LPC and Contractor Support Subcommittee Meeting Agenda:
3rd February 2021

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1. LCS Summary Action log
2. LPC Governance - the responsibility of every LPC member
3. PSNC/LPC Operations Team
4. LPC Treasurers Annual Meeting and launch of LPC Finance Guide (verbal report)
5. LPC/PSNC Conference & LPC Events in 2021 (verbal report)
6. CPCF Contractor Support Summary

Subject	LCS Summary Action log
Date of meeting	3rd February 2021
Committee/Subcommittee	LCS
Status	Public
Overview	Update on actions progressed since the last meeting
Proposed action(s)	For report
Author(s) of the paper	James Wood

Ref	Action description	Owner	Date Raised	Status	Commentary and progress notes
1	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	JW	23rd Nov 2021	In progress to complete during February 2021	1. Highlight report available to LCS from Feb 2021 Considering action note to all LPCs to help with consistent cascade; subject to recruitment to Digital Communications & LPC Support Officer ToR to be considered for tidying up and incorporating feedback during February 2021

PSNC

Subject	LPC Governance - the responsibility of every LPC member
Date of meeting	3rd February 2021
Committee/Subcommittee	LCS
Status	Public
Overview	This paper builds on the suggestions for improving LPC governance, set out at the last meeting.
Proposed action	To further consider the suggestions and priorities.
Author of the paper	James Wood

Background

In the light of recent cases of LPCs having problems as a result of poor governance, Professor Wright's focus on governance and the CCA review of LPC accounting, there is still work to be done to improve LPC governance. A fresh approach with the focus firmly on the responsibility of all LPC members, with more interactive, innovative and proactive ways to change the culture in LPCs, through a better understanding of the practicalities of governance and putting governance at the heart of the committee's work.

Following on from the discussion at the last LCS subcommittee meeting in November 2020, this paper seeks to prioritise options for building on the current governance support to LPCs. Some have significant resource implications and therefore have been grouped into priority area. Subject to the subcommittee's comments, these can be considered into ideas for an actionable work plan over the coming weeks, months and over the course of 2021.

Priority 1- high value/impact – deliverable in the short term (H1 2021-22)

- Complete LPC Finance Guide and following the meeting of LPC Treasurers in February 2021, repurpose relevant content to support briefings and updates for all LPC members.
- Continue to develop the partnership with PSNC accountant on similar to that with HR support, where LPCs can have their accounts prepared and audited at discounted rates all to the same high standard and templates.

- Continue LPC members days training days and secure dates for the rest of 2021 providing all round training required for LPC members including roles and responsibility, governance, constitution and legislation drawing on practical examples, case studies and interactive discussions.
- Update and significantly rebuild the content of the LPC self-evaluation (2018/19) to support LPC members challenge and focus on improvement.
- Ahead of 2020-21 LPC annual report writing, provide a template for core content, including the introduction an annual governance and accountability statement to include in the annual report.
- Support and disseminate the learnings from COVID-19 on LPC administration and the new ways of working remotely, whilst still ensuring high standards of governance.
- Use the PSNC and LPC website review and refresh as an opportunity to drive consistency in LPC site architecture to support visibility of governance documentation.
- Identifying LPCs that may need additional support with governance, and proactively support the LPC members, on behalf of their contractors, to help remedy shortcomings.

Priority 2 High value/Impact – deliverable longer term (H2 2021-22 and beyond)

- A review of LPC members day and our wider training/briefing offer, including a greater focus on LPC chairs and vice-chairs – including new channels and methods of delivery, including distributed models for LPCs to use locally.
- New distinct work-streams to support LPC and LPC Chief officer relationship – this could include not just disciplinary issues but a focus on how LPCs should support their chief officers: providing clarity on structure, accountability and line management, more training on LPC member roles and responsibility (not just new members), targeted training for LPC chairs and other line managers, LPC members behaviour guidance, and a draft behaviour and values statement. All taking into account the CO's sometimes solitary working environment.
- More formally capturing governance issues and sharing learnings with all LPCs creating an improvement culture, including working closely with Clyde & CO, to further tailor HR support.
- Bite size sessions on how governance is part of managing employees and self-employed – including recruitment, appraisals, accountability, self-employed contracts and performance reviewed.
- Advise LPCs that before the next LPC elections we will work with LPC members to update the model LPC constitution to, in particular, but not exclusively, strengthen the governance provisions.
- Scope a specific governance health check framework and LPC led peer review process.
- More support to ensure such regional groups are properly accountable to the LPCs and managed by the LPCs, particularly in relation to financial governance. This includes Terms of Reference, separate management oversight of the work of the regional group by the LPCs, accounts including management accounts, and availability of minute and accounts.

