**Minutes of Norfolk & Suffolk LPCs Committee Meeting**

**Wednesday 15th November 2023 from 10am to 4pm**

**Diss Business Hub**, Diss Business Park, Hopper Way, Diss IP22 4GT

Suffolk Committee Members Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| **Committee Members** | | | |
| Alister Huong (AH) **Chair** CCA | P | Nick Smith (NS) **Treasurer** Ind | P |
| Anil Sharma (AS) – **PSNC** Ind | P | Mel Peet (MP) Ind | P |
| Catherine Armstrong (CA) CCA | P | Greg McCarthy (GM) CCA | A |
| Mohamad Alom (MA) Ind | A | Parv Lali (PL) Ind | P |
| John Jiang (JJ) Ind | P | Martin Howe (MH) CCA | P |
| Vicki Hitchings (VH) Ind | A | 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 |  |  |

|  |  |  |
| --- | --- | --- |
| **Agenda Item JOINT SESSION** | | **Action by Whom** |
| 1. | **Welcome, Introductions & Apologies** for Absence  AH welcomed all committee members to the first joint meeting of both committees.  GM & VH have given their apologies. No Norfolk committee apologies.  New committee will start from April with elections starting in January.  Feedback on venue is welcomed. |  |
| 2. | **Minutes & Matters Arising**  Previous minutes signed off. |  |
| 3. | **Declarations of Interest** - specific to the matters of the morning  No conflicts of interest declared. |  |
| 4. | **Merger of Suffolk & Norfolk LPCs**  Mapping actions required for successful merger and progress to date. Toolkit guidance will be sent to Members prior to the meeting.  RSG has moved us in this direction to merge and we must keep in focus that the contractors voted to ask for better representation and to do this we have moved to a merged structure after working in a federated way for many years.  TF announced she is stepping down from her role from the 31st March 202. Committee shared their gratitude for being a remarkable CO and who has built up a strong reputation, thank you for your passion and years of service.   * **Election process & timescale:** Confirm number of seats on new Committee and general discussion around equity of representation.   The election process will start in January 2024 and 12 committee members have been jointly agreed upon.  From the 31st October 2023 contractor snapshot, indicated the split will be 6 Independents, 5 CCA and 1 AIM representatives.  CCAs - In February 2024 CCA will select those for the committee and votes will go out for Independents.  Independents - With more than 6 nominations this would then result in a vote to all independents. Less than 6 and those nominees would automatically join the committee.  By early March 2024 we will know the new makeup of joint committee.  CO’s will double check those that have full AIM membership and have voting rights, due diligence to check and can confirm with the voting member.  Constitutional requirement is for all members to be representative of the new area, in terms of independents wanting a Suffolk or Norfolk rep. The decision on representatives will sit with contractors who are likely to vote for the members they know, and contractors will all be encouraged to vote.  Those nominations with the most votes for independents would become members. If you do not put yourself forward, you cannot be in the selection process.  Details of the process will be shared, and two organisations will become one, and local representation will be important, along with benefits of scale and efficiencies.   * **Update on HR matters:** including discussion with Clyde & Co. Process for TUPE of staff and formal notifications etc., update and discussion on potential structure of employed team.   Both chairs and Treasurers have met before the meeting and Clyde & Co, who will be supporting the HR process.  Officers will transfer under a TUPE transfer, with terms and conditions not altering. Straight forward procedure however it can be unsettling for officers during the transition period.  Checklist to go through with employed teams and template letters to help give clarity on the process.  Post April, a new committee will be in place, and it will be up to the new members to govern.  Documentation to follow to make sure the employed teams are transferred in a reassuring way. At the same time making sure we retain and support the people in the new structure.   * **Governance/IT/Underpinning Policies and Procedures** etc.   LS shared an update and overview of the merger process:  Over the next 6 months there are physical infrastructure, polices and decisions that need to be made by the committee.  LS is looking at what is essential to cover before the new committee is in place and what can wait for April.  3 committee meetings to come and LS shared a timeline for achieving changes including new policies, IT, HR contracting, decision making progress.  Physical infrastructure includes websites, domain names, email, newsletter platform, Microsoft licenses & IT support, IT equipment, phones and contracts, PO Box.  Polices: CPE and Clyde & Co provide templates for appropriate policies.  Committee is happy with the plan so far and in the interim period TD and TF will support the process.  Decisions for today:  Committee name – Committee discussed the options of a new name.  **Community Pharmacy Norfolk & Suffolk was voted on as the new name which was unanimous**.  Budgets/Finance – Cost neutral where possible, additional costing to be discussed with treasurers ahead of January meeting.  Sponsorship – Not practical for joint meetings until new committee in place and a policy in place for future. **Can revisit in January if there is an appetite for it.