**Meeting of the Norfolk & Suffolk LPCs**

**Wednesday 20th March 2024 from 10am to 4pm**

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

The two Committees remained together for the whole meeting.

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| **Suffolk Committee Members** | | | |
| Alister Huong (AH) **Chair** CCA | P | Nick Smith (NS) **Treasurer** Ind | P |
| Anil Sharma (AS) – **PSNC** Ind | P | Mel Peet (MP) Ind | A |
| Catherine Armstrong (CA) CCA | P | Greg McCarthy (GM) CCA | P |
| Mohamad Alom (MA) Ind | A | 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 |
| **Norfolk Committee Members** | | | |
| Geoff Ray (GR) **Chair** | P | Chris Ball (CB) **Treasurer** | P |
| Guppy Kular (GK) | P | Simon Ingham (SI) | P |
| Ben Ampomah (BA) | P | Mike Hebron (MH) | P |
| Alister Huong (AH) | P | Darren Wales (DW) | P |
| Katie Steel (KS) | P |  |  |
| **Officers and Guests** | | | |
| Tony Dean | P | Tania Farrow | P |
| Lauren Seamons | P | Myra Battle | P |
| Charlotte Bowles | P | Kristina Boulton | P |
| **Afternoon Session Only** |  |  |  |
| Lee Doherty – SNEE ICB  Community Pharmacy Clinical Lead | P | Sharon Gardner – N&W ICB  Community Pharmacy Clinical Lead | P |
| Lucy Archer - SNEE ICB  Head of Pharmacy & Optometry and the  Covid19 & Flu Vaccination Programme | A | Emma Murray– N&W ICB  Quality | P |