Priority 3 Lower value/impact

- Provide examples and templates to show what good looks like for agendas and minutes a (perhaps drawing on PSNC's approach).
- Promote and support the appointment of LPC governance leads and governance subcommittees.

PSNC

Subject	PSNC / LPC Operations Team (PLOT)
Date of meeting	3rd February 2021
Committee/Subcommittee	LCS
Status	Public
Overview	Highlight report from PLOT meetings
Proposed action(s)	For report
Author(s) of the paper	Richard Brown and James Wood

Background

The PSNC / LPC Operations Team (PLOT) was formed on the 1st September 2020 out of the Rapid Action Team and has met weekly over the past 5 months. As per the Terms of Reference, the group will be asking LPCs at a regional level to review their LPC representative by the end of February to ensure the correct governance is followed for the selection process of refreshing participants.

Highlight Report December 2020/January 2021

Through weekly meetings between LPC Chief Officers and policy leads from the PSNC leadership team, PLOT has considered a range of topical items, including:

Operational
- Covid-19 Vaccination Sites ○ Rapid feedback to PSNC on the progress made across the country
  ○ Information sharing on progress and feedback from sites
- Colleague vaccinations ○ Sharing of approaches across the country
  - ○ Supported the production of guidance to all LPCs on pharmacy colleague information collation requests from the CCGs / NHSE&I
    - ▪ Reducing the risk of GDPR breaches
    - ▪ Encourage consistency of approach
- ICS Consultation Documents ○ Raised the awareness across LPCs and highlight issues for chief officers to consider with their committees
  - ○ Shared thoughts and supported the rapid cascade of the PSNC drat consultation response
- PCN Pharmacy Leads ○ Feedback from PLOT to PSNC regarding their current workload, issues and future aspirations to *start* to inform future considerations about contractor and LPC support planning.

Supervised Consumption
- PSNC are working on developing a "Supervision of Opiate Substitution Therapy and Shared Care – Future Commissioning" proposal. The proposals are intended to support LPCs to propose the development of new locally commissioned services to local government public health teams and substance misuse services.
- To support a co-production approach, PLOT was used as an engagement channel to find subject experts from across the LPC network to form a small working group.
- The group came together to provide insight into local commissioning of drug treatment services, changing needs that local commissioners may be seeking to address and the future direction of service delivery.
- This increased the speed of delivery of the proposal document along with enhancing the draft being considered by PSNC SDS for wider contractor representative views.

Subject	Summary of resources developed to support contractors with CPCF developments in 2020/21
Date of meeting	3rd February 2021
Committee/Subcommittee	LCS
Status	Public
Overview	This paper provides a summary of the resources developed to support LPCs and contractors with the implementation of changes to the contractual framework during 2020/21.
Proposed action	Suggestions for additional resources which may support LPCs and contractors can be provided by email to **services.team@psnc.org.uk**.
Authors of the paper	Caline Umutesi and David Onuoha

Introduction

This paper provides a summary of the resources developed to support LPCs and contractors with the implementation of changes to the contractual framework during 2020/21.

