

**PSNC LPC and Contractor Support Subcommittee Minutes**  
**of the meeting to be held on Thursday 23<sup>rd</sup> November 2020**  
**by Zoom 15:00 – 16:30**

**Members of LCS present:** Sam Fisher (Chair), Fin McCaul, Niamh McMillan, Indrajit Patel, Jay Patel and Umesh Patel.

**In attendance:** David Broome, Richard Brown (left after item 7 ), Alastair Buxton ( for item 7 only), Peter Cattee, Ian Cubbin, Simon Dukes, Jas Heer, Gordon Hockey, Tricia Kennerley, Mike King, Zoe Long, Rhys Martin, Has Modi, David Onuoha, Stephen Thomas, Caline Umetesi, James Wood.

**Item 1 – Welcome from the Chair**

1.1 The Chair welcomed everyone to the meeting.

**Item 2 – Apologies for absence**

2.1 Sian Retallick was not present.

**Item 3 – Conflicts or Declarations of Interest**

3.1 None declared.

**Item 4 – Minutes of the last meeting**

4.1 The minutes of the subcommittee meeting held on 30<sup>th</sup> July 2020 were approved.

**Item 5 – Actions and Matters Arising**

5.1 The Actions were noted and there were no matters arising.

**Action**

**Item 6 – Contractor workload and staffing pressures**

6.1 Gordon Hockey introduced the discussion paper.

6.2 Members thanked Gordon for an excellent and thorough paper. The subcommittee, in particular, noted the list of challenges for contractors in Annex A and were concerned about the impact on contractors; although it was felt that some of the issues, in isolation, were not having a critical impact.

6.3 Indrajit commented that in central London, pharmacy contractors have seen a fall in workload as a result of fewer tourists and people working from home. As a consequence, contractors were suffering a financial loss due to reduced workload. Other members agreed.

6.4 Turning to the questions asked in the paper, with the addition of Indrajit's point, no other issues were identified but members agreed to contact Gordon should others subsequently come to mind; with the current pressures, contractors should not be asked to collect additional information at the moment; there was no position on seeking additional regulatory dispensations, but other subcommittees may consider the question.

### **Item 7 – Pharmacy / LPC Operations Team (PLOT)**

7.1 Richard Brown introduced the paper, highlighting that PLOT was not a decision making group but a vehicle to facilitate communication. The draft Terms of Reference (ToR) set out in the paper was considered.

7.2 Member commented: the phrase that a role of PLOT is to “reduce use of the LPC gaggle group e-mail” should be reworded to “a more appropriate use of the LPC Gaggle group e-mail”; naming the chair in ToR was not appropriate and should be replaced by a process to appoint a chair; the frequency of meetings should be determined by the group rather than set in the ToR.

7.3 The subcommittee discussed communication between PLOT and PSNC, pointing out that no notes or minutes of PLOT meetings are provided (or proposed in the draft ToR), which would also help give consistency of messaging to LPCs. It was felt that PSNC and the LCS subcommittee in particular need to have reports on the discussions at PLOT to ensure key issues were considered and sighted on. Richard felt that the nature of PLOT discussions, being immediate issues and communication, did not lend themselves to formal minutes and reports, but offered to provide a headline report to each LCS meeting.

**Action 1: PLOT to find an acceptable middle ground on reporting each PLOT meeting to LPCs; set up a formalised feed into the LCS subcommittee; PLOT review the draft ToR with the new Director of LPC and Contractor Support, taking into account the subcommittee's comments and provide a further draft for discussion at the next LCS meeting.**

### **Item 8 -LPC Governance - the responsibility of every LPC member**

Mike King introduced the paper, being suggestions for building on LPC governance support. The paper would remain a draft for James Wood to consider when in post next year.

The subcommittee discussed the paper – comments: a helpful paper; enforcing/ policing governance in LPCs is difficult and not the role of PSNC; good to focus on governance being the LPC responsibility of all LPC members; mentors may be helpful; on prioritising the suggestions, we should separate out what can be achieved now and what is related to the outcome of the Wright Review, and subject to RSG discussion.

Mike reported that the LPC finance pack is taking shape and a group including LPC Treasurers is being formed to work on the first draft and ongoing development for a launch at a national meeting of LPC Treasurers in early 2021.

Mike also drew the subcommittee's attention to the suggestions for supporting the LPC/Chief Officer relationship.

## **Item 9 – LPC Conference**

9.1 Zoe Long gave a verbal report on the LPC Conference held on 17<sup>th</sup> November – the feedback was good; Simon’s presentation will be available to stream online shortly; the working group approach worked well and the current group has been disbanded and a new group will be formed for the next event; consideration is being given to the frequency of the conference, the flexibility of an online event may allow more events a year which could blend with a face to face meeting. Zoe and the Comm’s team were thanked for their considerable input into delivering the LPC events this year.

## **Item 10 –Wright Review**

10.1 The information set out in the agenda was noted as a matter of report. Zoe Long added that now the Review Steering Group has been formed it will have its own work stream to take the work forward. Sue Killen is looking to secure the first RSG meeting in December.

## **Item 11 - Integrated Pharmacy and Medicines Optimisation (IPMO)**

11.1 James Wood introduced the paper, being a starting point for early thoughts prior to a more in depth discussion at the next meeting.

11.2 Some members felt it was a complex issue, with difficulties in getting standardisation as different areas are at different stages, also what does good look like? It also poses challenges for a new way of supporting local activity, with questions about the capacity to deal with the challenges of IPMO. For the next meeting it would be helpful to have information about what is happening across the country.

## **Report**

## **Item 12 - Equality and Diversity**

The report was received. James Wood will pick up this issue to report at the next meeting.

## **Item 13 – Any other business**

There was no other business.

## **Summary of Action Points**

<b>Action 1</b>	PLOT to find an acceptable middle ground on reporting each PLOT meeting to LPCs; set up a formalised feed into the LCS subcommittee; review the draft ToR with the new Director of LPC and Contractor Support, taking into account the subcommittee’s comments and provide a further draft for discussion at the next LCS meeting.
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