

**Minutes of the PSNC LPC and Contractor Support Subcommittee
held on Wednesday 23rd November 2022
at DoubleTree Angel Kings Cross, 60 Pentonville Road, London, N1 9LA
commencing at 2.45pm**

Members of LCS present: Sam Fisher (Chair), Sunil Kumar, Rhys Martin, Indrajit Patel, Jay Patel, Umesh Patel, Sian Retallick

In attendance: James Wood, Jamie Gilliam, Reena Barai, Roger Nicholls

Item 1 – Welcome from the Chair

1.1 The Chair welcomed Sunil Kumar to his first subcommittee meeting and congratulated him on his appointment to PSNC and to the subcommittee. Sunil is an independent contractor from Darlington, and was appointed as the Regional Representative for the North East and Cumbria region in October 2022.

Item 2 – Apologies for absence

2.1 Niamh McMillan

Item 3 – Conflicts or Declarations of Interest

3.1 None received.

Item 4 – Minutes of the last meeting

4.1 The minutes from the last meeting held on Thursday 29th September were approved.

Item 5 – Actions and Matters Arising

5.1 The Chair asked members if they were content that the discussion on the LPC Constitution (item 8) surrounding the definition of independent pharmacy contractors and non-CCA multiple contractors is deferred until the full meeting of the PSNC Committee on 24th November so that it could be considered fully alongside the discussion on the PSNC constitution by the full committee. This was agreed by members.

Item 6 – New LCS member and Vice Chair arrangements

6.1 The Chair asked subcommittee members to consider nominations for the Vice Chair position which is vacant after Fin McCaul stepped down to Chair the Service Development subcommittee. Expressions should be sent to James Wood by 13th December 2022.

Item 7 – LPC and Contractor Support Workplan

7.1 The subcommittee noted the paper in the agenda.

7.2 James Wood gave an overview of the key elements of PSNC's organisational workplan in relation to PSNC's Contractor and LPC Support Team. Much of this is work to implement the RSG recommendations (Objective 4). Other key work areas (contained in Objectives 6 and 7) relate to the founding of a national forum of LPCs, a Chief Officer network and a Provider Companies network.

7.3 The subcommittee noted the need for there to be a variety of tools available to LPC Chairs, Chief Officers and Members to feedback to PSNC via the regional and other representatives on the committee. James Wood noted that additional support is planned in the next financial year to support PSNC's Regional Representatives and that budget has been allocated for this.

7.4 The Chair noted the significance of ensuring that PSNC maintains a consistent level of open and meaningful contact with LPCs and contractors and of PSNC increasing its transparency and accountability as committed to within the Review Steering Group proposals, which should include all PSNC members, not just the regional representatives.

7.5 James Wood noted that the upcoming governance review of PSNC and LPCs is an opportunity to clarify expectations around behaviours and rules of conduct for PSNC and LPC Members. The need for a sense of shared accountability was noted among PSNC and LPCs. The idea of a shared confidentiality framework for LPCs and PSNC was discussed as a means to improve the sharing of ideas between PSNC and LPCs.

7.6 The extreme pressures on the sector currently and the effect this is having on contractor's perception of PSNC and successes achieved was noted. The need for additional positive communications on the achievements of PSNC was discussed, but recognised this was an issue for CPA members.

ACTION: The scope of clause 6.1 within the workplan is to be broadened to ensure that this incorporates a commitment to increase the support for all representatives on the PSNC Committee i.e. not just for the regional representatives.

ACTION: The scope of clause 2.1 within the workplan is to be broadened to reflect collaboration between PSNC's Contractor and LPC Support and Communications Teams as this is a shared area of work.

Item 8 – LPC Model Constitution

8.1 The subcommittee noted the paper in the agenda.

8.2 The Chair corrected and clarified the introductory section of the paper, as the revisions to the LPC Constitution and Rules LCS had not returned to LCS to be agreed in the autumn, but were instead sent to the whole committee by email on the 14th October 2022 inviting final comments.

8.3 Subcommittee members agreed that consideration to the change of definition of independent pharmacy contractors and non-CCA multiple contractors regarding the model LPC constitution, should be deferred until the full meeting of the PSNC Committee on 24th November.

8.4 The subcommittee agreed with the other changes proposed to the LPC Constitution and Rules as identified by LPCs and the PSNC Office, as these are drafting enhancements and clarifications.

Item 9 – PSNC Regions

9.1 The subcommittee noted the paper in the agenda.

9.2 James Wood explained that progress has been made, working with the current regional representatives, to identify the future PSNC regions and to respond to the relevant RSG proposal.

9.3 A number of issues need to be resolved by mid-December for PSNC elections to be held as planned. Members agreed that the primary issue is about allocating representatives according to the number of independent contractors, whilst organising LPCs in a workable way to operate within the new NHS boundaries, which may have to include looking sub-region at ICS areas.

9.4 PSNC is continuing its discussions with the PSNC independent Regional Representatives and will shortly be consulting LPCs on their views. An in-person meeting with the PSNC Regional Representatives is also planned, with the aim to have a proposal ready for the Committee Update Meeting on 13th December.

9.5 Members agreed that having one representative per region is an important principle regarding representation and help ensure accountability within the new system.

9.6 Members acknowledged the value of the data gathering that has been carried out and thanked James Wood for his work on the paper.

9.7 PSNC has advertised for two *LPC Champion's* to join the Contractor and LPC Support Team on a secondment basis. Interviews for these roles will be held shortly.

ACTION: The Chair noted an error in the paper. The following should read *“Hold a face-to-face meeting during the first week in December for all regional representatives, facilitated by James and Gordon to work through final issues and to reach a **recommendation** to be presented to the full committee[not a decision]”*

Item 10 – LPC TAPR Progress

10.1 The subcommittee noted the paper in the agenda.

10.2 LPCs were recently asked to complete a situation report for their areas. Currently, it appears as if the number of LPCs will reduce to around 48-50 as a result of LPC mergers and consolidations across the country. This number is subject to change and to local contractor votes at special meetings to adopt the new constitution and associated local changes.

10.3 Another round of situation reporting is planned as well as the creation of a dashboard so that visibility of progress is available across England.

10.4 The subcommittee noted that the total amount of income to PSNC from the levy will not change as result of any LPC mergers/consolidations, as the levy will be re-allocated across new LPC areas.

10.3 Subcommittee members volunteered their support where useful to help with local change discussions, and highlighted the opportunity to engage trade associations who support / nominate local representatives.

Item 11 – ICS Delegation

11.1 PSNC continues to convene a fortnightly meeting with the 18 LPCs in the nine Integrated Care System (ICS) Early Adopter Areas. The limited progress to date with regards to delegated commissioning from NHS regions to early adopter ICS areas was noted. James Wood informed the subcommittee that NHS England have committed to updating the Pharmacy Manual and guidance for ICS, which will be shared with PSNC.

11.2 Nearly all of the of the ICS Clinical Leads and Pharmacy Leads have now been appointed or will be shortly and PSNC will be provided with a list of all of the post holders. The results of PSNC surveys show that LPCs satisfaction in terms of engagement with their ICS has improved gradually since last year.

Item 12 – Any other business

12.1 None recorded.

Date of next meeting

At or around the next committee meeting on 1st and 2nd February 2022.