General resources on the Pharmacy Quality Scheme

Resource	Description
PQS Part 1	

PSNC Briefing 024/20: Part 1 2020/21 Pharmacy Quality Scheme - Essential Criteria Checklist for COVID-19 – Evidence checklist	This PSNC Briefing provides community pharmacy contractors with examples of suggested evidence, in a checklist format, that they can use to confirm they have the necessary evidence ready to make their Pharmacy Quality Scheme (PQS) declaration.
Part 1 PQS 2020/21 Digital Guide for contractors	This PSNC Digital Guide to the scheme provides a 10-minute guide to the requirements and what contractors need to do to be able to complete the necessary actions and claim payment.
Additional practical resources	A **record sheet** to capture staff briefings, or training sessions.
PQS Part 2	
Part 2 PQS 2020/21 digital guide for contractors	This PSNC Digital Guide to the scheme introduces the requirements and what contractors need to do to be able to complete the necessary actions and claim payments.
PSNC Briefing 030/20: Pharmacy Quality Scheme – Guidance for LPCs on the Primary Care Network domains (October 2020)	This PSNC Briefing contains guidance for LPCs on how they can help their pharmacy contractors to achieve the two PCN domains of the Part 2 Pharmacy Quality Scheme 2020/21.
Presentation slides on PQS 2020/21	
PSNC Briefing 031/20: Pharmacy Quality Scheme – Guidance for pharmacy contractors on the PCN domains (October 2020)	This PSNC Briefing contains guidance for pharmacy contractors on how they can achieve the two PCN domains of the Pharmacy Quality Scheme 2020/21.
PSNC Briefing 032/20: Pharmacy Quality Scheme – Guidance for Pharmacy PCN Leads on the Primary	This PSNC Briefing contains guidance for community pharmacy PCN Leads with how they can fulfil their role and support contractors to

Care Network domains (October 2020)	achieve the two PCN domains of the Pharmacy Quality Scheme 2020/21.

PSNC Briefing 035/20: Guidance for LPCs and Pharmacy PCN Leads on the role of a lead and the support that should be offered	This PSNC Briefing outlines the principles leads should follow in the discharge of their role, as well as providing guidance for Local Pharmaceutical Committees (LPCs) and Pharmacy PCN Leads on additional aspects of the role, including support that should be provided, appointment terms, funding for the role and providing clarity on the role's remit.
PSNC Briefing 041/20: Part 2 2020/21 Pharmacy Quality Scheme - Evidence checklist	This PSNC Briefing provides community pharmacy contractors with examples of suggested evidence, in a checklist format, that they can use to confirm they have the necessary evidence ready to make their Pharmacy Quality Scheme (PQS) declaration.
PSNC Briefing 0XX/20: Pharmacy Quality Scheme – Completing your declaration (Forthcoming)	This Briefing will be completed and published once the final MYS declaration questions are agreed following the announced flexible extension to deadlines.
Templates	**Training record sheet** (Microsoft Word) to capture staff that have completed training. **Action plan template** (Microsoft Word) to support the creation of any action plans required to meet the requirements of any PQS criteria. **Weight Management – Data Collection Sheet** (Microsoft Word) to capture data over a period of 4 consecutive weeks.
LPC PCN Templates	**LPC Template Letter to PCN Clinical Directors introducing PQS 2020/21** (Microsoft Word) **Draft Agenda for LPC Pharmacy PCN Lead engagement events on PQS 2020/21** (Microsoft Word)
Pharmacy PCN Lead Templates	**Template PCN Community Pharmacy Contact Information** (Microsoft) Word) Developed from original template documents created by Lloyds pharmacy. **Template letter to PCN Clinical Director – newly appointed Pharmacy PCN Lead** (Microsoft Word) **Template letter to PCN Clinical Director – existing Pharmacy PCN Lead** (Microsoft Word)

	PQS 2020/21 briefing summary for PCN Clinical Directors (Microsoft Word)
	Template letter to contractors – New Pharmacy PCN Lead (Microsoft Word)
	Template letter to contractors – Existing Pharmacy PCN Lead (Microsoft Word)
	Contractor Survey to support PQS PCN Domains (Microsoft Word) to capture baseline data to support PCN Pharmacy plans.
	Draft Agenda for Pharmacy PCN Lead discussions with contractors on PQS 2020/21 (Microsoft Word) Developed from original template documents created by North Staffs & Stoke LPC.
	PCN Community Pharmacy flu vaccination plan template (Microsoft Word)
	PCN Community Pharmacy Business Continuity Support Plan template (Microsoft Word)

