

Pharmaceutical Services Negotiating Committee
Minutes of the LPC and Contractor Support Subcommittee
held on Tuesday 19th May 2020
by Zoom

Members of LCS present: Sam Fisher (Chair), Fin McCaul, Lucy Morton-Channon, Jay Patel, Alice Hare, Sian Retallick and Umesh Patel.

In attendance: David Broome, Richard Brown, Mark Burdon, Alastair Buxton, Simon Dukes, Gordon Hockey, Mike King, Zoe Long, Niamh McMillan, Layla Rahman, Stephen Thomas.

Item 1 – Welcome from the Chair

1.1 The Chair welcomed everyone to the meeting and welcomed Niamh McMillan as an observer as Niamh will be joining PSNC.

Item 2 – Apologies for absence

2.1 No apologies were received from Indrajit Patel.

Item 3 – Conflicts or Declarations of Interest

3.1 None were declared.

Item 4 – Minutes of the last meeting

4.1 The minutes of the subcommittee meeting held on 5th February 2020 were approved.

Item 5 – Actions and Matters Arising

5.1 Action 4: It was reported that the office is continuing to explore with NHSE&I what PCN dataset is available for wider distribution.

There were no other matters arising from the minutes that were not already on the agenda for discussion.

Item 6 - LPC Review

6.1 The subcommittee noted the paper on the independent LPC review . Zoe Long added that:

- a) the Review steering group meets in early June for final consideration of the report and an update on the arrangements for publication and follow up actions;
- b) the Review report will be sent to LPCs and PSNC on 17th June and published on 19th June;

- c) this allows time for LPCs and PSNC to consider the report and for LPCs to submit questions to Professor David Wright in advance of a national virtual meeting of LPCs on 8th July;
- d) a contractor webinar is being arranged along with a press briefing, as part of a communications plan;
- e) at the meeting on 8th July LPCs will be able to prioritise the recommendations and form working groups to work over the summer in preparation for the LPC Conference in September.

6.2 LCS members were happy with the arrangements (noting the dates are provisional), and the working group formed with representative from LPCs has worked well in respect of engagement and joint planning.

Action 1: Office to include the Review report, for discussion, on the agenda of the PSNC meeting following the Report's publication.

Action 2: Zoe to confirm and communicate the timings and dates relating to publication and LPC virtual event as soon as possible to support LPC planning.

Item 7 – On-going support for LPCs

7.1 Mike King presented the paper outlining proposals for LPC Treasurers; LPC training and events; PSNC regional meetings; and financial issues. In discussion, some members reported that some LPC Zoom meetings had taken place and worked well. It was agreed that virtual meetings and events could be the long term approach, rather than face-to-face meetings, with the scope then for more frequent events such as LPC new members' days. The subcommittee agreed that the initial proposals for re-starting PSNC/LPC support outlined in the paper proceed with LPC uptake monitored. Any further thoughts or suggestions to Mike King.

7.2 It was reported that the draft PSNC expenses policy for virtual meetings was being considered by RDF – emphasising that the purpose is to provide reimbursement not remuneration. LCS returned to this in the next item on the agenda.

Action 3: the subcommittee members contact Mike King with any further comments and suggestions and the proposals in the LPC support paper are actioned and uptake monitored.

Item 8 – LPC Expenses Policy Update

8.1 Gordon Hockey introduced the update in the agenda and outlined the challenges with developing a policy for PSNC and LPCs. Gordon added that in some respects the PSNC is less complicated as all members are pharmacists; the added difficulty with LPCs is that some are not pharmacists or technicians.

8.2 There was some discussion about the current LPC expenses policy and whether LPC expenses for back fill should be retained rather than seek to make this expense part of a day allowance and thus remuneration.

8.3 CCA has been asked for information about the number of non-pharmacists/technicians on LPCs. The Chair agreed to follow up on this request with the CCA and Jay Patel agreed to do likewise for AIM.

8.4 The subcommittee agreed that the paper on the RDF agenda on PSNC expenses policy for virtual meetings should be sent to LPCs when the policy for PSNC expenses for virtual meetings has been agreed.

Action 4: Following this month's PSNC meeting the RDF paper on an expenses policy for virtual PSNC meetings is shared with LPCs.

Action 5: Once the outstanding issues with the LPC expenses policy (in particular non registrant members) are settled the draft is discussed with the LPC Treasurers group and the RAT group.

Matters of Report

Item 9 – Rapid Action Team

9.1 The subcommittee received the report in the agenda. Richard Brown added that the group, which now has CCA and NPA representatives, had strengthened PSNCs communications channels with LPCs and contractors during the outbreak and had been a vehicle for identifying issues quickly that LPCs and contractors have, so that guidance and information could be drafted for contractors as soon as possible – as part of the response to the outbreak.

9.2 The subcommittee felt the group is working well and it helps streamline LPC feedback, which has tended to overwhelm the Gaggle group.

9.3 The subcommittee was interested in the evolution of the group, in the next phase of C19. Richard reported that the group is reviewing its mandate to continue its work and will consider whether it should include AIM representation; an issue that had been raised with the RAT group, PSNC and was raised at the subcommittee meeting.

Action 6: LCS members to feed any further thoughts on the RAT to Richard Brown.

Action 7: The RAT report continues a standing item on the LCS agenda.

Item 13 - Any other business

There was no other business.

Summary of Action Points

Action 1	Office to include the Review report, for discussion, on the agenda of the PSNC meeting following the Report's publication.
Action 2	Zoe to confirm and communicate the timings and dates relating to publication and LPC virtual event as soon as possible to support LPC planning.
Action 3	The subcommittee members contact Mike King with any further comments and suggestions and the proposals in the LPC support paper are actioned and uptake monitored.
Action 4	Following this month's PSNC meeting the RDF paper on an expenses policy for virtual PSNC meetings is sent to all LPCs.
Action 5	Once the outstanding issues with the LPC expenses policy (in particular non pharmacist members) are settled the draft is sent to the LPC Treasurers group for comment followed by the RAT group.
Action 6	LCS members to feed any further thoughts on the RAT to Richard Brown.
Action 7	The RAT report continues a standing item on the LCS agenda.