



**North East London Local Pharmaceutical Committee**  
**LPC Meeting 20/01/2022**  
**Full day 9:00am – 5:00pm**

**Present:** Shilpa Shah (SS), Ross Fraser (RF), Pradeep Mayor (PM), Prakash Patel (PkP), Imran Jan (IJ), Amir Adam (AA), Dalveer Johal (DJ), Melanie Meziane (MM) , Shazli Hafeez (SH), Farhan Moulana (FM) , Faruque Gani (FG), Parvesh Patel (PvP), Rebecca Dew (RD)

James Wood (JW) for PSNC update only.

**Apologies:** Arun Sikka (AS), Jyoti Bakshi (JB), Mina Patel (MP)

### **Welcome**

SS welcomes committee.

IJ gives introduction.

### **Introduction from Dalveer, Shazli and Mel**

DJ introduces himself to the committee as the new Pharmacy Services Manager.

SH Introduces himself to committee as new independent member.

MM introduces herself to committee as new CCA member.

Committee introduce themselves to new members.

Committee discuss the benefits of new and existing members attending PSNC members days.

Committee discuss recent COVID issues in the pharmacy and changes in regulations.

### **Declarations of interest**

None.

### **Minutes and action points from previous meeting**

Committee discuss minutes and action points from November meeting.

Minutes unanimously agreed.

PvP joins meeting and introduces himself to committee at 9:30.

### **AGM Review**

SS introduces discussion.



The committee give their feedback on how the AGM went in November.

Feedback from contractors was positive, expressed that they felt listened and were pleased with more engagement and substance at the AGM. Informative, clear and gave direction of LPC. Committee agree meeting went well and is a format they wish to continue. Good attendance and balance of Independent/CCA members at the AGM.

SS informs the committee of the positive feedback received and of the good turnout considering the meeting was face to face. However, some attendees believed they were there for duties as PCN Leads and that attendance would go towards their PQS declaration. SS expressed the need to be clearer in communications.

Committee agree questions were dealt with well.

## **Staffing**

Executive committee met on meeting on Tuesday 18<sup>th</sup> January to discuss staffing at the LPC and are bringing outcomes of their discussion to the full committee.

Committee discuss current staffing levels, LPC capacity and maximising benefit to contractors. SS raises the role of PCN Leads and their capacity.

Suggestion to terminate ongoing contractors for the time being but have staffing allowance in the budget to employ pharmacy support staff as and when needed. Committee discuss current staffing need, allowance in the budget and potential savings by moving to employing support staff as required.

Unanimous agreement to terminate contractors with 4 weeks' notice and leave some funds in the budget for 2022-2023 for project work.

## **Levy Fees**

We need to ensure that the levy is reasonable for contractors, currently NELLPC has quite a high levy which we can reduce for 2022-2023 but we need to bear in mind that we have not had a full year without additional costs yet.

LPC must decide which areas to prioritise in terms of Support for pharmacy. Work to be directed by the committee and spending to be for the benefit of our contractors.

## **Treasurer's Report**

Pradeep updates committee on accounts for December 2021.

Clarifies Bankline has been cancelled.

Discusses potential savings in budget.

Committee discuss the need for an LPC office and potential savings on rent should staff continue working remotely. Would need to keep budget in the first half of the year as will take time to make inventory and store equipment.

Committee discuss the current levy fee and budgeting for the next financial year. Reiterate that the LPC is not a profit-making company and should only hold 50% reserves.

Pradeep presents the balance sheet for year to date.

Committee discuss surplus, tax on investments and potential for levy holidays/reduction. SS suggests once budget is agreed, to go through options and bring back to the committee.

SS suggests a financial subcommittee to support treasurer in reviewing accounts and decision making. PM in agreement. Committee discuss potential for a subcommittee.

**Action Point:** To discuss subcommittee and ensure equal representation for AIMs/CCA. To be put into place once we have completed officer elections

Committee discuss the LPCs current finances, funding requirements and budget for next year. Agree that once investment tax is paid and finances settle over the next few months, will have a clearer picture of the finances.

SS confirms that communication will go to contractors regarding budget and levy fees once agreed and signed off by the committee.

### **Meetings for next year (frequency and best day)**

Executive committee have discussed number of annual LPC meetings and whether AGM should be in the evening, after a committee meeting. It is highlighted that many LPCs have a meeting every other month.