NHS Flu Vaccination Services

Resource	Description
PSNC Briefing 023/20: Early guidance on the 2020/21 Seasonal Influenza Vaccination Advanced Service	This PSNC Briefing provides early guidance for community pharmacy contractors and their teams on the 2020/2021 NHS Seasonal Influenza Vaccination Advanced Service in England.
PSNC Briefing 026/20: Guidance on the 2020/21 Seasonal Influenza Vaccination Advanced Service	This PSNC Briefing provides guidance for community pharmacy contractors and their teams on the 2020/21 NHS Seasonal Influenza Vaccination Advanced Service in England.
Flu vaccination – Digital Guide to the 2020/21 service	This 30-minute digital guide to the flu vaccination service, providing an overview of the service requirements, highlighting the changes to the service for the 2020/21 season and signposting contractors to the variety of reference sources available.

Hepatitis C Antibody Testing

Resource	Description

Hepatitis C testing Service page	This page contains of information on the service including NHSE&I training video, information on how to order the test kits, and guidance on how to use the Hepatitis C Registry.
PSNC Briefing 029/20: Guidance on the Community Pharmacy Hepatitis C Antibody Testing Service	This PSNC Briefing provides guidance for community pharmacy contractors and their teams on the Community Pharmacy Hepatitis C Antibody Testing Service.

GP CPCS referral pathway

Resource	Description
GP referral pathway to the CPCS – Action Plan template for pharmacy teams (Word)	Contractors can use the action plan template to guide their teams through the tasks necessary to implement the referral pathway in the pharmacy.

Pandemic Delivery Service

Resource	Description
Pandemic Delivery Service page	This page provides information for pharmacy contractors and their teams on contractual responsibilities introduced during the COVID-19 pandemic related to supporting clinically extremely vulnerable (CEV) patients self-isolating at home (also referred to as shielded patients) to obtain their medicines.
PSNC Digital guide to the Pandemic Delivery Service	A digital guide to the delivery service.
Pandemic Delivery Service: Are you clear on how to deliver it?	A summary of the service highlighting the key points for pharmacy teams.
Pandemic Delivery Service Overview (PDF)	A visual pathway of the service.
A patient Leaflet	A patient leaflet that can be used to explain when the service is ending and why, as well as advising clinically extremely vulnerable patient on what they should do going forwards. Some pharmacies may choose to continue to provide a delivery service, for example with a charge being
	paid by patients, so the leaflet is adaptable to describe the pharmacy's particular circumstances.

Healthy Living Pharmacy requirements

Resource	Description
PSNC Briefing 042/20: How to become a Healthy Living Pharmacy (HLP) and maintain that status (updated November 2020)	This PSNC Briefing provides an overview of how to become a Healthy Living Pharmacy (HLP) and maintain that status.
HLP checklist (Word)	A checklist of the requirements which pharmacy teams need to achieve to gain HLP status. The checklist can also be used to review ongoing compliance with the Terms of Service requirements to maintain HLP status.
HLP Evidence Portfolio Workbook (Word)	HLP Evidence Portfolio Workbook can be used to guide pharmacy teams through the HLP requirements and assist them with recording their evidence to show they have met them.

Discharge Medicines Service

Resource	Description
Discharge Medicines Service page	This page contains of information on the service including background, service requirements, what contractors need to do to provide the service, how referrals will be sent, the three stages of the service, funding, FAQs and resources.
DMS Contractor checklist	This checklist details the actions contractors need to take to get ready to provide the service.
Briefing sheet: Introduction to the DMS for general practice and PCN clinical pharmacy teams	This two-page briefing provides a short introduction to the service for GPs and clinical pharmacists.
DMS briefing for pharmacy teams	This document can be used in briefings on the DMS provided for pharmacy team members.

Engaging commissioners and other healthcare professionals

Resource	Description

PSNC Advanced Services PowerPoint presentation for GPs and hospital colleagues (November 2020)	Working and communicating with GPs, PCNs and Hospital colleagues and providing an overview of the Advanced services available from community pharmacies.

Subcommittee action

Suggestions for additional resources which may support LPCs and contractors can be provided by email to **services.team@psnc.org.uk**