

## LPC and Contractor Support Subcommittee Meeting Agenda: 20th June 2022

1. Welcome from the Chair
2. Apologies for absence
3. Conflicts or declaration of interest
4. LCS Action Log (Appendix 02/06/2022)
5. LPC Events 2022 update (Appendix 03/06/2022)
6. RSG next steps for LCS (Appendix 04/06/2022) **(Confidential)**
7. LPC HR and employment law support (Appendix 05/06/2022)
8. Integrated Care Boards: Update on delegated responsibility for pharmaceutical services (Appendix 06/06/2022)
9. Integrated Care Boards: LPC Support and feedback from early adopter areas (Appendix 07/06/2022)
10. Any other business

Subject	LCS Summary Action log
Date of meeting	20th June 2022
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	Encourage PSNC members attendance (where possible) at future PSNC/LPC conferences was agreed, with consideration of how to further promote delegate and committee member interaction	JW	2nd Feb 2022	Complete	14 committee members attended the May PSNC/LPC event
2	Identify ways to improve the visibility of the committee members attending future PSNC/LPC conferences, especially where they choose to do so by livestream	JG	2nd Feb 2022	Complete	
3	Explore co-hosting several digital events with Pharmacy Support this year.	JW	2nd Feb 2022	In progress	Planning events in H2 2022/23
4	Results of the Pharmacy Pressures Survey and Advice Audit will be discussed at a future subcommittee meeting so that LCS members can discuss how better to support LPCs and contractors	JW	2nd Feb 2022	Complete	Scheduled for September after publication of results
5	Circulate CPWDG's workforce plan to LCS	JW	2nd Feb 2022	Complete	
6	Review the ICS draft NHS ICS delegation agreement once it has been finalised	JW	2nd Feb 2022	In progress	Update on the agenda

Subject	LPC Events 2022 Update
Date of meeting	20th June 2022
Committee/Subcommittee	LCS
Status	Public
Overview	Overview of the May National Meeting of PSNC and LPCs in May 2022
Proposed action(s)	For report and comment
Author(s) of the paper	Jamie Gilliam

## Overview of the May Meeting of PSNC and LPCs


The National Meeting of PSNC and LPCs held on Thursday 12th May 2022 was PSNC's second hybrid event, with some delegates attending in person and others livestreaming the event. The meeting was well attended by LPCs and PSNC Committee members, with only a few LPCs not sending at least one delegate and 13 PSNC Committee members joining the meeting either in person or virtually.

Delegates heard from PSNC's CEO Janet Morrison, the PSNC Leadership Team, the Chief Pharmaceutical Officer for England, David Webb, and the Deputy Chief Pharmaceutical Officer for England, Richard Cattell.



Given the increasing significance of the developing Integrated Care System (ICS) structures, attendees were also given an update about ICS delegation from Taryn Harding, Deputy Director, Commissioning Policy Commissioning Policy Group and Dr Jill Loader FRPharmS, Deputy Director – Pharmacy Commissioning for England.


London Filmed who were commissioned by PSNC to handle the logistics of livestreaming the November meeting of LPCs, were once again involved to handle the logistics of livestreaming the May meeting. The event livestream was hosted via Slido and as with the November meeting, delegates were able to ask speakers questions and respond to the live polls run during the event using the platform. Delegates could also upvote each other's questions throughout the day, the questions with the highest number of upvotes would appear at the top of the speaker's question feed and so would be more likely to be

## What were the most popular questions?



-  D


David Dean

35  0 



Why do the PSNC negotiate "incomplete" services - ie Hypertension Case Finding without an IT platform?
-  J