Committee discuss the need for monthly meetings and potential to continue with monthly for the remainder of this financial year. Potential for urgent decisions to be made via email, with option to call emergency meetings where big decisions need to be made, as would be more cost effective and efficient.

Committee agree to have 6 meetings a year, every other month and one evening AGM. Proposed dates for next financial year will be sent to committee before April. To continue with Thursdays as working well with the majority of Committee members

**Action Point:** To send proposed dates for next financial year.

Committee discuss the costs involved with face-to-face meetings. Committee agree to budget for all meetings to be face to face but have potential for Virtual meetings, particularly if required due to COVID restrictions. Committee agree to re-budget if all 6 face to face meetings in 2022-23 are not utilised.

SS explains to new members the extension to the usual four-year term of a committee member. Notes decrease of NELLPC committee size to 13.

The daily rate for members attending committee meetings has been increased due to effect of rising locum rates, committee agree they will budget for the higher rate for next financial year. Committee agree current reimbursement is a true reflection of the costs.

SS informs committee DJ has also reflected current availability of pharmacists and rates in costing of training, at £35 an hour.

Members raise the email communications being sent directly to pharmacies regarding job opportunities locally. It is reiterated that the LPC do not share job opportunities, as our focus is to support community pharmacies and not potentially take from their workforce.

**Action:** For SS to email NHS London regarding their direct communications for job vacancies to community pharmacies.

Committee discuss changes in workforce, pre-reg funding and cross sector placements. Discussion regarding Independent prescribing qualifications and NHS services which utilise the qualifications. Members share their experiences of the workforce challenges current faced in Community Pharmacy. Committee discuss issues with pharmacy opening hours and staffing supplementary hours.

### **Coffee Break**

### **Officer elections for 2022-2023**

SS outlines the process for Officer elections and the executive committee in NEL. Committee agree they are happy with the current number of executive members. RD would be returning officer for applications.

SS outlines the potential for outsourcing some positions on the executive committee, however with the number of members in NEL, we should have sufficient capacity internally.

SS to IJ for the process he wishes to follow. IJ outlines the recent elections of officers and asks for background on the decision to hold another. SS explains that is an annual process in line with the NELLPC constitution, giving opportunity for development and acknowledges the difficult year and some members may have had a change in circumstances. IJ reminds members of the changes in constitution and change of members in recent months.

Put to committee to go through election process now or to hold in February. SS suggests discussing today and send an email for interest for the Chair and Treasurer positions, then in February meeting we can look at the election process for the Vice Chairs and finalise in March. Also, to follow a similar process for the finance sub-committee to support the treasurer, a governance sub-committee and reward and recognition sub-committee in April.

SS also raises the need for PDPs and Job descriptions for DJ and RD, expresses the committee would need to do that for her as CEO and line managing her as appropriate.

Committee discuss the appropriate process for line managing SS and the requirement for consistency in performance reviews. Amongst executive committee, they will decide on who should do SS reviews. It may be that it is given to a reward and recognition sub committee comprising of 2 members for consistency. Will have terms of reference, committee will agree what can be ratified and what will need to come back to the committee.

SS will be performance reviewing RD and DJ from April 2022.

Suggestion to reduce the number of Vice chairman in the exec committee, particularly with the number of sub committees being formed.

PkP outlines process from PSNC.

FM raises the honorarium for work executive committee do for the LPC, as seen in other LPCs. SS acknowledges the additional work and responsibilities and is a point for consideration.

SS suggests agreeing executive committee first and then sub committees. SS and RD to send emails for interest for the roles. This will then come to a vote in February. SS clarifies the sub committees within the LPC.

**Action Point:** SS and RD to send emails for interest for the Chair and Treasurer roles to committee

Committee discuss number of vice chairs. Committee votes:

3 vice chairs – 6

2 vice chairs – 4

Majority for 3 Vice chairs. Therefore, committee executive will remain as is. Chair and Treasurer positions will be discussed in February meeting following the EOI return, and Vice chairs in March meeting. Therefore, will be in place by April, at which time will decide on Sub committees.

Honorarium put to committee. IJ and PM outlines the time and commitment required for the role of Chair and treasurer.

Committee vote on honorarium for Chair – 8 Members in Agreement.

IJ did not cast a vote in this case as current Chair.

Treasurer – 8 Members in Agreement.

PM did not cast a vote in this case as current Chair.

SS to benchmark honorarium based on other LPCs.

SS reminds committee that payments must be made via PAYE if paid to individual. Informs committee of upcoming treasurers' day and recent changes to expenses.

