

**PSNC LPC and Contractor Support Subcommittee**  
**Minutes**  
**of the meeting to be held on Wednesday 3<sup>rd</sup> February 2021**  
**by Zoom**

**Members of LCS present:** Sam Fisher (Chair), Niamh McMillan, Indrajit Patel, Jay Patel, Umesh Patel, Rhys Martin and Sian Retallick.

**In attendance:** Reena Barai, David Broome, Richard Brown, Mark Burdon, Alastair Buxton, Peter Cattee, Mike Dent, Simon Dukes, Jas Heer, Gordon Hockey, Clare Kerr, Tricia Kennerley, Sue Killen, Mike King, Sunil Kochhar, Zoe Long, Has Modi, David Onuoha, Bharat Patel, Prakash Patel, Anil Sharma, Stephen Thomas, James Wood.

**Item 1 – Welcome from the Chair**

1.1 The Chair welcomed James Wood, thanking him for the work on the agenda; thanked Mike King for his support, this being his last LCS meeting.

**Item 2 – Apologies for absence**

2.1 Fin McCaul was not present.

**Item 3 – Conflicts or Declarations of Interest**

3.1 None declared.

**Item 4 – Minutes of the last meeting**

4.1 The minutes of the subcommittee meeting held on 23<sup>rd</sup> November 2020 were approved.

**Item 5 – Actions and Matters Arising**

5.1 The Actions were noted

5.2 Item 12 – Equality and diversity: James reported that PSNC is part of a group with the RPS leading on this important issue. A meeting of the group is coming up and there will be an update for discussion at the next LCS meeting.

**Action 1: The work on equality and diversity will be a standing item on the agenda with an update report at the next meeting**

5.3 Item 11 - IPMO: the importance of LPC involvement was stressed; it was suggested that best practice and guidance could help to define the role of the LPC and this should be considered further at the next LCS meeting.

5.4 PLOT: James reported that the new LPC support officer will help cascade consistent information from PLOT to all LPCs, adding that the Terms of Reference for PLOT is being finalised this month and brought back to the next LCS meeting.

**Action 2 – Terms of Reference for PLOT to be brought back to the next LCS meeting once finalised.**

#### **Item 6 – LPC Governance – the responsibility of every LPC member**

6.1 The subcommittee noted the paper in the agenda.

#### **Items for Report**

#### **Item 7 - PSNC/LPC Operations Team**

7.1 The report in the agenda was noted. A discussion on substance misuse at the earlier SDS meeting was also reported and there would need to be consideration given to how this should land with LPCs.

#### **Item 8 – LPC Treasurers Annual meeting and launch of LPC Finance guide**

8.1 James reported that there were 52 registered to date for the LPC Treasurers meeting and outlined the agenda which includes presentations from Sawin & Edwards accountants launching the LPC finance pack, and an employment lawyer from Clyde and Co on the financial risks in HR. Simon Dukes is also joining the meeting for a slot during the day.

8.2 It was reported that the LPC finance pack is close to completion and will be sent to LCS members in advance of the Treasurers meeting.

#### **Item 9 – LPC/PSNC Conference & LPC Events**

9.1 Zoe reported that there had been positive feedback on the LPC Conferences in September and November last year, noting that the Zoom approach was popular. There would be four conferences in 2021: March, June, September and November; a new steering group was being formed to help plan the events.

9.2 James reported updated LPC members days were being planned for 2021 as was LPC finance training for LPC members and staff.

**Action 4: The dates of the four LPC Conferences to be circulated to the full committee.**

#### **Item 10 – CPCF Contractor Support Summary**

10.1 The information set out in the agenda was noted as a matter of report. The subcommittee was impressed with the level of support offered, adding that any suggestions for additional support be passed to the services team.

**Action 5: Suggestions from the committee for any additional CPCF support be passed to the Services team.**

## **Item 11 – Any other business**

11.1 Reena Baria commented: 1. It is important that community pharmacy (as opposed to hospital pharmacy) should attend IPMO meetings. 2. The role of the community pharmacy PCN lead varies and a clear consistent approach would help – perhaps including governance and performance management. 3. LPC elections are coming up – it would be good to promote the role of the LPC and LPC membership to encourage new people to stand for election.

11.2 On those points, James commented that the existing materials promoting LPCs would be reviewed and updated. Alastair assured the subcommittee that LPCs are involved with IPMO, adding that they understand the importance and there is no evidence that LPCs are not engaging. Subcommittee members agreed that contractors need to collaborate with PCNs as that is central to its operation, and hold PCN leads to account.

11.3 Building on the inequality discussion earlier, Indrajit questioned the meaning of inequality at the pharmacy level, adding that this was something to think about as strategies are developed. It was noted that this would form part of the work with RPS; Alastair responded by adding that inequality in society is a wide issue – the focus must be on issues specific to pharmacy.

## **12. Committee dates for 2021**

12.1 Invitations for all 2021 LCS meetings would be sent to all members.