



Community Pharmacy Dorset Committee meeting
Thursday 6th July
Merley House, Wimborne

Attendees:-

Independent:- Mike Hewitson - Chair (MH),

CCA:- Elizabeth Hall (EH), Greg Dzedzicki (GD), Ellen Wood (EW), Vas Alafodimos (VA) Joined remotely from 10.30 for 40 minutes.

AIMp:- Anisa Prifti, Vice Chair (AP), Roger Mitchell, Treasurer (RgM)

In attendance

Richard Brown (RB) Chief Officer, Juliana Bridle (JBr) Administrator, Sara Diamond (SD) Administrator, SAIO's - Mandy West (MW), Janette Best (JB), Richard Maiden (RHM) joining remotely

Apologies:- Gabi Horvath (GH)

<u>Time</u>	<u>Agenda Item</u>	
8.30	SPONSOR – Pfizer, Sue Payne (F2F) Topic: High Risk Non-Hospitalised Patients and antivirals & new migraine treatment	
8.45	WELCOME & INTRODUCTIONS TO NEW MEMBERS OF THE COMMITTEE We currently have one independent member vacancy and one CCA vacancy. ACTION: JBr to circulate training dates for the new members – COMPLETED ACTION: JBr to set up members into the new members area of the CPE – COMPLETED ACTION: EOI for the member vacancy to be sent out to all independent contractors	JBr
9.30	ELECTION OF OFFICERS (held in Camera) RB opened the meeting with election of the Chair, Vice Chair and Treasurer: For voting: - One nomination received for Anisa Prifti and one nomination received for Mike Hewitson for Chair. Members completed an anonymous vote and Mike Hewitson elected to position of Chair. For voting: - One nomination received for Anisa Prifti to the position of Vice Chair. Unanimously agreed by all committee members present. For voting: - One nomination received for Roger Mitchell to the position of Treasurer. Unanimously agreed by all committee members present. ❖ Confidentiality Agreement and Declaration of Interests – All forms have now been submitted. ❖ Annual appointment of sub committees • Steering Group - Chair, Vice Chair, Treasurer and Chief Officer.	

Meeting dates:

Steering Group – 07/09/23, 02/11/23, 11/01/24, 07/03/24
 Committee meetings – 14/09/23, 16/11/23, 25/01/24, 21/03/24
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	<ul style="list-style-type: none"> Governance (which will include the Treasurer for financial insight only) Market Entry/Contract Applications - membership should include a mixture of representation; minimum size 3. <p>ACTION: All to discuss and set up subcommittee groups at the Sep meeting</p> <ul style="list-style-type: none"> ❖ Expenses policy <p>ACTION: Gov committee to review expenses policy in 3-6 months' time</p> <ul style="list-style-type: none"> ❖ Expenses claim form ❖ Adoption of the Standing Orders ❖ Social media policy ❖ SAIO contract review for Janette Best & Richard Maiden – <i>A conflict of interest was declared and JB, RHM & MW left the room for this section.</i> Members unanimously agreed for both contracts to be renewed until end of March 2024. To be reviewed Feb/March 2024. 	All GOV
10.15	MINUTES & ACTION POINTS FROM THE PREVIOUS MEETING May minutes agreed as a true reflection.	
10.30	COFFEE	
10.45	SPONSOR – Chiesi Ltd, Eleri Thomas (F2F)	
11.00	MATTERS ARISING FROM READING LIST No matters arising	ENC C
11.15	SERVICE & IMPLEMENTATION OFFICERS UPDATE – MW, JB, RHM provided members with an update on current workstreams. Items discussed were: Our Dorset Website. Workforce. Promoting Community Pharmacy. Independent Prescribing. Dorset PCN Leads. Recent Dorset LPC events, Dorset Care Record & Smoking cessation. UTI Service Specification. Flu Preparation. Palliative Care Service and CPCS. The group discussed Teach & Treat.	
12.00	CHIEF OFFICERS UPDATE – RB has now taken over as Chief Officer for Community Pharmacy Dorset for one day per week and is very much looking forward to working in Dorset. RB will work closely with JBr and SAIO's to ensure Dorset's Strategy is delivered.	
12.15	GUEST – Fiona Arnold, Community Pharmacy Clinical Lead, NHS Dorset FA provided an update on Palliative Care Service and Supply Shortages and advised that currently she does not have any information on COVID anti-virials. The group discussed the Weymouth & Portland asylum seeker barge and the knock-on effect to pharmacy services in that area. Tuesday 27 th June, we had our PCN Lead online event and as expected we have received more resignations and work is now underway to ensure we get the right people in place. There is funding available for back fill to enable our leads to fulfil their role. The day rate payment has yet to be agreed but discussions are still underway.	
13:00	LUNCH	
13.45	TAPR UPDATE – Rebranding	

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	<p>As of 1st July, we have started to rebrand to Community Pharmacy Dorset. We now have the updated logo from CPE and will make the changes to our documents and media platforms. Communications have been sent out to all contractors informing them of the rebranding, changes to the Operation Team and our New members. Members discussed the pros and cons of updating our email addresses to reflect the change of name. Majority agreed to keep as Dorset LPC.</p> <p>ACTION: JBr to apply new logo on social media platforms and website – COMPLETED</p> <p>ACTION: RgM to set up new email addresses for chair and treasurer</p>	RgM
14.15	<p>TREASURERS UPDATE</p> <p>This year CPE has asked us to have a 15-month year, running from 1st April 2022 to 30th June 2023, so we have had 5 periods instead of 4 quarters. Members reviewed the Management Accounts for the 5th period. RgM confirmed the accounts are as expected and in a good position. Group discussed the increase in levy and the £40,699 surplus.</p> <p>Members thanked RgM for all his hard work in keeping the accounts in a healthy state.</p> <p>Bank account & signatories – Signatories on the account to be amended to Roger and MH as Chair and AP as Vice Chair.</p> <p>Directors & Officers Insurance – This has been a recommendation from CPE and RgM has expressed an interest to find out further details. RgM has obtained an alternative quote if needs be.</p> <p>ACTION: RB to share scheme of delegation with Roger Mitchell</p> <p>ACTION: RgM to get tax advice on shifting the 40k surplus from this year's accounts into the next set of accounts without corporation tax implications with Albert Goodman</p> <p>ACTION: RgM to set up monthly direct debits for the CPE levy</p>	<p>RB</p> <p>RgM</p> <p>RgM</p>
15.00	<p>STRATEGY PLANNING 2023 - <i>This session included members only. JBr and SAI0 in an alternative meeting.</i></p> <p>Members had a collaborative session to discuss potential workstreams for the Dorset Strategy plan going forward.</p>	
15.45	<p>REVIEW OF THE ACTION PLAN</p> <p>ACTION: Circulate training dates for the new members – COMPLETED</p> <p>ACTION: Set up members into the new members area of the CPE – COMPLETED</p> <p>ACTION: EOI for the member vacancy to be sent out to all independent contractors</p> <p>ACTION: JBr To discuss and set up subcommittee groups at the Sep meeting</p> <p>ACTION: All to review expenses policy in 3-6 months' time</p> <p>ACTION: Apply new logo on social media platforms and website – COMPLETED</p> <p>ACTION: RgM Set up new email addresses for chair and treasurer</p> <p>ACTION: RB to share scheme of delegation with Roger Mitchell</p>	<p>JBr</p> <p>ALL</p> <p>RgM</p> <p>RB</p>

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16.00	CLOSE – 4pm	

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