Jay Badenhorst

31  0 

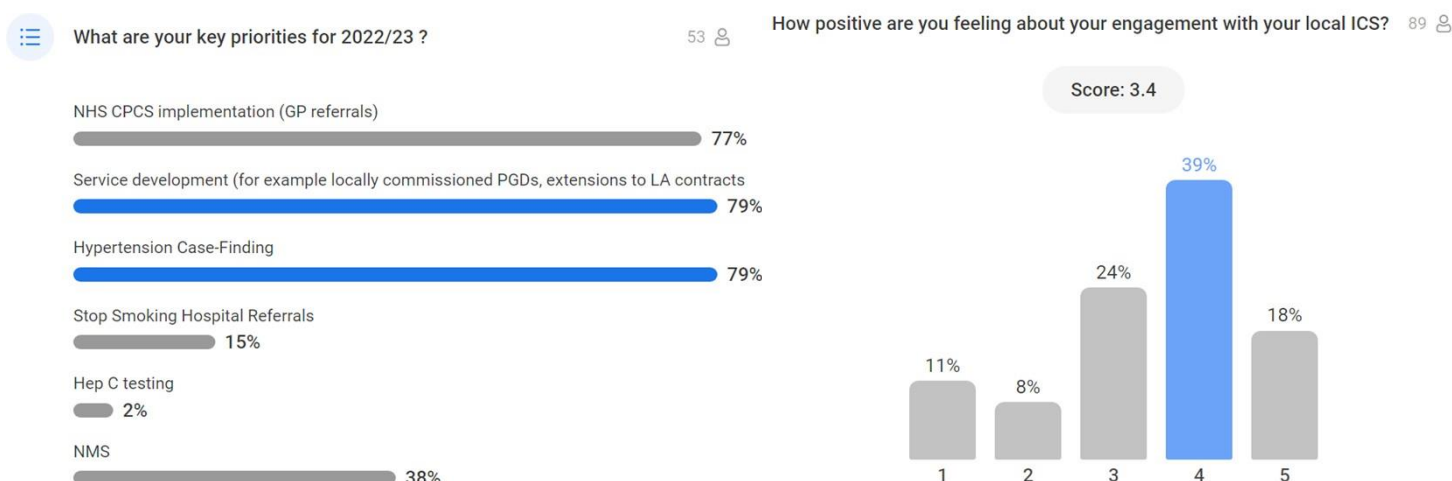
What is PSNC doing for contractors to address increases in inflation and other costs, such as staff costs, wage increases, locum rates, national insurance etc.
-  F

Fiona

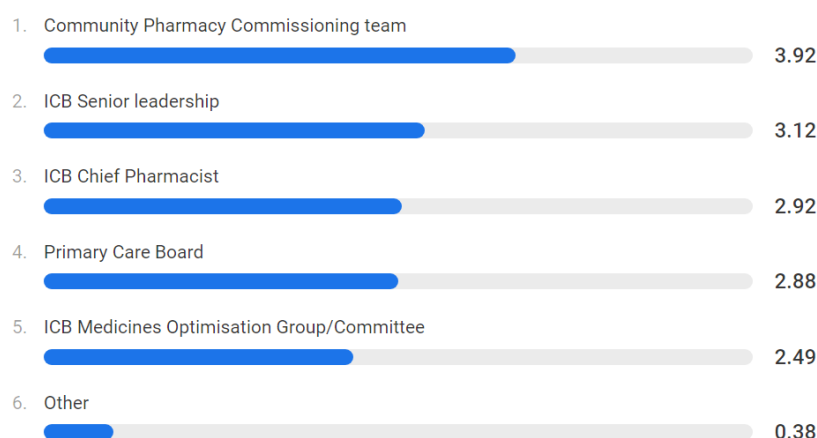
30  0 

we need help with getting mentors for CP IP training please

answered. In total, participants sent in 169 questions for consideration and upvoted their colleagues questions 1062 times. The three most popular questions from the day are below:  
 PSNC's Contractor and LPC Support Team ran several live polls on the day for delegates. A total of 503 votes were cast by attendees across the various polls. A summary of some of the key poll results are below:



**Where do you believe an LPC should position its engagement with an ICS? 94**



### Feedback summary from the May Meeting of PSNC and LPCs

Following the event, delegates were asked to complete a short feedback survey. A summary of the results of this survey is below.

1. How useful did you find the May meeting of PSNC and LPCs?

Extremely useful	Somewhat useful	Not useful
53%	47%	0%

2. Overall, did you find Slido easy to use?

Yes	No
86%	14%

3. Were you happy with the event information/guidance from PSNC both ahead of the meeting and on the morning of the meeting?

Yes	No
100%	0%

4. How would you rate the agenda for the day?

Excellent	Good	Average	Poor
33%	58%	8%	0%

5. How would you rate the speakers for the day?

Excellent	Good	Average	Poor
53%	44%	3%	0%

6. Overall, how would you rate the May meeting of PSNC and LPCs?

Excellent	Good	Average	Poor
33%	53%	14%	0%

7. The next PSNC and LPC Conference will be the Annual LPC Conference in September in Manchester. What items would you like to feature on the agenda for the Annual LPC Conference?

