

LPC and Contractor Support Subcommittee Minutes

for the meeting held on Tuesday 10th July 2018

in the Drawing Room, Crewe Hall, Weston Rd, Haslington, Crewe, CW1 6UZ

commencing at 13:15

Present: Marc Donovan, Sam Fisher, Fin McCaul, Lucy Morton-Channon, Indrajit Patel, Jay Patel, Umesh Patel, Sian Retallick

In attendance: Mark Burdon, Richard Bradley, David Broome, Alastair Buxton, Peter Cattee, David Hamilton, Jas Heer, Garry Myers, Tricia Kennerley, Mike King, Sunil Kochhar, Andrew Lane, Zoe Long, Has Modi, Bharat Patel, Prakash Patel, Sir Mike Pitt, Adrian Price, Suraj Shah, Stephen Thomas, Faisal Tuddy, Gary Warner.

Apologies for absence

No apologies were received.

Minutes of previous meeting and matters arising

The minutes of the meeting held on 8th May 2018 were approved by the subcommittee. A brief update was given on the ongoing work on FMD and the importance of the costing work and communications to contractors. The Chair updated that work on drafting guidance for LPCs on managing conflicts of interest, specifically with regard to secondary employment, had been started.

Fin McCaul was appointed Vice-Chair.

The previous remit was agreed, with the entire subcommittee comfortable with this.

Agenda and Subcommittee Work

Support on the contractual framework and local commissioning

- 1 Provide support and work to engage contractors on the CPCF, pharmacy funding, the changing NHS environment and local commissioning, and all other NHS matters relevant.

The subcommittee considered the information on PSNC position statements included in the agenda and felt that these would be very beneficial. They felt that the appendix also highlighted the many issues with which the sector is grappling. The office will find a way to make the document available in a live format to committee members, and all PSNC members can feed in ideas for topics to be covered to Zoe Long on an ongoing basis. The subcommittee also noted the need for PSNC to agree its positions on many topics, and this work will be done through LIS in the first instance, with wider committee sign off where no previous position has been agreed.

The subcommittee welcomed the plan for PSNC podcasts and made a number of comments on the plan:

- Recognising the need to direct the podcast to a specific audience and to set objectives for it, we may want to consider including LPC case studies and topics.

- Asking LPCs and others to contribute to the podcast could be a useful engagement tool.

PSNC members can feed in ideas for the podcast on an ongoing basis and may also like to feature sometimes.

LPC development and operational support

2 Provide resources for LPCs to promote the local commissioning and effective implementation of evidence-based services

The subcommittee approved the suggestion to send a questionnaire out to capture some of the issues that people had faced with provider companies and felt that this should go to as wide an LPC audience as possible, as well as to CCA Members. The survey will be done via Survey Monkey, alongside a briefing paper, and highlighted to all PSNC Members, LPCs and Provider Companies with a time limit for completion. It was noted that some provider companies are starting to secure some reasonably sized contracts. It was also noted that following the analysis of the survey, the next step may be a meeting of stakeholders to see how the current structure can be revised to work for all sectors.

3 Promote collaboration and the sharing of knowledge, skills and resources across the LPC network.

The subcommittee considered the early plans for the LPC Conference and agreed the direction of travel. It was agreed that following the survey of LPCs about what they would like from the conference the subcommittee will have a teleconference to consider the LPC feedback and to finalise the agenda. The need to allow some flexibility to cover big issues and for LPCs to contribute suggestions for the content of the day was noted.

The feedback from the LPC Treasurers meeting in June 2018 was considered and the subcommittee considered the options for provision of LPC HR support. The subcommittee agreed to continue referring LPCs to Irenicon and Clyde and Co; others may be considered in the future, all on a signposting basis rather than endorsement. It was noted that PSNC also has a separate payroll company that it refers LPCs to. Any HR support, as well as other support provided such as for payroll, should be well communicated to LPCs. The subcommittee also noted that the feedback had highlighted a number of areas which LPCs may need to look at, including the tax implications of payments of honoraria and day rates.

The chair noted the need for PSNC to bring together a number of areas in which we are seeking advice for LPCs. It was agreed that once we have clarified what the HMRC position on day rates means for LPCs, we will also need to provide advice for LPCs on wider topics such as honoraria and other employment issues.

4 Work with LPCs to get clarity and agreement on their changing role, and to support them to improve their effectiveness, communications and structure in response to the changing needs of contractors, local commissioners and other bodies in the evolving local NHS environment.

The Chair noted PSNC's excellent LPCs in the Spotlight feature which provides useful information for other LPCs.

The subcommittee considered the request for LPCs to see PSNC's rationale for deciding against incorporation and felt this would be helpful. Gordon Hockey will provide a summary of the paper presented to RDF in July last year on this subject and pull out the relevant information for LPCs. The resulting draft will be circulated to the subcommittee for comment to ensure it is addressing the current concerns being raised by LPCs

The chair added that we would also need to consider wider issues such as the engagement of directors by multiple companies, and the consideration of incorporated shell structures as raised by Community Pharmacy West Yorkshire.

Building support at a time of change: communications and public affairs

- 5 Use PSNC communications, media work, lobbying and wider engagement activity to build broad support for community pharmacy and support for its changing role in the evolving NHS.

Zoe Long gave a brief update on the upcoming Parliamentary briefing event which 33 MPs have now said they would like to attend. The event provides a useful opportunity for us and for LPCs to engage with MPs and the need to let LPCs know if their MPs have attended was highlighted by the subcommittee. There was a suggestion that PSNC should consider measuring LPC engagement with such events in future to try to further increase MP engagement.

- 6 Oversee all operational aspects of the PSNC rebrand and build support for the rebranded organisation.

The information in the agenda was noted.

Any other business

The need to have effective two-way engagement with LPCs and ultimately to contractors, and to ensure our communications are as effective as possible, was flagged to the subcommittee. This led to a wider discussion on LPCs and their role in the changing commissioning environment and the Chair said this would be picked up by LIS as a fuller discussion in the future.

The National Association of Primary Care (NAPC) Primary Care Homes work was also highlighted and PSNC is presenting the latest NAPC document to LPCs at local meetings; a webinar is also being considered.

There was also a request for the office to ensure that our resources around prescription choice are up to date and that LPCs have support in talking to LMCs about this.