**  NHS Organisation application – We could register the new organisation as an NHS organisation. **New committee to review in April.**  The committee agreed with the above outline.   * **Financial matters**: Accounts and bank accounts, preliminary budgeting, levy, fair merger of funds/Contractor holiday, proposal for future financial working (including structure re/ Treasurer, bookkeeper, external support for payroll etc. Closure of yearly accounts and requirement for individual Annual Reports and Accounts in 2024.   CB & NS need a preliminary budget and to look at zero budgeting, some costings will be difficult to predict, and the CPE levy goes up in April 2024. Bank accounts and accounting will need considering along with payroll and day to day accounting as they differ across the areas.  Annual reports for the end of year will need to be separate for each organisation and CB & NS will support making sure those are produced.  Levy rates across the areas are different and the bank holdings too, so may need to give a levy holiday to contractors and to look at levelling up future levies.   * **Name of New Organisation**   Community Pharmacy Norfolk & Suffolk was accepted as the new name which was a unanimous vote.   * **Venue for next Meeting**   Currently at Diss Business Hub, however we could also consider Bury St Edmunds D&B conference room.  Wednesdays were agreed as the committee day as Suffolk had set their dates in advance.  Parking, location, were discussed.  Vote taken; **decision was to go with Diss Business Hub for the next two meetings.**  Action – CB to arrange the next two joint committee meetings in Diss if the venue was available. | CB |
| 5. | **CPE/LPC Conference Update**  SI attended the conference in London.  Claire Fuller – Would like community pharmacy to have a wider role and primary care should be better defined and be inclusive of POD.  The Vision was positively received.  Digital development – transformation is happening and making the claiming process much easier and interfaces with GPs easier.  Summary Care Record – hoping to include more.  GP Connect – Would allow you to send a message to the GP, once accepted it would be added onto patient record.  Eventually we could become part of the Shared Care Record, but pharmacy hasn’t started to be included in our area yet.  Soapbox exercise helped to give local views. Workforce was a common concern. National workforce group will come to CLOT to discuss. On the list of LPCs scope, workforce isn’t on there so will need to know what scope to give officers.  CPE Governance framework and code of conduct updated.  Negotiations, CPE were unable to give an update. |  |
| 6. | **CPE Update**  AS gave a useful update on CPE.  Internal structure of CPE negotiation committee to change.  Pre-reg funding has changed.  MP template letter for the next drop in event. Pharmacy Minster has stepped down; and Vicky Atkins has replaced Steve Barclay as Health Secretary.  Pharmacy First (common conditions service) new advanced service has finished negotiations, and we await an announcement in December. The new face-to face service is outside the global sum.  Year 6 negotiations are due to commence shortly, however efforts on the next general election in Autumn could affect willingness. |  |
| 7. | **Regional LPC Working Update** |  |
| **12.30-1.15pm - LUNCH** | | |
| Hereafter the Committees will separate to discuss current area-specific matters,  but introducing a common “key workstreams” format. | | |
| 8. | **Minutes and Matters Arising from September’s meeting**  The minutes were signed off. |  |
| 9. | **Declarations of Interest -** changes only please  No new declarations made. |  |
| 10. | **ICB Integration & Development**  Welcomed LA and LD to the meeting.  Covid update, SNEE, 37% is pharmacy providing jabs.  Flu update, 300,000, 204,000 in Suffolk, 19% is pharmacy.  Age cohort changed for this year so has had an effect.  Spring campaign; we should hear about this soon.  Anti-viral service is up and running and is working well.  Christmas – H&WE will commission 16 sites to open with 12 ear-marked for Suffolk. Which is an improvement on 2022 numbers.  Some localities looking forward at season planning and putting EoIs for all bank holidays, so they are lined up. List of those opening is therefore easier.  In the last ICS stakeholder briefing - SCC health inequalities budget, to support blood pressure checks. System hypertension event next week.   * Resilience Funding – MoUs have been returned and MB helped to get signed up and only 2 in Suffolk unable to sign.   Working on making sure the details of the point of contacts are updated and visible. PCN clinical pharmacies could be integrated in comms. channels with community pharmacy.  Discussions on a tech forum would be useful.   * IP Pathfinder – 6 sites to take forward, some delay in this area, small number could go live in January and could run to the end of Dec, awaiting confirmation. Using SystmOne has been agreed. In the process of recruiting project support. All sites could provide any of the 3 models put forward. * PCCG – Primary care commissioning group has formed, looking at the structure so it can be a useful tool. Will see what N&W have as they get regularly attended and have structured meetings. * Contractual support – Sophie Martin, PALS team are happy to provide additional support for CPs. New role coming out which would support Quality. Reporting on governance from NRLS has moved to LPS and SPS source of medicines advice – looking at training events. Medication safety team and resources too. Event would cross ICBs.   