10 respondents (37%) answered **RSG** for this question.



## Reflections on the May Meeting of PSNC and LPCs

The May Meeting of PSNC and LPCs should be viewed a success, with 86% of the delegates rating the event as either good or excellent overall.

To ensure maximum visibility of the PSNC Committee members attending the meeting, PSNC worked with London Filmed to design a holding slide including the details of every PSNC Committee member present, whether virtual or online, this slide was shown at several points throughout the day. This followed feedback from LPCs who said that not enough PSNC Committee members attended the November meeting of LPCs.

Another piece of LPC feedback from the November meeting was that delegates attending future PSNC events in-person should not have to submit their questions to the speakers via Slido. As such, at the May meeting, an in-room microphone was made available for attendees during the Q&A sessions. To ensure virtual delegates did not feel left out during the Q&A sessions, a revolving camera in the event room captured in-person attendees as they asked the speakers questions and livestreamed this back home.

At the May meeting, virtual delegates were also given the option to network via Zoom with others joining the meeting remotely during the break periods.



### Looking ahead to the Annual LPC Conference, September 2022

We are already engaged in early scoping discussions with London Filmed in preparation for the Annual LPC Conference later this year. The conference will take place on Thursday, 22nd September 2022 Annual LPC Conference in Manchester.

For the Annual Conference we have requested that:

- Additional screens be available in the conference room to permanently display the results of the live polls for in-person delegates.
- The breakout groups for virtual delegates be pre-assigned for the discussion sessions so that online attendees have a smoother experience when moving between the plenary and discussion sessions on the day.
- Printed instructions on how to access and use Slido be included on the desks within the conference room to make logging into and using the platform easier for in-person delegates.

### Other LPC events in 2022

A programme of support events as previously agreed by LCS is being planned to support the work of LPCs in H2 2022/23 including:

- New/existing members days – one per quarter
- Update programme to include:
  - Negotiating training
  - Media training
  - Valuing difference, equality, diversity and inclusion

In addition to this 1:1 inductions for LPC Chairs, Treasurers and Chief Officers will continue on a as needed basis.

### Questions for consideration

Subcommittee members are asked to consider the following questions for discussion:

- Did you find the May Meeting of PSNC and LPCs useful?
- What do you think could have been improved at this Meeting?
- What items do you think should be included on the agenda for the Annual LPC Conference in September?
- Should PSNC charge LPC employees a delegate fee to attend future PSNC meetings/events (i.e. from 2023 onwards)?

Subject	Commissioning support that standardises practices across the LPC network in line with good practice on HR
Date of meeting	20th June 2022
Committee/Subcommittee	LCS
Status	Public
Overview	This paper scopes out a standardised HR support offer to LPCs, building on existing Clyde & Co LLP package to LPCs
Proposed action	For discussion
Author of the paper	James Wood

## Introduction

Subject to RSG proposals being approved, LPCs will be invited to consider locally how they can become most efficient, and for many this is likely to involve discussions about possible mergers or other ways to make efficiencies.

There are several ways for LPCs to potentially increase efficiencies, LPCs may use one or a combination of the following:

- Merge with other LPCs
- Share services or federate with contiguous LPCs
- Reduce governing costs by reducing committee sizes
- Make operational cost savings

LPCs will need to be supported to prepare for these discussions. There is risk around employment practices and it is a high priority RSG proposal is also to commission support that standardises practices across the LPC network in line with good practice on HR and employment matters, that all LPCs have access to.

## Possible HR and employment offer for LPCs

The following has been scoped with Clyde & Co LLP who currently provide an employment law advice service to LPCs. This is optional and circa 30 LPCs use the service, with other LPCs making their own arrangements. Some don't have access to any form of employment law support and turn to PSNC.

### HR Employment Policies and Procedures

- Suite of documents for use by all LPCs (bespoke documents, created for LPCs).
- Documents to be agreed but could include minimum of: Contract of Employment, Staff Handbook, Consultancy Agreement and below
- Access key documents and other materials for LPCs, including bespoke items below, via a dedicated portal
- To be reviewed and updated on an annual basis to ensure compliance with the very latest developments in employment law.

