

Minutes of the PSNC LPC and Contractor Support Subcommittee held on Tuesday 26th July 2022 via Zoom

Members of LCS present: Sam Fisher (Chair), Sian Retallick (part), Umesh Patel, Indrajit Patel

In attendance: Tricia Kennerley, Zoe Long, Janet Morrison, Jamie Gilliam, James Wood, Clare Kerr, Jas Heer, Stephen Thomas, Gordon Hockey, Mike Dent, Has Modi, Niamh McMillan

Item 1 – Welcome from the Chair

1.1 The Chair opened the meeting and welcomed attendees and observers. The chair explained that the meeting was a single issue agenda focused on the TAPR programme.

Item 2 – Apologies for absence

2.1 Rhys Martin, Jay Patel

Item 3 – Conflicts or Declarations of Interest

3.1 None declared.

Item 4 – Minutes of the last meeting

4.1 The minutes of the last subcommittee meeting held on 20th June 2022 were approved.

Item 5 – Actions and Matters Arising

5.1 PSNC is in discussion with Pharmacist Support about co-hosting some digital events for contractors in late 2022.

5.2 PSNC is planning to draft a template for LPCs to use to help contractors understand the local healthcare landscape, as activities become devolved to ICS. This would include space for a key contacts template for contractors and we will encourage LPCs to include this information on their websites, via the standard LPC website architecture.

5.3 The ICS webpages on the PSNC website have been updated by the services team, with useful information for contractors.

Item 6 – Transforming Pharmacy Representation Programme

6.1 PSNC has provided LPCs with preliminary information about the Transforming Pharmacy Representation Programme (TAPR). The TAPR is broken down into eight key workstreams, two of which are relevant to LPCs.

6.2 The RSG proposals committed PSNC to the production of a transformation toolkit for LPCs and to supporting LPCs implement the RSG recommendations relevant to them.

6.3 The key pieces of work within the LPC Support workstream include producing the LPC Transformation Toolkit and a revised model LPC Constitution. PSNC has asked LPC Chairs and members to comment via Chief Officers and to submit their thoughts about how the Model LPC Constitution can be improved. PSNC is planning to set-up an LPC Transformation Toolkit working group. The Toolkit, along with the revised model LPC Constitution, will be published at the start of September. A key focus of the Toolkit will be on employment law support, and this guidance will be commissioned from Clyde & Co LLP on behalf of all LPC to drive consistency across the network.

6.4 LPCs are expected to start looking at implementing the LPC Transformation Toolkit between end of September – December 2022, in advance of the election cycle.

6.5 Any revisions made to the model LPC Constitution will be in line with the RSG proposals.

6.6 PSNC will help facilitate LPC feedback on the levy, the model LPC Constitution and more.

6.7 LPCs will be invited to discuss the Transformation Toolkit, the revised model LPC Constitution, the levy and more at the Annual LPC Conference in September.

6.8 The PSNC Office will work with the Committee to identify challenges. The Chair asked whether an LPC meeting or webinar is needed in early September to ensure sufficient time to discuss the LPC Transformation Toolkit and TAPR programme ahead of the Annual LPC Conference, and it was agreed to schedule with LPCs Chief Officers.

6.9 PSNC's Communications Team recognises the importance of clearly communicating the progress regarding the TAPR programme and workstreams.

ACTION: James Wood will upload the TAPR LCS slide deck to iBabs for members to review.

ACTION: Circulate details of the LPC conference to the committee to encourage participation.

Item 7 – Model LPC Constitution Review

7.1 PSNC has asked LPC Chief Officers and Members to provide initial feedback on the model LPC Constitution in line with the RSG proposals. The RSG proposals committed to several conditions for LPCs that want to sign-up to the new model LPC Constitution. These will need to be thought through in terms of drafting and subsequent operationalisation.

7.2 The biggest change to the PSNC and LPC constitution concerns a change to the future committee size of PSNC and the LPCs. Future changes to the overarching governance structure for PSNC and LPCs will require further amendments to the LPC constitution.

7.3 Members suggested the introduction of rules within the LPC Model Constitution to minimise the need for future constitutional change.

7.4 LCS was asked for comment about the questions LPCs are being asked about the Model LPC Constitution.

7.5 The difficulty of engaging LPCs over the summer was noted, but the tight timescales also recognised.

7.6 The recommendations that have been approved in the RSG proposals will be included in the revised Model LPC Constitution.

7.7. The need for standardisation regarding the status of LPC Chairs was noted. Currently, there are no rules concerning whether LPC Chairs could be employed persons or volunteers, as opposed to contractors. It was suggested that co-option and the matter of "employee" reps also needs to be addressed.

7.8 PSNC's Contractor and LPC Support Team may need to set-up an LPC working group focused on the work to revise the Model LPC Constitution, but doing so will depend on the feedback received from LPCs.

7.9 The need to get maximum buy-in from LPCs for the revised Model LPC Constitution was noted alongside the importance of not unpicking the decisions that the RSG has already made, which have been approved by contractors.

Item 8 – LPC Transformation Toolkit

8.1 PSNC has agreed to work on the Toolkit with LPCs, the CCA LPC Support Group and the NPA.

8.2 James Wood outlined the principles behind the Toolkit's design. The Toolkit will not be exhaustive and the aim is to make it as prescriptive as possible to encourage standardisation among LPCs.

8.3 The Toolkit will include practical information for LPCs i.e. timelines, how to guides etc. and link to the new Model LPC Constitution. The Toolkit will also include commentary on the RSG recommendations relating to LPCs, an exemplar SWOT analysis for them to do locally, finance templates and more.

8.4 A draft will be shared with the LCS subcommittee in late August 2022.

8.5 The subcommittee was invited for comment on the plans to progress the LPC Transformation Toolkit.

8.6 LCS members discussed if the information for LPCs on should touch on organisational design, particularly examples of model LPC executive teams. It was agreed that this was beyond the scope to specify, however good practice examples could be included.

Item 9 – LPC Conference

9.1 Registration for the Annual LPC Conference on 22nd September will open at the end of July 2022. The conference will be a hybrid meeting and is likely to largely focus on the TAPR programme and the work falling out of this, as well as CPCF arrangements for year 4 and beyond.

9.2 The venue for this year's Annual LPC Conference is the Hyatt Regency Hotel in Manchester.

9.3 PSNC will shortly be reconvening the PSNC/LPC Conference and Events working group who will help set the agenda for the day.

9.4 The subcommittee suggested that the Conference agenda should feature a few short explainer items, for example, a session explaining how price concessions are calculated.

9.5 The committee recognised that there needed to be consideration around structuring the agenda to allow LPCs the space to discuss and feedback around sector pressures.

Item 10 – LPC Chief Transformation Officer Post

10.1 The subcommittee noted the draft Role Profile in the agenda to support TAPR, which was an item of report.

10.2 PSNC is committed to working with LPCs to design the LPC Transformation Toolkit and will shortly be recruiting for a part-time Chief Transformation Officer to lead on this program of work. This person will report back to the subcommittee and contractors throughout the year.

10.3 Expectation of travel to LPC Regions should also be added into the Role Profile, and any further comments on the Role Profile should be sent by email to James.

Item 11 – Any other business

ACTION: The PSNC Office will send a note out seeking declarations of interest for a new subcommittee Vice-Chair, once a new member has been appointed to replace Fin McCaul.