

Minutes of the PSNC LPC and Contractor Support Subcommittee

held on 8th September 2021 via Zoom

Members of LCS present: Sam Fisher (Chair), Fin McCaul, Indrajit Patel, Jay Patel, Umesh Patel, Lucy Morton-Channon, Rhys Martin

In attendance: Simon Dukes, James Wood, Jamie Gilliam, Layla Rahman, Bharat Patel, Prakash Patel

Item 1 – Welcome from the Chair

1.1 The Chair opened the meeting and welcomed attendees.

Item 2 – Apologies for absence

2.1 Sian Retallick

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 29th July 2021 were approved.

Item 5 – Actions and Matters Arising

5.1 The action log was reviewed.

5.2 James Wood noted that the work on the revised template LPC Expenses Policy is nearing completion. A post-meeting note will be sent to the members of LCS with a draft copy of this expenses policy in due course.

5.3 James Wood noted that the fortnightly PSNC/LPC Operations Team (PLOT) meeting notes are now shared via the LPC Gaggles email group and in the LPC members' area of the PSNC website. As PSNC committee members also have sight of this distribution, it was agreed that there was no longer a need to provide a summary report at LCS.

Item 6 - LPC and contractor Support for GP Dispensing List Validation in Rural Areas

6.1 The subcommittee noted the paper in the agenda.

Item 7 - LPC Chair Email Forum

7.1 The subcommittee noted the paper in the agenda.

7.2 LPC Chairs welcome a means of easily communicating with other Chairs. PSNC has, therefore, suggested that an LPC Chair Email Forum be created to facilitate this communication.

7.3 The purpose of the LPC Chair email group will be to support LPC Chairs specifically in their role as Chairs of the LPC, not as contractors, and guidance for use of the forum would be developed.

7.4 Existing communication channels with LPCs will still be used for usual operational matters.

7.5 LCS members welcomed the introduction of a separate email group for LPC Chairs.

ACTION: To set up the LPC Chair Forum and draft guidance for appropriate use.

Item 8 – LPC Self-Evaluation

8.1 The subcommittee noted the paper in the agenda.

8.2 James Wood informed LCS that the work to refresh the LPC Self-evaluation document has now made significant progress. PSNC has consulted with LPCs via PLOT and the CCA LPC Support Group, along with other trade body representatives to produce a revised tool and the associated guidance.

8.3 The updated LPC Self-evaluation tool has a governance focus.

8.4 New guidance has been produced to help LPCs use the self-evaluation tool.

8.5 New sections have been added to the LPC self-evaluation tool, including a section on financial governance.

8.6 The guidance is targeted towards LPC Members, whose responsibility it is to undertake the self-evaluation exercise. The guidance includes several useful links for LPC Members with regards to the focus on improvement and actions.

8.7 LPCs and other stakeholders, when consulted, were undecided on introducing an element of peer-review to the LPC Self-evaluation process. LCS members felt it should be introduced and facilitated across regions, notwithstanding that this would be optional.

8.8 LCS members were asked for feedback on the LPC Self-evaluation materials, which would be circulated again after the meeting, with a deadline for comments by Friday 18th September.

8.9 LCS members welcomed the update to the LPC Self-evaluation tool.

9.0 The LPC Self-evaluation process will help LPCs demonstrate to contractors the service the LPC provides. The LPC Self-evaluation process will also help demonstrate to the NHS that LPCs are being governed appropriately and effectively.

ACTION: Circulate the self-evaluation materials to LCS members for comment.

ACTION: PSNC's Contractor and LPC Support Team will look to produce some case studies about where peer-review between LPCs has been successful. Examples of where the LPC Self-evaluation exercise has benefitted LPCs/contractors will also be sought.

Item 9 – CPCF Year 3 – Contractor Support

9.1 The subcommittee noted the paper in the agenda.

9.2 A range of materials is now available to help contractors understand the arrangements for Year 3 of the Community Pharmacy Contractual Framework (CPCF).

9.3 James Wood asked for comments on the 2021/22 Pharmacy Quality Scheme (PQS) guidance.

9.4 The Team at PSNC were thanked for the excellent suite of resources that have been produced to support contractors in such a short time frame.

9.5 James Wood is exploring the possibility of what support can be provided to LPCs and contractors to support them verify existing Pharmacy Primary Care Network (PCN) Leads.

Item 10 – LPC Elections

10.1 James Wood reported that 94% of the LPC Network have opted to put to contractors via special general meeting a constitutional amendment to delay their LPC Elections, in line with PSNC's recommendation.

10.2 Greater Manchester and West Yorkshire LPC have already held their elections, and four other LPCs have also decided to hold elections. PSNC will provide these LPCs with the standard support it would offer LPCs in a normal election process.

Item 11 – Integrated Care Systems (ICS) and Integration

11.1 The subcommittee noted the paper in the agenda.

11.2 ICS is now a standing item at the fortnightly PLOT.

11.3 PSNC has completed a mapping exercise to provide clarity on the new ICS boundaries in relation to LPCs.

11.4 PSNC is continuing to support LPCs with the Local Health Care Records (LHCRP) integration work with community pharmacy, and has asked LPCs to complete a status update so visibility is available with regards to LHCR across England.

11.5 Several ICS and LPC case studies have been produced. These will be published in due course and PSNC is seeking them to be shared as part of an NHS document.

Item 12 – LPC Governance plan update

12.1 The subcommittee noted the paper in the agenda.

Item 13 – LPC/PSNC Conferences and Events

13.1 The subcommittee noted the paper in the agenda.

Item 14 - LPC Communications Summary

14.1 The subcommittee noted the paper in the agenda.

Item 15 – Any other Business

15.1 Members noted that future LCS meetings should not clash with other subcommittee meetings where possible.

Item 16 – Committee dates for 2021

16.1 The date of the next LCS subcommittee meeting is scheduled for 17th November, if not incorporated into the main committee schedule on the 24th and 25th November 2021.