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| **Agenda Item JOINT SESSION** | | **Action by Whom** |
| 1. | **Welcome, Introductions & Apologies** for Absence  AH welcomed all to the last meeting of the two separate committees. TF’s last working day today so will be saying farewell to Suffolk’s longstanding Chief Officer and those committee members who will not be continuing past April.  Thank you to all for your years of support and service.  Apologies from MA and MP. |  |
| 2. | **Minutes & Matters Arising**  Actions from previous meeting completed, signed off.  TUPE letters issued to officers and all officers have accepted and will move to formalise. |  |
| 3. | **Declarations of Interest**  No declaration made. |  |
| 4. | **Merger of Suffolk & Norfolk LPCs**  Payroll - TUPE process, necessary documents issued and conversions have happened, now need to get clarity on payroll and issuing P45s or classify as a succession.  CB Will seek clarity from HMRC.  Pensions are currently different too. Staff preference is to stay with existing providers if at all possible.  For the meantime, payroll and pension will continue till these are clarified.  Action – CB to find out regarding payroll / pensions and if succession applies and feedback.  Congratulations, to the following who have been elected to the new merged Committee from 1st April 2024:   |  |  |  |  | | --- | --- | --- | --- | | Anil Sharma | Independent | Alister Huong | CCA | | Nick Smith | Independent | Martin Howe | CCA | | Melissa Peet | Independent | Greg McCarthy | CCA | | Gurpreet Kular | Independent | Mike Hebron | CCA | | Chris Ball | Independent | Darren Wales | CCA | | Simon Ingham | Independent | Junchao Jiang | AIMp |   For those stepping down, AH, TF, TD, LS thanked all those that have given their time, dedication and engagement. Greatly appreciate your unwavering support and service to the committees and to the merger.  Thank you to the new committee too for staying on to continue to represent. Recognition given to the massive contributions made by Members who are not continuing under the new structure too.  Synergy, speed of integration, cultural development and governance as a single organisation will be key. We will continue to try to stay ahead of the curve and be forward-thinking and innovative.  LS Merger Update:  Website – Is currently live, we can then share with the committee. Still in development and working on updates.  CB to update photos of committee members. Option to also add your LinkedIn profile. Declaration of Interest to also be added in April. Hoping to keep the old sites up for a month, will include a redirect, plus banner, feedback form set up to push Contractors to the new website.  Newsletter – Will merge both newsletter list for each committee and in the first week of April a message will go out to Contractors. Will try to keep articles short and link to the website / hosted platform.  Social Media – Review of platforms completed and will retire one of those with less reach. Message to go out on social media in April to make the change.  IT Support and Licenses - Norfolk has moved to the new IT platform and domain cpns.org.uk. Suffolk will have completed the move after the 25th March.  Suffolk Treasurer emails will continue for now.  TFs emails are being forwarded to TD.  Asset Register – Some IT equipment and phones have been upgraded and changed ahead of the merger. Will look at what teams will need in the future too and assess workstations etc.  Phone contracts are being moved over and has significantly reduced the overall bill.  Polices and Governance – CPE have a new Governance framework and code of conduct to adopt / agree upon.  Would also highlight that the CPE Guide for Members is also for the new committee to review.  Staff handbook and processes are also being reviewed. New committee Declaration of Interest to be in place too.  Sub-groups to consider:   * Finance * Governance * Market Entry – consider those with geographical knowledge too. Could consider sharing market entry outcomes on the website.   Communication methods - Consider what ways the new committee wishes to communicate and are aware of how committee decisions are made. New committee to consider use of Whats Apps groups and conduct guidance.  Key committee posts - Votes for Chair, Vice Chair, Treasurer etc. – new members will need to consider who wishes to do those potential roles for the April meeting.  **Financial matters**:  Update from CB and NS.  Norfolk will become the main account, Suffolk account will continue to be administered until we can close the Suffolk accounts and move monies across.  Some issues on moving the levy, however, will ensure all is accounted for and there will be a transition period to making this change.  Levy to CPE will continue to be monthly to help cash flow.  A fairly equitable share in each’s accounts, so is not an issue merging money, as is effectively still the contractors in the footprint.  Opening a savings account for the LPC for the new committee to be considered.  Pension schemes can continue as separate schemes for now. PAYE still to sort.  Individual Annual Reports and Accounts in 2024, will be required. Also, a need for zero-based budgeting as recommended by CPE.  Thank you to both Ttreasures for their work progressing the merger.  **Expense Claiming – Must be claimed for before**  **Friday 29th March 2024** | CB |
| 5. | **CPE national Update**  AS gave a useful CPE update. |  |