### Training

- a. Bi annual training on (2.5 hours per session / 2 Clydes presenters):
  - i. HR / employment law update training or
  - ii. how to handle hot HR topics such as investigating grievances / disciplinary processes.
- b. Held remotely on Teams so all LPCs can attend easily / hybrid session – possibly to be held in conjunction with PSNC events.

Bespoke advice for LPC restructures, mergers and scoping discussions

1. Bespoke advice note (approx. 2 pages) to LPC's on "Rights and Risks relating to restructuring and redundancies in LPC's" including advice relating to:
  - a. An overview of the requirements and process of a fair and non-discriminatory individual redundancy consultation (including common pitfalls)
  - b. Employment status (and associated rights for each) – who should be included in any redundancy process?
  - c. The potential liability of individuals on the committee due to unincorporated association status
2. Bespoke suite of LPC individual redundancy consultation template documents, including
  - a. Series of template letters including "at risk" letter, selection materials, invite to consultation meetings, outcome letters, dismissal letter.
  - b. Meeting guides for the consultation meetings.
3. Training session for all LPCs considering restructuring or redundancies
  - a. 1 hour session via MS Teams
  - b. 1 Clyde & Co Associate to deliver the session
  - c. Materials including slides and notes
4. LPC access to advice for support in conducting any redundancy consultation processes and dealing with issues that might arise, provided on a "pay as you go" service, charging only for the hours used, charged at discounted rate, chargeable to LPCs

Partner with an insurer so that any Employment Tribunal claims become an insured risk.

### Next steps

1. To seek feedback from LCS and LPCs
2. To scope costs for the above offer
3. To procure on behalf of all LPCs starting H2 2022/23

Subject	Integrated Care Boards (ICB): Delegated responsibility for pharmaceutical services
Date of meeting	20th June 2022
Committee/Subcommittee	LCS
Status	Public
Overview	This paper provides an update on ICB delegated responsibility for pharmaceutical services and LPCs recognition.
Proposed action	For report
Author of the paper	James Wood

## Integrated Care Boards: Delegated responsibility for pharmaceutical services

From July 2022 9 NHS Integrated Care Board (ICB) will take on delegated responsibilities for pharmaceutical services, with the further 33 taking on delegated responsibilities from April 2023.

NHS Region	NHS Integrated Care Board (ICB)	Local Pharmaceutical Committee (LPC)
North West	NHS Cheshire & Merseyside	Cheshire and Wirral LPC Halton, St Helens & Knowsley LPC Liverpool LPC Sefton LPC
	NHS Lancashire & South Cumbria	Cumbria LPC Lancashire LPC
	NHS Greater Manchester	Greater Manchester LPC Bolton LPC
South East	NHS Buckinghamshire, Oxfordshire and Berkshire West	Buckinghamshire LPC Community Pharmacy Thames Valley LPC
	NHS Surrey Heartlands	Surrey LPC
	NHS Frimely	Community Pharmacy Thames Valley LPC Community Pharmacy South Central LPC Surrey LPC
	NHS Sussex	East Sussex LPC West Sussex LPC
	NHS Hampshire & Isle of Wight	Community Pharmacy South Central LPC
	NHS Kent & Medway	Kent LPC

## Delegation of Pharmaceutical Services to ICBs

1. Recognition of LPCs will be defined in the delegation agreement as follows:

recognising one or more Local Pharmaceutical Committees which it considers are representative of Pharmaceutical Services Providers in the ICB's Area and liaising with and consulting such Local Pharmaceutical Committees as required by the Pharmaceutical Regulations;

2. Contract management for community pharmacy, dispensing appliance contractors and dispensing doctors will be delegated. Some functions are retained by NHSE&I as below:

Delegated functions	Retained functions
Market entry, contractual hours, directing, fitness to practise, pharmaceutical list maintenance	Negotiating and agreeing matters concerning pharmaceutical services with national stakeholders

Assurance, recovery of overpayments, including PCM and PSRC decision-making functions	Collating pharmaceutical lists across England Commissioning and contracting policy and guidance (Pharmacy Manual)
Supporting implementation of CPCF	Administration of the pre-registration training grant scheme
LPS Contracts, Local Enhanced Services	
Engagement with H&WBs on Pharmaceutical Needs Assessments and Duty to ensure adequate provision of pharmaceutical services	

### LPC support

PSNC has established and is facilitating an early adopters group for LPCs facing into the 9 early adopter ICBs. The aim of the group is to allow a space to share developments, issues, solutions and learning as ICBs are established and functions delegated. A separate paper summarises discussions to date.

