

Minutes of the LPC and Contractor Support Subcommittee

Date: Thursday 1st February 2024

Start time: 3pm

Location: 14 Hosier Lane, London, EC1A 9LQ

Members of LCS present: Ifti Khan (Chair), Niamh McMillan, Beran Patel, Jay Patel, Sian Retallick.

In attendance: Daniel Fladvad, Zoe Long, Janet Morrison, James Wood

Apologies: None

Conflicts of interest: None received.

Minutes of the last meeting: The minutes from the last meeting held on Friday 15th September 2023 were approved.

Actions and Matters arising:

There were no matters arising. Updates on actions were given and all marked as completed.

Item 1: Conference of LPC Representatives

- 1.1 James reported the highlights from the 2023 Conference of LPC Representatives. More than 90% of the delegates agreed in principle the Governance Framework and Code of Conduct as relevant and appropriate for Community Pharmacy England and LPCs. The Soapbox element was reviewed as a constructive component to the conference, with some of the items then addressed in other meetings such as CLOT, given the limitations of time on the conference agenda. James also summarised the feedback from LPC representatives on the event, with 86% of attendees giving the conference a positive rating, contributing to the KPIs presented to RDF.

- 1.2 James addressed how the Conference of LPC Representatives could be framed and organised for 2024.
- 1.3 The subcommittee agreed that the format of the 2023 Conference was a success and should set the basis for the 2024 Conference, some elements should be built on, such as the 'Soapbox' section, subject to the views of the new Conference Working Group.
- 1.4 Concern was raised that some attendees were not sufficiently prepared for the table discussions at the event, particularly not having read documents such 'A Vision for Community Pharmacy'. Consequently, some of the roundtable discussions were not as productive as they might have been. For 2024 it should be emphasised that all LPC Representatives should take time to be prepared for discussions and clearer instructions in the pre-read materials.
- 1.5 It was suggested that LPCs via the Regional Representatives should have the opportunity to feed into the event and submit questions beforehand, notwithstanding that Slido is a constructive feature to the Conference and should continue.
- 1.6 Jay added that the Chairs Conference held in September 2023 was also a big success and provides inspiration to shaping the LPC Conference of Representatives for 2024.
- 1.7 James informed the meeting that the budget allocated for this year's conference has been increased to accommodate a face-to-face event in London. Conference will take place on Thursday 7th November, later than usual, which is considered more appropriate as LPCs will then have completed their AGM cycle and it will better align with workload at Community Pharmacy England.

ACTION: CONVENE A NEW CONFERENCE WORKING GROUP FOR 2024.

Item 2: Financial Reserves Guidance for LPCs

- 2.1 James introduced the new guidance that aims to be more flexible and encouraging LPCs to manage their reserve policy more independently and moving to a principles based approach, based on the recent discussions at RDF.



- 2.2 The subcommittee was briefed about the updates to the financial reserves guidance for LPCs building on the discussions at RDF. Given the changes in LPC landscape and practice, such as levies being paid on a monthly rather than annual basis, there is no longer the same need for every LPC to have sufficient reserves to meet the financial commitments of the committee, including a guide of up to 50% of the next year's expenditure should be in reserves at 31st March each year.
- 2.3 The subcommittee discussed the draft guidance and other elements to financial reserves for LPCs. Ifti referred to some feedback that had been given to him, covering details on principles and LPCs asking questions about loans and maturity. It was agreed to incorporate this and other feedback from subcommittee members.

ACTION: FINALISE AND DISTRIBUTE THE GUIDANCE ON RESERVES TO LPCs.

Item 3: LPC Governance Implementation update

- 3.1 Following up on Committee discussions on the appointment of members to the new Governance and People subcommittee, James provided an update about the next steps in the appointment of two LPC representatives to the new subcommittee. The expression of interest process has now begun and LPC Chairs have received information about the next steps, open for a period of three weeks. Once the expression of interest process has been completed, Adrian Price will make a recommendation to the full committee on the appointments.
- 3.2 An update on LPCs adopting the governance framework and code of conduct was provided in addition to the papers circulated. LPCs have until the end of March to adopt the documents. As of 31st January 15 LPCs have adopted both documents. James added that some LPCs need sufficient time to read, reflect and discuss the documents within their local committees before adopting them. Some LPCs had asked clarification questions and about interpretation about certain parts of the Governance Framework.
- 3.3 [REDACTED]



Item 4: LPC Rebrand Update

- 4.1 James reported that 45 out of 55 LPCs have adopted the new sibling branding and that the branding resource package has been expanded to include a standardised LPC annual report and a generic report template.
- 4.2 The subcommittee further discussed how to drive up the numbers of LPCs adopting the new brand. [REDACTED]. Ifti added that it would be wise asking the remaining LPCs of why they have not yet chosen to adopt the new brand. There was also reference to one LPC that have decided not to adopt the new brand because they recently invested a rebranding and were not aware of the wide coverage of resources that would be available to LPCs with the new sibling brand.
- 4.3 Ifti commented that there has been some issues with LPCs using the font associated with the LPC rebranding and custom templates, where they have to make a purchase in order to use the font. James clarified that this issue has been resolved and LPCs can use a similar font that is free of charge or they can choose to buy it.
- 4.4 James also reported that two regional groups have also adopted a version of the sibling brand, London and the West Midlands. The regional groups have had to sign a different brand use agreement, with criteria relating only to the regional groupings use of the brand, making the distinction between them and LPCs; this includes communicating that the regional groupings are not an LPCs. [REDACTED]
[REDACTED]
[REDACTED]

4.5 Item 5: LPC Communications Report

- 5.1 The report was noted.

Item 6: TAPR Progress Report

- 6.1 Over 90% of the RSG recommendations have now been implemented, with the remaining in progress between now and July 2024.



- 6.2 A discussion was had about when the LPC self-evaluation will be refreshed to support LPC progress. James responded that this is scheduled to be a part of the 2024/25 workplan and to be addressed early on.
- 6.3 There is now a confirmed list of provider companies in England at the members area.
- 6.4 Two LPC associated Review Steering Group (RSG) recommendations are still to be implemented. They are to provide further support for all LPCs by increasing central service development and support capacity, advice and information sharing; and to Create a national forum of LPC contractor representatives, to help further advise Community Pharmacy England on local matters, bringing a stronger local voice to national work, and join up areas of mutual interest
- 6.5 Provision has been made in the now signed off 2024/25 budget to resource this via recruitment of a permanent post, further details in the coming months.
- 6.6 Proposals to reframe the potential forum of LPC representatives into a forum of LPC Chairs in England was outlined, including through the provision of a face-to-face meeting and the introduction of an online space for LPCs chairs to build a discussion forum that serves as a one-stop resource for collecting knowledge, sense checking and relationship-building.
- 6.7 The next steps to establish the forum will be to draft Terms of Reference and to consult with the LPC chairs and CLOT on implementation.

ACTION: OUTLINE PROPOSALS FOR THE FORUM OF LPC CHAIRS WITH LPCs.

Item 7: Any other business

- 10.1 Sian discussed issues with Primary Care Networks (PCNs) and Support for Community Pharmacy PCN Leads through LPCs. It was noted that this is a matter that will be discussed as part of the implementation of Pharmacy First and other aspects of the Primary Care Recovery Delivery Plan.

Date of next meeting: Wednesday 17th April 2024.