

Minutes of the PSNC LPC and Contractor Support Subcommittee

held on 19th May 2021 via Zoom

Members of LCS present: Sam Fisher (Chair), Rhys Martin, Fin McCaul, Indrajit Patel, Jay Patel, Umesh Patel, Sian Retallick.

In attendance: Simon Dukes (part), Jamie Gilliam, Sue Killen, Sunil Kochhar, Zoe Long, Margaret MacRury, Roger Nichols, James Wood.

Item 1 – Welcome from the Chair

1.1 The Chair opened the meeting and welcomed attendees, including Roger Nichols as a new PSNC member and welcomed the appointment of Jamie Gilliam, as PSNC's Digital Communications and LPC Support Officer.

Item 2 – Apologies for absence

2.1 Lucy Morton-Channon

Item 3 – Conflicts or Declarations of Interest

3.1 No new conflicts of interest or declarations were made.

Item 4 – Minutes of the last meeting

4.1 The minutes of the subcommittee meeting held on Wednesday 3rd February 2021 were approved.

Item 5 – Actions and Matters Arising

5.1 The action log was reviewed and there were no outstanding actions not covered by the current agenda.

Item 6 – LPC Elections 2022

6.1 The subcommittee noted the paper in the agenda.

6.2 James Wood explained that the term of office for LPC and PSNC members expires on 31st March 2022 and that all things being equal, preparation for the appointment and election cycle by LPCs would need to begin in September 2021, with guidance issued to LPCs in July 2021 by PSNC.

6.3 In anticipation of agenda item at PSNC 20th May 2021, requiring a committee decision to consider postponing the 4-yearly PSNC elections for one year and recommend to LPCs similarly, two sets of draft guidance were considered by LCS members.

6.4 Alongside guidance on the usual LPC elections 2022 process, a document was presented on how LPCs can go about delaying their elections. It was noted that PSNC cannot mandate LPCs delay their elections, however the view of LCS members was that a strong recommendation should be made.

6.5 PSNC plans to work with AIM and CCA to drive awareness of the LPC election guidance. The subcommittee noted that LPCs should start considering the guidance on how to delay their elections from July 2021. PSNC will share information about the benefits of delaying LPC elections at future RSG events and in its future communications, and offer support to LPCs with the process.

6.6 PSNC has clarified the information available in the LPC Members' Area of the PSNC website on the election rounding policy.

6.7 The subcommittee agreed that recommending a delay to LPC elections was the most sensible option given the timeline for changes to pharmacy representation proposed by the Review Steering Group (RSG).

ACTION 1: Subject to full committee decision on the PSNC and LPC election process, it was agreed to issue guidance to LPCs on how to delay the LPC elections.

ACTION 2: Options for the use of an e-voting platform for contractor and LPC votes should be explored and considered in due course.

Item 7 – LPC Self-evaluation

7.1 The subcommittee noted the paper in the agenda.

7.2 James Wood explained that work has started on refreshing the LPC Self-Evaluation 2018 document and that PSNC is currently seeking feedback from LPCs on self-evaluation by the 4th of June.

7.3 PSNC is working with LPCs, AIM, NPA and CCA to help co-design an updated version and increase the buy-in for LPC self-evaluation.

7.4 James Wood asked the subcommittee for their thoughts on the type of guidance that LPCs would like on self-evaluation and on how PSNC could maximise the visibility of the self-evaluation. The following general feedback was provided:

- i. The subcommittee suggested framing LPC self-evaluation as an exercise in transparency as well as agreeing that LPCs would find “how to” guidance on LPC self-evaluation from PSNC particularly useful to help standardise the process.
- ii. That the process should be also focus on actions and improvement. The subcommittee was supportive of a peer review element being introduced.
- iii. The subcommittee suggested that further content on LPC Finance should be included in the redeveloped LPC self-evaluation tool and supported the introduction of some form of peer review.
- iv. Including sustainability criteria in the redeveloped LPC self-evaluation document was also discussed.
- v. Along the theme of “Governance is everyone’s responsibility”, consider how the self-evaluation can engage the whole LPC committee.

ACTION 3: A draft version of the redeveloped LPC self-evaluation tool will be included for consideration at the LCS subcommittee in July 2021.

Item 8 – Delivering a ‘Net-Zero’ NHS

8.1 The subcommittee noted the paper in the agenda.

8.2 James Wood gave an overview of the NHS initiative to deliver a ‘Net-Zero’ NHS by 2040, including through its providers, contractors and suppliers and explained that there is a movement building around sustainability among influential bodies in the health sector.

8.3 Comments were asked from the subcommittee about how PSNC should proceed with this issue, both in terms of contractor awareness (of the initiative) and support for the broader implications it may have on pharmacy contractors. Feedback included:

- i. The issue of increased pharmaceutical waste was noted as well as the environmental impact of printing EPS tokens, as well as the increase in delivery drivers.
- ii. The subcommittee highlighted we should target areas where improvements in energy efficiency can be made and emphasize the quality and not the quantity of proposed initiatives. The idea of a “Sustainability Award” for LPCs was raised.
- iii. Ensure that we take the learning from the Pandemic around remote working, and consider how we make decisions around when we need to travel to meet face to face versus remote meetings, considering the environmental impact of travel.

8.4 It was agreed that PSNC should work closely with the other trade bodies on this NHS initiative, as many of the aspects are beyond the remit of PSNC and relate to the wider operating environment of pharmacy businesses.

ACTION 4: Discuss with the other trade bodies views on how the sector can engage and be supported with the NHS ‘Net-Zero’ initiative.

ACTION 5: Consider incorporating guidance to LPCs to help them to start thinking about sustainability.

Item 9 – LPC Governance plan update

9.1 The subcommittee noted the paper in the agenda.

9.2 James Wood noted that the support materials on LPC Finance in the LPC Members’ Area of the PSNC website have been expanded and that FAQs about LPC finance will be published shortly. The subcommittee was also made aware of the plan to hold a drop-in session on LPC Finance for LPC Treasurers.

Item 10 – PSNC/LPC Operations Team (PLOT)

10.1 The subcommittee noted the paper in the agenda.

10.2 The PLOT Terms of Reference (ToR) have been updated, and the chairing arrangements for the group as well as its future meeting dates have been published on a page in the LPC Members’ Area of PSNC’s website.

10.3 James Wood noted that minutes are now recorded at PLOT and that these minutes are shared with the group’s members for cascade onto their LPC Chief Officer colleagues.

Item 11 – LPC/PSNC Conferences and Events

11.1 The subcommittee noted the paper in the agenda.

Item 12 – LPC Communications Summary

12.1 The subcommittee noted the paper in the agenda.

Item 13 – Inclusion and Diversity

13.1 The subcommittee noted the paper in the agenda.

Item 14 – ICS and Integration

14.1 The subcommittee noted the paper in the agenda

Item 15 – GP Referrals into the Community Pharmacist Consultation Service Support

15.1 The subcommittee noted the paper in the agenda

Item 16 – Any other Business

16.1 None notified.

Item 17 – Committee dates for 2021

17.1 The next LCS subcommittee meeting is scheduled for Wednesday 30th June 2021, if not incorporated into the main Committee schedule on the 7th and 8th July.