**Minutes of Suffolk LPC Committee Meeting**

**Wednesday 20th September 2023**

**The Apex, Bury St Edmunds at 10:00am**

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| **Committee Members** |  |  |  |
| Alister Huong (AH) **Chair** CCA | A | Nick Smith (NS) **Treasurer** Ind | A |
| Anil Sharma (AS) – **PSNC** Ind | P | Mel Peet (MP) Ind | A |
| Catherine Armstrong (CA) CCA | A | Greg McCarthy (GM) CCA | P |
| Mohamad Alom (MA) Ind | P | Parv Lali (PL) Ind | P |
| John Jiang (JJ) Ind | P | Martin Howe (MH) CCA | P |
| Vicki Hitchings (VH) Ind | P |  |  |
| Michael Lord (ML) Ind | P |  |  |
| **Officers and Guests** | | | |
| Tania Farrow (TF) | P | Lee Doherty – SNEE ICB  Community Pharmacy Clinical Lead | P |
| Myra Battle (MB) | P | Lucy Archer - SNEE ICB  Head of Pharmacy & Optometry and the  Covid19 & Flu Vaccination Programme | P |
| Kristina Boulton (KB) | P |  |  |

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| **Agenda Item** | **Outcome** | **Action**  **By Whom** | **Action**  **By When** |
| **28.** | **Welcome and apologies:** |  |  |
|  | GM welcomed everyone to the committee meeting and thanked everyone for coming.  Apologies from MP, CA, NS and AH.  *This meeting was kindly sponsored by BHR Pharmaceuticals Ltd, through provision of stand space/brief discussion. They had no input into the content of the meeting.* |  |  |
| **29.** | **Conflict of interest declaration:** |  |  |
|  | No conflicts of interest declared. |  |  |
| **30.** | **CCA report** |  |  |
|  | **CCA Questions**  Q3 CCA questions sent through with meeting papers.  Questions are the same as last report.  MH agreed to report back on CCA questions. |  |  |
| **31.** | **Minutes of the last meeting and actions arising:** |  |  |
|  | Reviewed minutes of last meeting and actions.  Minutes signed off.  Actions:  Provider company - Working with CPE to progress.  Insurance - Norfolk to discuss at their committee meeting so will ensure consistency and provide best value for money.  Sexual Health services – Currently working on recommissioning. |  |  |
| **32.** | **Financial Report:** |  |  |
|  | Update on current finances – NS submitted financial report prior to the meeting.  Income is up as service income and sponsorship is coming in.  Sundry expenses up due to HR spend related to the merger.  Budget now reflects regular monthly out going for all expenditure.  No hike in October now to pay the CPE levy.  Projection for last 6 months of this financial year given in document.  NB: Please make sure you submit your claims on time.  **Final claim for the meeting is 31st October 2023** |  |  |
| **33.** | **CPE Update:** |  |  |
|  | AS gave a very useful update on CPE key priorities and progress. |  |  |
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| **11:30-11:45am** | **COMFORT BREAK** |  |  |
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| **34.** | **Merger progress next steps:** |  |  |
|  | Update on HR process –  Proposal put forward to committee for changes to support the merger circulated previously.  TF request to reduce hours to 24 per week as per proposal discussed at last committee meeting, will release some income and would look to equalising the chief officer’s salary. With additional funds to support Lauren being the project lead for the merger.  Committee agreed to all proposal points outlined.  Joint meetings format –  Norfolk LPC provides supporting notes and decisions to be made within their agenda and sends out more comms. mid meetings and no officers’ reports are submitted.  Committee agreed to try the Norfolk model for November and then discuss the way forward.  TAPR toolkit –  Circulated with meeting papers, elections for a new committee, rebranding is scheduled for October, website will need work to merge.  Name to be further discussed at joint committee meetings.  Elections – New committee from the 1st April 2024, need to decide the number of new members to start the process in time.  Committee agreed to suggestion of 12 new committee members.  Need to adjust committee from snapshot as of 31st October and this would inform the representational split across CCAs, AIM and Independents for the new committee.  November we would let CAA know to decide reps, January independents nominations, February would be a contractor vote if needed. End of February 2024 we would know the new committee members and be able to announce.  First meeting of merged committee –  Suggestion to have an extra committee meeting in April 2024 to introduce new members, sign off any action points as a new organisation.  Then to continue with meetings from May 2024 bi-monthly.  Need to budget in for this.  Committee agreed to extra April 2024 meeting.  VirtualOutcomes license –  Details of cost and those using the platform were sent out with the meeting papers.  Committee were sent cost and user details to help inform decision.  Committee agreed to pay for the license until the end of the financial year.  Directors and Officers Liability Insurance for LPCs –  Discussion with committee and both Norfolk and Suffolk committees will look to put this insurance in place when the new committee has formed.  Checked with CPE on this approach given the merger and CPE agreed it was fine to wait. |  |  |