ICA is focusing on a project on digital upskilling.   * Workforce Matters – SNEE workforce meetings have been reconvened. System resources are still unidentified, and the committee are keen for a responsible person to be identified. LPC has requested a local and regional workforce post. Advert for the Director of Medicines Optimisation and Pharmacy has gone out.   Committee agreed for TF to write to the ICB to gain traction on workforce.  Action – TF to write to SNEE ICB asking for Workforce support and a responsible person to be identified.   * Committee member feedback – CP integration leads do meet weekly so there is sharing of best practice. In some areas though we work only in SNEE. C&P ICS are looking to invest in CPs and to integrate with SystmOne. The ICB Medical Director, Andrew Kelso visits to pharmacies have recently concluded across SNEE. * Local winter pressures funding, request as to how to support CPs and fund so they can deliver and slow down closures.   HSC recommendations should be supported too. | TF |
| 11. | **Feedback on this morning**  Discussed changes in committee and how to put yourself forward to join the new committee. The new committee structure will be 12 new members.  There is a proposal for the new officer structure that will need to be agreed by the new committee. Look at the different skill mix across the officer structure and how we can make the most of each person’s abilities. Consider gap analysis and if we need to recruit for that role. |  |
| 12. | **Financial Update**  LPC income is £106,000 and £10,000 above budgeted and ahead of last report.  Service income has increased and is above £1000.  Expenditures are looking better, insurance is overspent. Telephones has slight overspent. Sundry expenses are part of N&S costs for the merger.  A healthy bank account and LPC levy is now split across the months and will make the new merged committee budgeting easier.  Norfolk committee has a different model of budgeting and levy. Zero budgeting will be the first step to consider, and some assumptions made. IT costs will need factoring in with the merger. |  |
| 13. | **Communications Update**  KB covered her workload across rebranding, workforce, merger support.  Committee happy with the workforce workstream however we need to formally ask for a ICB lead to support and ensure the function of committee needs are met. |  |
| 14. | **Support & Public Health Services**  - NRT Supply Service **(details circulated to members)**  Meeting held with SCC and how the local offer could be facilitated.  Clarity of pathway for patient needed to be clear and a contract that is financially viable.  Primary care contract has no interface with Feel Good Suffolk though.  NRT contract is still being worked on and circulated. £2 per item model.  In January they will complete some mapping and come back with an offer of what the primary care service should look like.  Committee agree that all pharmacies should be offered any future NRT service.  - Harm Reduction Service Re-commissioning **(Report attached for comment)**  Due to be recommissioned and some proposals in terms of what the recommissioned service could look like. Circulated document which helps summarise our position on how we could expand services.  Wellbeing offer to be built in too. Brief alcohol advice and pain management etc. Naloxone service and needle exchange has low uptake.  - Sexual Health/Health checks re-commissioning update  Proposals for new services come April and how we could improve.  Minimal visibility of those providing. 43 signed up to tier 1, 0 in tier 2.  EHC and chlamydia treatment / screening still active, however could be increased.  C-card - Condoms come with no payment and a select cohort, so needs to be reviewed. DBS check required but no payment to cover the cost.  Pregnancy test, could also be part of the offer.  MB to pull together a report for Sexual Health services and Health checks to be presented in January/March  - SCS engagement event - strong pathway from trusts, time to promote the service and planning a webinar to engage contractors across Norfolk, Suffolk & Essex. Committee happy to support. | MB |
| 15. | **Market Entry-** Unforeseen Benefits Application, Stanton  Response provided and circulated with committee papers. |  |
| 16. | **CCA Questions**  https://www.surveymonkey.co.uk/r/FMTCKN7  MH will complete the CCA questions.  MH ran through the questions and made sure we covered all areas. |  |
| 17. | **A.O.B.**  Diss isn’t available for the next two meetings, so will confirm next venue in due course.  New Pharmacy Minister, MP Andrea Leadsom has been announced.  Can times please be added on to the new agenda format. |  |
| 4.  10.  14 | **Action Log**  Action – CB to arrange the next two joint committee meetings in Diss.  Action – TF to write to SNEE ICB asking for Workforce support and responsible person to be identified.  MB to pull together a report for Sexual Health services and Health checks to be presented in January/March | CB  TF  MB |
| **Dates of Next Meetings**:  Wed 17th January 2024 - Wingfield Barns, Church Road, Suffolk, IP21 5RA  Wed 20th March 2024 - Diss Business Hub, Diss Business Park, Hopper Way,  Diss IP22 4GT | | |

Signed…………………………………………………………………………. Date………………………………………………..