| 6. | **Public Health Service Recommissioning in Norfolk & Suffolk**  LS provided a presentation and recap of existing PH services and negotiations for 2024.  Committee discussed local services/negotiations and timescales going forwards.  Suffolk –   * Substance Misuse – Committee agreed in principle to the new contract starting 1st May. * Sexual Health – New commissioner, Provide CIC, with new contract starting 1st May.   Committee happy to proceed with offer so far and provided feedback.   * Smoking Cessation – New model being discussed with Feel Good Suffolk, based on Norfolk commissioned service.   Health Checks – service being switched off on 1st April as contract will be with GP Fed-led going forwards. Discussions are ongoing.  Norfolk - Substance Misuse - CGL, new contracts start on 1st April and details have gone out.  Recommissioning principles   * LPC asks for NHS standard contracts to be put in place * Use CPE pricing guides * Use of IT systems / automatic claims process, not at Contractor expense. * Sign-up - Any willing provider vs EoI Targeting * Service links to BAU (Dispensing / OTC products) |  |
| **12.30 - 1.15pm - LUNCH** | | |
| We were joined by Lee Doherty and Sharon Gardner (CPCLs from SNEE and N&W ICBs respectively) and Emma Murray (Quality Assurance Pharmacist, N&W ICB) | | |
| 7. | **ICB Integration & Development**   * ICB Update including structural changes/consultation process   ICBs restructuring to save 30% of running costs. N&W have released a final structure. Sharon will cover Pharm & Opt. plus 2 team members to support.  Emma remains as Quality Pharmacist.  Pharmacy Workforce will sit with meds optimisation with strong links to Primary care workforce.  Lee’s role in SNEE to continue and be part of a bigger team, including vaccinations.  Director of Pharmacy & Optimisation will be in post soon too.   * Pharmacy First Update – Clinical Leads are working regionally to support. GP support is being developed, regional ICB toolkit is being put together. Care navigator training required too.   PharmOutcomes issues.  IT connectivity and visibility of data isn’t there yet.  PCN survey can be done to support managing what number of referrals can be handled.  Clinical record keeping and data transfer isn’t as it could be until GP Connect is live.  Suffolk GP Fed will be supporting 50 pharmacies across SNEE initially to provide an education session and a minor illness clinical sit-it session with GP practices.  Digital referrals, quality and governance.  NHS App may make the record of the interaction visible in future, so using the right language is key.  CPD Event in May planned for in N&W to bring teams together. May focus on clinical recording.  Need for “Annex C “ replacement highlighted and under revision in both ICBs.  Some looking at local PCN Whats App groups, local conversations are key to referrals.  ICB Directors spent time in Cambs, to engage with Pharmacy First. N&W and SNEE have both presented to the boards.  PCN Leads, looking for an extension in N&W, unclear yet in SNEE, waiting on evaluation.   * Key areas of focus – Pharmacy First, hypertension, contraception. * DMS/SCS project and next steps - ICB funding with steering group looked as SCS, but mainly the DMS, with quarterly reports.   TF to complete the last report in April, should show a system support requirement approach needed.  Work needed around patient consent and data which isn’t visible in trusts or ICBs.   * Service commissioning - Covid Oral Antivirals Service/ Specialist Medicines Service Update   Locally SNEE has put a bid in to recommission for a further year, with an additional cohort to be included.  N&W is commissioned until Sept, will look at renewing.  Specialist Medicines Service in N&W out now for EoIs.   * Bank Holiday Commissioning – Easter has been confirmed and data can be pulled, ICBs looking at commissioning the future BHs too. * Cancer Project – CB and NLPC has supported NHSE/Cancer Alliance pilot with funding to provide patients extra consultation and rapid referral to diagnostic centre.   21 pharmacies onboarding with 14 signed up to the service.   * Quality Assurance – Emma is a Quality Assurance Pharmacist and works within the POD team.   So far quite a reactive role and supporting Pharmacy First, role will shift to sharing learning and case studies. Record keeping will have a higher scrutiny and looking at pharmacy processes. Encourage engagement as ICB is there is a supportive role and will help shape support.  SNEE POD Quality Officer has started too.   * Workforce support - Foundation Pharmacist Training – will know on Monday how many places still need to be filled. Regional Pharmacy Workforce meetings, being attended by TD. * VirtualOutcomes – Will be funded by both ICBs. We thank them for this support. * SNEE Digital upskilling - NHS App initiative: ICB will fund training of pharmacy staff on features of NHS App. Pharmacies may support patients with the use of the NHS App- we are investigating a funded intervention service in London. Looking at hardware for pharmacies to support patients too. Lee has identified some laptops, which is very welcome. |  |
| 9. | **Market Entry-** Papers will be distributed ahead of the meeting.   1. Unforeseen Benefits Application, Foschell Ltd, Watton   Circulated with committee papers, committee discussion and feedback provided to TD to respond.   1. NW Pharma Ltd. NSC Relocation to Grove Surgery and simultaneous closure of Lime Pharmacy.   Circulated with committee papers, application to relocate, committee discussion and feedback provided to TD to respond. |  |
| 10. | **CCA Questions**  CCA questions, KS will complete for Norfolk and GM for Suffolk. |  |
| 11. | **A.O.B.**  Annual flu letter – applies to CP and GPs, with a start of 1st October.  Next committee – members will need to put interest forward for chair, vice chair, treasurer.  PharmOutcomes – Significant disruption caused in MAV introduction with no notice and ICB / Public health teams should raise this higher / put complaint in.  Provider Company discussion to be raised again with the new committee in due course. |  |
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| 4. | **Action Log**  Action – CB to find out regarding payroll / pensions and if succession applies and feedback. | CB |
| **First meeting of the new committee**: 17th April 2024, Diss Business Hub, Diss Business Park, Hopper Way, Diss IP22 4GT  **Date of Next Meeting**: TBC | | |

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