

# **Minutes of the PSNC LPC and Contractor Support Subcommittee**

## **held on Wednesday 17th November 2021 via Zoom**

**Members of LCS present:** Sam Fisher (Chair), Fin McCaul, Indrajit Patel, Jay Patel, Lucy Morton-Channon, Sian Retallick

**In attendance:** James Wood, Jamie Gilliam, Zoe Long (part), Margaret MacRury, Stephen Thomas, Has Modi

### **Item 1 – Welcome from the Chair**

1.1 The Chair opened the meeting and welcomed attendees.

### **Item 2 – Apologies for absence**

2.1 Rhys Martin and Umesh 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 8<sup>th</sup> September 2021 were approved.

### **Item 5 – Actions and Matters Arising**

5.1 James Wood informed LCS members that the fortnightly PLOT notes are now shared via the LPC Goggle Email group.

5.2 Dispensing Patient List Validation Guidance for LPCs has been published.

5.3 PSNC is waiting for NHS England and NHS Improvement (NHSE&I) to confirm further detail about the delegated functions of Integrated Care Systems (ICS) and which areas are going to be pilot sites for 2022/23. It was agreed to carry the action relating to transition risks forward.

5.4 PSNC has discussed the idea of a forum for LPC Chairs at the LPC/PSNC event and will be launching this forum over the coming weeks.

5.5 The LPC self-evaluation tool material will be shared for comments with LCS members after the meeting for final comment ahead of launch.

### **Item 6 – Scoping of LPC Support 2022/23**

6.1 The subcommittee noted the scoping paper circulated with the agenda.

6.2 Alongside the regular business as usual support provided by PSNC to the LPCs, James Wood alerted LCS sub-committee to the fact that in the next financial year, LPCs will need additional support to deal with the changes that are likely to result from the Review Steering Group's work, subject to RSG proposals being accepted by contractors. LCS members were asked for feedback to help inform the PSNC planning process for 2022/23.

6.3 LCS commented that the LPC Support workplan for 2022/23 must include how PSNC can help LPCs to support contractors to implement the new services added to the Community Pharmacy Contractual

Framework (CPCF), specifically multi-disciplinary services such as GP CPCS and DMS which require local system engagement, as well as the new Advanced services (Stop-smoking, Hypertension Case-Finding etc.).

6.4 ICS should form a key part of the workplan for 2022/23.

**ACTION: James Wood will discuss with PSNC's Services Team about how PSNC can support LPCs with embedding multi-disciplinary services and implementing the new Advanced services locally.**

**ACTION: James Wood will feedback comments from LCS to the RSG at a future meeting about implementation support. The RSG also plans to hold a session during the plenary meeting of PSNC.**

**ACTION: James Wood will work with key stakeholders, including the Community Pharmacy Workforce Development Group (CPWDG), to define how LPCs can support contractors with workforce issues.**

### **Item 7 – LPC Conference and events report and planning for 2022**

7.1 The subcommittee noted the paper in the agenda.

7.2 James Wood updated LCS about the Annual LPC Conference and the November meeting of LPCs and PSNC, which was PSNC's first large-scale hybrid meeting.

7.3 LCS supported the recommendation to focus the PSNC/LPC event schedule next year to two events, including the Annual LPC Conference, recognising that there are other touch points with LPCs through PLOT, regional meetings and training events. This will leave space for other ad-hoc events, webinars as needed. These would be in addition to any further events required pending the outcome of a contractor vote on RSG proposals.

7.4 LCS members approved of the hybrid format for future PSNC/LPC meetings given the current situation with COVID-19.

**ACTION: Schedule dates for 2022 LPC events.**

**ACTION: PSNC's Contractor and LPC Support Team will explore the options available to enable delegates attending future PSNC/LPC events in 2022 to virtually network with colleagues, in-between sessions.**

### **Item 8 – Revised LPC expenses policy**

8.1 The subcommittee noted the paper circulated with the agenda.

8.2 James Wood updated LCS about the revised LPC expenses policy which has been jointly drafted with PSNC's Regulations Team. This policy and guidance notes for LPC Treasurers will be published in the LPC Members' Area in due course, alongside the guidance from HM Revenue and Customs (HMRC). LCS was invited for comment.

8.3 Under the revised expenses policy, fees will still be paid to the employer where there are non-registrants.

8.4 LCS members suggest a longer period should be given to submit expense claims from 1 month to 3 months, and that the wording for virtual meetings needs to reflect hybrid meetings of varying length.

8.5 PSNC's accompanying LPC expenses guidance will not include a defined locum rate, but rather a locum rate range, for LPCs to decide locally based on any specific geographical variation.

**ACTION: Update with LCS comments and publish in the LPC members' area of the PSNC website.**

### **Item 9 – LPC Communications summary**

9.1 The subcommittee noted the paper in the agenda.

### **Item 10 – LPC Governance plan update (Oral report)**

10.1 James Wood informed LCS that the high-priority governance work identified by this plan have now been completed and that several of the plans lower priority issues will be worked into the LPC Support workplan for 2022/23 (discussed above).

### **Item 11 – ICS: LPC and contractor support (Oral report)**

11.1 PSNC is waiting for NHSE&I to confirm further detail around the delegated functions of ICS will be as well as which areas are going to be pilot sites from April 2022.

**ACTION: James Wood will feedback to LCS once more information is available.**

### **Item 12 – LPC finance update**

12.1 PSNC has been working collaboratively with the Company Chemist's Association (CCA) on LPC summary financial information of all LPCs in England for 2020/21.

### **Item 13 – Any other Business**

13.1 Zoe Long updated the LCS subcommittee about recent developments with the LPC website upgrade. PSNC has asked LPCs to pause work on their new websites for the time being, while PSNC's Communications and LPC Support Teams work with Make to iron out a few issues. The LPC response to this pause has been broadly positive and PSNC has reassured LPCs that they will not lose work that they have already done on their new websites unless necessary, and that in instances where this the case, PSNC will redo this work. PSNC's Communications Team will closely support the 69 LPCs as their websites start to go live.

**ACTION: Zoe Long will talk to Make about the deadline for the final go live dates for the LPC websites and whether this could be extended until February 2022.**

**ACTION: Zoe Long will share the LPC websites progress tracker spreadsheet with LCS.**