

## Minutes of the PSNC LPC and Contractor Support Subcommittee held on Thursday 29th September 2022

**Members of LCS present:** Sam Fisher (Chair), Fin McCaul, Niamh McMillan

**In attendance:** Mike Dent, Jamie Gilliam (minutes) Jas Heer, Gordon Hockey, Clare Kerr, Tricia Kennerley, Janet Morrison, Faisal Tuddy, James Wood

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

1.1 The Chair opened the meeting and welcomed members and attendees.

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

2.1 Rhys Martin, Indrajit Patel, Jay Patel, 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 were approved.

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

5.1 The action log was reviewed.

**ACTION:** James Wood will follow-up with Gordon Hockey about the process of appointing a new member to replace Fin McCaul

### **Item 6 – Review of the Conference of LPC Representatives**

6.1 The subcommittee noted the paper in the agenda

6.2 The Annual Conference of LPC Representatives was held on 22nd September 2022. The event was well attended by LPCs, with 67 out of the 68 LPCs sending at least one delegate either in person or online.

6.3 The Conference gave delegates an update from PSNC CEO, Janet Morrison about PSNC's work and the arrangements for Years Four and Five of the Community Pharmacy Contractual Framework (CPCF). Delegates were also invited to discuss the ongoing pressures facing pharmacy contractors and how PSNC and LPCs can work together to lobby, lead and build on the arrangements for Year 4 and 5 of the CPCF. In addition, attendees were given updates from PSNC's Director of Pharmacy Funding, Mike Dent, and Legal

Director, Gordon Hockey, about the planned changes to how the PSNC Levy is calculated and the model LPC Constitution.

6.4 Jamie Gilliam noted that a summary of the group discussion sessions on pharmacy pressures and the LPC levy changes, as well as the results of the main live polls held during the day and the top rated audience questions included was included in the paper in the agenda.

6.5 James Wood stated that subject to the views of the subcommittee, next year PSNC's Contractor and LPC Support Team plans to hold one fully in person and one fully virtual event for LPCs. The in person event will be the Annual LPC Conference and be based in London to make use of London's transport links, with a number of delegates at this year's Annual Conference finding the trip to Manchester difficult and expensive.

6.6 James Wood also noted that moving away from hybrid events will reduce costs and make managing and organising these events easier.

6.7 LCS members agreed with the planned arrangements for PSNC/LPC events going forwards.

**ACTION:** Jamie Gilliam will collate the in-person attendance statistics for this year's Annual LPC Conference.

### **Item 7 – LPC Model Constitution**

7.1 The subcommittee noted the paper in the agenda and the circulation to the wider committee.

7.2 Gordon Hockey noted that PSNC is making initial changes to the model LPC Constitution and the wider governance framework. The governance framework is a shared piece of work between PSNC and LPCs.

7.3 The new model LPC Constitution will have rules added allowing for further governance updates in future. The approach is to make the new constitution shorter and simpler.

7.4 Gordon Hockey talked members through a range of planned changes to the model LPC constitution, including a reduction to the LPC terms of office and limits on committee size.

7.5 LPCs have been given a deadline of 12th October to make further comments on the draft model LPC constitution.

7.6 The Chair asked whether the draft constitution includes a provision to introduce consistency in the status of LPC Chairs and how the process would work if two LPCs wanted to merge but one had an employed Chair.

**ACTION:** Jamie Gilliam will share the draft model LPC constitution feedback form with the PSNC Committee.

**ACTION:** Gordon Hockey will speak with Fin McCaul outside of the meeting about the read across to the PSNC constitution.

**ACTION:** Gordon Hockey, working with James Wood, will draft a final version of the new model LPC Constitution, taking LPCs feedback into account, this will be shared with LCS for comment and sign-off.

### **Item 8 – LPC Levy 2023/24**

8.1 The subcommittee noted the paper in the agenda.

8.2 The PSNC Committee has agreed that going forwards, the basis for allocating PSNC's levy to LPCs will be calculated based on total contractor income rather than prescription volume alone.

8.3 Attendees of the Annual LPC Conference were asked to support the new principles for allocating the PSNC levy via a vote after group discussions. 82% of LPC representatives voted in favour of the change.

8.4 James Wood noted that the indicative levy calculations and arrangements for 2023/24 will be shared with LPCs by 30th September 2022, via a levy letter for the upcoming financial year. This has been cosigned by David Broome as Chair of RDF and a copy will be shared with all PSNC members for information.

#### **Item 9 – LPC Transformation Toolkit**

9.1 The subcommittee noted the paper in the agenda

9.2 Phase One and Two of the LPC Transformation Toolkit has been published, with a second version due to be published in the autumn.

9.3 Early evidence shows that LPCs are already using the Toolkit and associated material, further work is being undertaken to build-up an accurate picture of LPC status across England.

9.4 LCS will receive further updates about the next phases of the Toolkit as the work on it progresses, including an opportunity to input in November 2022. James Wood will be working with PSNC's Chief Transformation Officer to design the next phases of the Toolkit.

#### **Item 10 – AOB**

10.1 None recorded

#### **Item 11 – Date of the next meeting**

11.1 To be confirmed, noting the next PSNC meeting 23rd and 24th November 2022.