start receiving electronic prescriptions.

The office will speak to LPCs to find out what current guidance is being issued locally about pregabalin to check if it matches with NHS England guidance.

It was noted that pharmacy contractors need sufficient notice (including having any relevant paperwork) before any audit can take place.

A discussion was held regarding payments for PharmOutcomes – some LPCs have raised concerns about having to pay for access. This will be considered in May.