



# Minutes of the LPC and Contractor Support Subcommittee

**Date:** Wednesday 17th April 2024

**Start time:** 3pm

**Location:** 14 Hosier Lane, London, EC1A 9LQ

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

**In attendance:** Sharlyn Beltran, Daniel Fladvad, Clare Kerr, Sue Killen, James Wood

**LPC observers:** Mark Anyaegbuna, Chief Executive Officer, Community Pharmacy Kent, Sarah Davis, Co-Chair, Community Pharmacy Sussex (CCA), David Dean, Chief Officer, Community Pharmacy Thames Valley, Alison Freemantle, Joint Chief Officer, Community Pharmacy Hampshire and Isle of Wight and Julia Powell, Chief Executive Officer Community Pharmacy Surrey & Sussex

**Apologies:** Jay Patel

**Conflicts of interest:** None received.

**Minutes of the last meeting:** The minutes from the last meeting held on Thursday 1st February 2024 were approved.

## **Actions and Matters arising:**

There were no matters arising. Updates on completed actions were given and it was reported that the 2024 Conference Working Group was in the process of being convened.

## **Item 1: Draft work plan for 2024/25**

- 1.1 The draft work plan for 2024/25 was introduced, which forms part of the wider plan and priorities for Community Pharmacy England in 2024/25, set out in the Community pharmacy sector and CPE strategy paper at the main committee meeting in February 2024.



- 1.2 The subcommittee reviewed the plan and the major pieces of work for 2024/25 in addition to business-as-usual activities.

## **Item 2: LPC Pay review guidance and Finance/HR Survey**

- 2.1 Draft guidance aimed at supporting LPC Chairs and Treasurers about the requirements and implications that arise in connection with pay reviews was shared. This had been drafted working with Clyde and Co LLP after a number of requests from LPCs and after some LPCs had experienced issues or problems.
- 2.2 Feedback was provided on the draft guidance. Members suggested avoiding repetition of some wordings, and including items about affordability as well as budget. There was also a recommendation to share the documents with Community Pharmacy England's Governance & People subcommittee to get their input.
- 2.3 It was agreed to incorporate the feedback and share with the Governance and People subcommittee for their input prior to it being finalised and shared with LPC Chairs.
- 2.4 An update was provide on the LPC Finance and HR Survey which aims to LPC finances, including staff costs, reserves and expenses payments. This was included in the 2023/24 workplan at the request of LPC Treasurers for benchmarking information. Participation is voluntary and the data will be anonymised, carefully managed prior to sharing at the LPC Finance Briefing for Treasurers.

**ACTION: FINALISE GUIDANCE AND CIRCULATE TO THE GOVERNANCE AND PEOPLE SUBCOMMITTEE FOR INPUT AND ADVICE BEFORE CIRCULATION.**

## **Item 3: Forum of LPC Chairs**

- 3.1 Draft proposal for the forum of LPC Chairs in England were discussed including Terms of Reference covering purpose and membership.
- 3.2 Members recommended that consideration is given to appointing a deputy if the LPC Chair is unavailable.



- 3.3 The draft Terms of Reference will be shared with LPCs and specifically LPC Chairs for comment until the end of May 2024, when any feedback will be collated, reviewed and incorporated where possible.
- 3.4 A final version will come back to the Subcommittee in June to review and make a recommendation to the main committee before being adopted.

**ACTION: SHARE DRAFT TERMS OF REFERENCE WITH LPCS FOR FEEDBACK AFTER THE MEETING.**

#### **Item 4: LPC Self-Evaluation**

- 4.1 The plan to update the LPC self-evaluation was discussed, as the current self-evaluation document dates to 2018/19 and is now out of date.
- 4.2 It was reported that considerable work went in to iterate and develop the previous version during 2022/23, working with then LCS members, LPC Chief Officers, CCA LPC Support Group, NPA and AIMp and some LPC Chairs.
- 4.3 The previous work was paused to wait for the RSG recommendations/TAPR programme to conclude and changes in the local NHS; allow the adoption of the model constitution, changes in Governance frameworks and associated approach to be adopted and implemented by LPCs; and to have the new Community Pharmacy England Governance and People subcommittee up and running at CPE.
- 4.4 The 2024/25 LCS work plan commits to finalise the revisions started previously and to do this in the first quarter of 2024/25.
- 4.5 It was agreed to redraft the self-evaluation to recognise today's governance framework and changes in the NHS landscape and commissioning since 2022/19, and to incorporate previous feedback and suggestions from LPCs, the trade bodies and principles from the governance review.
- 4.6 Comments would be sought from stakeholders on the draft and the revised self-evaluation will be tested with a small number of LPCs.

**ACTION: A FINAL DRAFT TO COME TO LCS AT THE NEXT MEETING IN JUNE AND ALSO SEEK GOVERNANCE AND PEOPLE SUBCOMMITTEE INPUT.**



### **Item 5: LPC Governance implementation update**

5.1 An oral update was provided that 46 out of 54 LPCs had now adopted the shared CPE/LPC Governance Framework and Code of Conduct. There is ongoing work to support the remainder to do so.

### **Item 6: PCN implementation support**

6.1 The report was noted.

6.2 It was agreed that the Committee and LPC would be kept updated as the implementation issue progresses and supporting resources developed.

### **Item 7: Support for local policy work**

7.1 The report was noted.

### **Item 8: LPC Communications report**

8.1 The report was noted.

### **Item 9: Any other business**

9.1 None received.

**Date of next meeting:** On/around Wednesday 26th June 2024, to be confirmed.