| **35.** | **Community Pharmacy: Integration within the SNEE ICS:** |  |  |
|  | We welcomed LD & LA to discuss community pharmacy integration initiatives within the ICS.   * **PCN Community Pharmacy Leads Pilot-progress**   The first set of quarterly reports still coming through, shows different experience levels and that the training programme has been supportive.  Due to meet with the leads in October.   * **Resilience/Integration LES-engagement and next steps**   MoU has been sent out and many have signed and returned to SNEE ICS.  Action – MB to continue to support contractors to sign and return the MoU. LA to send out confirmation email to those that have been received and payment processed.   * **IT Connectivity with GP Practices-strategy development**   Ongoing work to put together a digital plan for the system and LD is working to incorporate pharmacies and digital skills with the ICB.  Referral pathways to improve the GP/Hospital to CPs, are being looked at.   * **IP Pathfinder Update**   Agreement that ICS can commission 6 sites following our submission. Funding model differs somewhat, and we will go back out for EoI to commission the 6 sites. More details will need to be confirmed before implementation. Minor ailments, hypertension and deprescribing are the three areas for IP commissioning that could be considered.  CleoSolo is an EPS prescription platform which could also support the use of PGDs in national services.   * **Update on SNEE Chief Pharmacist recruitment**   Willingness to put one in place, hoping vacancy will go live in future. Voluntary redundancies are currently being looked at as part of the overall ICS restructure.   * **Specialist Medicines Supply Service Recommissioning**   End of life medicines, EoIs have been sent to look at appointing new contractors next month. Palliative care platform change to support more streamlined admin and palliative care medicines mirror the national with some additions.   * **COVID & Flu Vaccination Programme Update**   Onboarding to some of the platforms has been difficult, issues of supply with vaccine, delivery mechanism has also changed with auto triggered delivery.  Yesterday, Suffolk had given 11,000 vaccines and 35% were delivered by pharmacy with 64 pharmacies signed-up.  **Feel Good Suffolk Update –**  SCC have ceased the OneLife Suffolk service early. Still currently no offer out for primary care for smoking cessation, weight management and health checks.  Stop smoking - Online behavioral support offer from the 1st October, but no GP or pharmacy commissioned service for NRT.  Formal concern to be raised with SCC and ICS regarding commissioning as concern that sexual health and health checks may follow suit.  Action – TF to write to SCC regarding gap in commissioning of smoking cessation and committee concerns. | MB / LA  TF |  |
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| **1:00-1:30pm** | **LUNCH BREAK** |  |  |
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| **36.** | **Pharmacist Education Training:** |  |  |
|  | NHS WTE joined remotely to give the committee an update on the Foundation Pharmacist Training changes.  Slides shared regarding the changes to the foundation pharmacist training requirements.  Concerns were raised as to how practical these changes were for pharmacy teams to engage and that it may worsen the workforce crisis for community pharmacies, lack of equitable support to community pharmacy vs the managed sectors mean the challenge is greater for our teams.  Action – TF to express concerns with the Foundation Pharmacist Training plan from 2025/26 in writing. | TF |  |
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| **2:30-2:45pm** | **COMFORT BREAK** |  |  |
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| **37.** | **Officers Reports:** |  |  |
|  | TF, MB and KB reports submitted, some verbal update on current and future workstreams shared with the committee. |  |  |
| **38.** | **LPC Risk Register/Strategic Business Plan:** |  |  |
|  | Updated risk register and business plan were circulated with the meeting papers for information. |  |  |
| **39.** | **Any Other Business:** |  |  |
|  | MH – Committee should draft a thank you letter to MP Peter Aldous  Special thanks to TF and KB a formal thank you from the committee on your work engaging and supporting the debate.  Action – KB to draft a thank you letter on behalf of the committee to MP Peter Aldous | KB |  |
|  | **Action Log** |  |  |
| 35.  35.  36.  39. | Action – MB to continue to support contractors to sign and return the MoU. LA to send out confirmation email to those that have been received and payment processed.  Action – TF to write to SCC regarding gap in commissioning of smoking cessation and committee concerns.  Action – TF to express concerns with the Foundation Pharmacist Training plan from 2025/26 in writing.  Action – KB to draft a thank you letter on behalf of the committee to MP Peter Aldous | MB / LA  TF  TF  KB |  |
|  | **Date of next meeting:**  **Wednesday 15th November 2023**  **Location: Diss Business Hub, Diss Business Park,**  **Hopper Way, Diss IP22 4GT**  **10am - 4pm** |  |  |

Signed …………………………………………………………………………… Date…………………………