The group will continue to meet fortnightly over the coming months and emerging insights will be used to develop guidance over the course of 2022/23 so it is in place for all LPCs ahead of next April when all areas will have delegated functions.

Subject	LPC ICS Support
Date of meeting	20th June 2022
Committee/Subcommittee	LCS
Status	Public
Overview	This paper provides Update on the progress of the PSNC and LPC ICS/ICB early adopter working group
Proposed action	For report
Author of the paper	Jamie Gilliam and James Wood



## Background

Following the expected announcement by NHS England and NHS Improvement (NHSE&I) of the areas that are to be Integrated Care System (ICS) early adopter sites, PSNC's Contractor and LPC Support Team founded a working group of Chief Officers from LPCs within these areas.

To ensure the views expressed by the group remain unaffected by personal self-interest, it was agreed that the members of the group should be Chief Officers from areas already co-terminus with ICS. To keep the group manageable, it was also agreed that only one Chief Officer from each of the initial eleven pathfinder areas should sit on the working group: the LPCs were left to decide for themselves who the member for their area would be.

The group typically meets fortnightly and the meetings are one and a half hours long. An email group has been set-up to enable members to share learnings in between the group's meetings and to communicate any significant developments in their areas.

## Function and findings of the working group

The main function of the working group is to give LPCs in the ICS early adopter areas the opportunity to share experiences and learnings concerning the transition to ICS, to identify impediments to community pharmacy integration and engagement at the system level and where possible to find solutions to these issues. As such, at each meeting, members are asked to come prepared to give a summary of the progress made concerning community pharmacy integration with ICS in their area.

Key findings from the meetings of the group are set out below:

- Nine out of the eleven pathfinder areas have opted to proceed with delegated commissioning to ICS from July 2022.
- The ICS structures are still being determined in some areas, this includes details about how community pharmacy will be represented and at what level.
- Most LPCs in the ICS early adopter areas have started engaging with the key stakeholders within their system.
- Most Integrated Care Boards (ICBs) have only one primary care provider partner member and this is typically a GP.
- One ICB has included a primary care representative that may not be a GP, opening the door for it to be a pharmacist.

A critical piece of the group's work has been to develop a record of the issues LPCs are facing when working to integrate community pharmacy with their ICS. A draft version of the issue log is included for reference below. Though still in its early form, once developed, the log will provide PSNC with an understanding of the diversity of issues confronting LPCs and help PSNC's Contractor and LPC Support Team and other policy areas at PSNC to better target its support for LPCs.

### LPC ICS Integration Issue Log (Draft)

	Issue statement	Importance	Mitigation steps
1.	Community pharmacy lacking high-level representation within the new ICS structures, for example, on Integrated Care Board's (ICB's)	High	Community pharmacy to embed itself within the other levels of the new structures, on shadow representative committees, forums etc.
2.	There is a general lack of understanding about the statutory framework that underpins the new ICS structures.	High	PSNC/LPCs to develop a guide to explain the statutory footing of ICS.
3.	The large-scale variation in ICS structures could lead to differential integration of community pharmacy nationally.	Medium	This remains an issue and has been borne out already in some of the working group discussions.
4.	It is uncertain how the funding flows are going to work within the new structure. This could affect the commissioning of local authority commissioned services.	High	Some clarity was provided on this during Taryn Harding and Jill Loader's presentation. Work progressing by Pharmacy Funding Team / NT
6.	It is unclear whether the commissioning and implementation of local enhanced pharmacy services will include local authority commissioned services. This could affect the commissioning and implementation of these services.	Medium	Some clarity was provided on this during Taryn Harding and Jill Loader's presentation at the May meeting of PSNC and LPCs, though further clarity is needed.
8.	There is a lack of clarity about what more consistent training and delivery for contractors will mean in practice.	High	Some clarity was provided on this by during Richard

	This could lead to variation in the level and quality of training provided to contractors across the different systems.		Cattell's, Nick Haddington's and Helen Porter's session at the May meeting of PSNC and LPCs.
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#### Questions for consideration

- How should PSNC support LPCs to engage with their ICS?
- Should PSNC provide external influencing training for LPC Chief Officers to support them to engage with their systems or should this training be funded by LPCs?