## **Pharmacy London discussion**

Action point from previous agenda to discuss Pharmacy London when Shilpa was in position.

SS gives an overview of Pharmacy London and the cost to NELLPC. NEL has not been part of Pharmacy London historically. SS reminds committee that it is their decision and for the office to facilitate. Potential to wait for the outcome of RSG. Also, to consider ICS changes in April.

Committee members discuss Pharmacy London and give their feedback, experience and perspectives on NEL joining pharmacy London.

Committee give feedback on the recent presentation from Pharmacy London.

Suggestion for new team to have 3-6 months to review performance before making decisions. Likewise give consideration to changes with the ICS. To revisit in 3-6 Months.

Suggestion for SS to attend the next PL meeting as an observer. Committee agree to move to the September meeting to bring back as will have a clearer picture by then.

### **Office update (phones, equipment etc.)**

SS explains the changes from landlines to Mobiles which reduces costs by £20 per month. Leave running for a few more days and then cancel.

LPC office will be moving to MailChimp for email communication, can easily to be shared on website and between the team. Moving mailing list to NHS Shared only accounts.

New laptops have been brought for Shilpa and Dalveer. Office is full of equipment, we will be doing a full inventory and clearing the office as soon as possible in time to close the office by April.

Committee members give thoughts on switching to mobile phones. Highlight that the mobiles are owned by the LPC and clarifies there will be no landline contact for LPC.

SS informs the committee LPC will be updating the website with photos, bio and phone numbers for LPC team.

PkP suggestion to redesign the website to bring up to date.

Committee discuss the move to PSNC template and costs involved in using the PSNC company to support the website move. Committee agree on the management setup package for the PSNC move.

**Action:** To arrange a voicemail/message to inform contractors regarding the number change.

Committee meetings will be moving to teams instead of Zoom. RD will be setting up teams for the office team to start with and then moving the committee meetings forward. Committee discuss functionality of teams.

SS suggest Twitter and LinkedIn account is something we need to review. Twitter we need to remove old accounts and start a new one. LinkedIn is not followed as much when registered as an organisation, it's better for employees and members to highlight LPC wins on their accounts if they wish to do so.

### **Update on First Care Connection (FCC)**

SS gives background to provider companies and the links between LPCs, and why other LPCs and commissioners use them.

Puts to committee for comment.



Committee members give their perspectives on FCC. Suggestion for an email to remind contractors that the LPC does not have any association with the FCC.

Suggestion for a subcommittee to touch base with FCC. IJ will speak with Ketan during lunch break and update the committee.

### **Lunch**

IJ updates committee on discussion with Ketan regarding FCC and has arranged a meeting for 2<sup>nd</sup> week in February. IJ will update the committee at the next committee meeting. Committee discuss upcoming meetings with FCC.

### **AoB**

PkP - raises matter of GPHC inspections in NEL pharmacies becoming more frequent and during busy, peak times.

Suggestion to put message out to contractors for LPC support for inspections.

It is highlighted that CCA/AIMs may not equally benefit and therefore the LPC must consider fair representation for all contractors.

SS Suggests raising at the PLOT meeting with PSNC at a national level.

**Action Point:** For Shilpa to raise with PSNC via PLOT to understand if this is a local or a national issue

AOB to continue after presentation from James Wood.

### **PSNC/RSG Update from Prakash/James Wood**

JW joins at 2:22.

Committee and attendees introduce themselves to JW.

JW introduces himself to attendees and outlines his role at PSNC and support to LPCs.

JW gives committee an update on the review steering group and priorities at PSNC.

JW presents a PSNC update to the committee outlining challenges to the sector, reflection in 2021 and ongoing/planned priorities.

Presentation to support understanding on RSG, give an update on progress and outline next steps.

PkP Patel gives feedback on JW presentation and PSNC update as PSNC rep.



Questions from the committee regarding RSG. Committee query RSG next steps and deadlines.

SS updates colleagues on PSNC updates and upcoming meetings.

Committee raise queries regarding figures for DMS and GP CPCS. SS gives observations regarding national specs annually and ensuring local NHS services do not go above the national agreements without additional funding.

SS Suggests colleagues sign up with the PSNC newsletter, reflect and come back with any further queries and comments.

### **AOB Cont'd**

PvP raises issue regarding short notice of termination of supervised methadone.  
PkP reflects similar issue in Harlow.

**Action Point:** SS to communicate with her contact at CGL.

### **Close**

IJ and SS bring meeting to a close.

