

Committee Meeting Minutes

Thursday 16th November 2023

Zoom

In attendance:

Mike Hewitson - Chair (MH), Steve Costello (SC), Ellen Wood (EW), Greg Dzedzicki (GD), Liz Hall (LH), Vas Alafodimos (VA), Roger Mitchell - Treasurer (RgM), Richard Brown (RB) (Chief Officer), Juliana Bridle (JBr) (Administrator)

Not in Attendance: SAIO Team: Janette Best (JB), Richard Maiden (RhM), Mandy West (MW)

8.30am	<p>Chair welcomed everyone. No apologies for absence.</p> <p>MH announced the resignations of Gabi Horvath and Anisa Prifti from the committee. This leaves a total of 2 CCA and 1 AIMp vacancies. Due to the closure of several Boots stores, this is likely to have an impact on the proportion of committee members. To be reviewed at the next meeting in January. There is also a vacancy for Vice Chair since the resignation of Anisa Prifti. This would be discussed later in the meeting.</p> <p>MINUTES from previous meeting - 21.09.2023 Accepted as a true reflection by all. No Matters arising.</p> <p>Review of Action Plan Agreed that all actions had been completed.</p> <p>RB briefly outlined recent discussions with Public Health Dorset, seeing agreed increase of fees. It's a 2-way process, it is our part to step up engagement and support the pharmacies in delivery of services.</p> <p>Chair –Once the fees are formally confirmed, we need to show the added value we have achieved for contractors. The number of pharmacies delivering. Fees will be available from April 2024</p>
8.45am	<p>PRESENTATION by Alex Channon – Exeltis Launch of a new micronized progesterone 30% versus Utrogestan</p>
9.00am	<p>SIGN-OFF of ACCOUNTS RgM</p> <p>RgM gave a breakdown of the draft accounts for the year and confirmed that Albert Goodman had agreed to transfer just over £26,000 to this financial year. The year ending accounts showed a surplus of £20,558 on 30th June 2023.</p> <p>The draft accounts were proposed by RgM to take to the AGM in January 2025 where they will be officially signed off. 2nd by Chair and all voted in favour.</p> <p>RgM had attended the CPE finance day, nothing new to share and no actions required.</p> <p>ACTION: JBr to publish notice of AGM and draft accounts on website and to send out to all contractors for voting.</p> <p>TREASURERS REPORT</p>

	<p>RgM gave a snapshot of the accounts for this first quarter. All going according to plan, Income of £49,288, 1% below our expectations, this is due to £400 sponsorship money not yet received. Everything as expected with income and overheads. Insurance costs have increased - officers' liability. Savings have been made in online meetings.</p> <p>Surplus of £3,251.</p> <p>Public Liability Insurance policy for Merley House rent is up for renewal. 5% increase from £461 last year to £483. RgM proposed to renew. All agreed.</p> <p>The Committee discussed the different Lloyds interest rates and RgM formally proposed to deposit £100,000 into the special fixed rate account (3.5%) until 27th March when it will be reviewed. This would hopefully see a return of about £1000. 2nd by Chair. All in favour.</p> <p>CPD currently have £154,000 sitting in the current account in terms of a reserve level, CPE recommend having £85,000 as a minimum.</p>
9.20am	<p>IP PATHFINDER Current Workforce</p> <p>Richard Maiden (RhM) is currently working on identifying and setting up a list of qualified IP's, plus working on a list of those interested in getting qualified. We will then move forward with getting people onto training courses. RhM will be doing up to an extra day a week to enable this to happen.</p> <p>Pathfinder project</p> <p>This is a hugely important project and a huge step forward for community pharmacy. There has been a good uptake. RB on a call later in the day with other stakeholders from the ICB to discuss the EOI's received. Possibility of a shortlist of candidates which will lead to a structured interview process.</p> <p>There are 4 spots available across Dorset.</p> <p>Cleo solo (prescribing system) running behind schedule. No firm dates yet.</p> <p>2 members of the committee declared an interest, having had put forward EOI's for the project.</p>
9.55	<p>PHARMACY FIRST SERVICE LAUNCH</p> <p>MH explained that CPE had invited all LPC Chairs and Chief officers to a meeting announcing the launch of the Pharmacy First Service. The success and delivery of this plan is vital to the future of community pharmacy.</p> <p>RB already planning operational support for implementation of the service and what CPD support will look like for contractors. This will take shape as workshops, F2F training and online events.</p> <p>PGD's to launch by end of Jan 2024 covering 7 conditions.</p> <p>Fee for delivering service will be £15</p> <p>Initial sign-up payment of £2,000, if pharmacy doesn't provide 5 consultations by end of March 2024, that £2000 will be reclaimed.</p> <p>Monthly fixed payments of £1,000</p> <p>Work to do – engage pharmacies to the 1-5 consultations initially and then increase.</p> <p>Expansion of the Pharmacy contraception Service – to include initiation of contraception from 1st December 2023</p> <p>Relaunch of hypertension case finding service – to make better use of skill mix and increase ABPM provision – a suitably trained person can do it – from 1st December 2023</p> <p>Up to £30 million per yr will be funded from exiting CPCF funding with an additional £75 million per yr from Recovery Plan Fund</p>

	<p>Funding & Regulatory:</p> <p>£76m fee over delivery written off for 2021/22 and 2022/2023</p> <p>£36 million fee over delivery permitted for 2023/2024</p> <p>DHSC and NHSE will review separate terms of service for distance selling pharmacies.</p> <p>The CPD ops team will be looking to offer training from February. Info and signposting will be shared with contractors via weekly briefings, website, emails. Watch this space.</p> <p>Vital that CPD support our pharmacies to make these opportunities happen and help them to deliver.</p> <p>Paused for coffee break – 10.18</p>
10.35	<p>PHARMACY NETWORK UPDATE</p> <p>Discussed Lloyds sales and Boots closures – possibly more between now and end of March. Volume has increased in other stores near in the vicinity of the closures.</p> <p>Members expressed the following views:</p> <ul style="list-style-type: none"> • Rationing of services, deliver within the opening hrs. • Without the Covid service, the general feeling in the committee is things would be pretty bad. • Concern over potential closures in west of the county – due to a lot of 2nd home owners • Sellers’ market in terms of services
10.45am	<p>PRESENTATION – Eleri Thomas -Chiesi Respiratory Portfolio Update</p>
10.58	<p>OPERATIONS TEAM UPDATE & STRATEGY</p> <p>Ops team Increase in hours:</p> <p>RhM: Up to 2 days/wk MW: Up to 3 days/wk JBr: Increase of 8 hrs/wk JB: Unable to increase due to other commitments, may be able to do a few additional hours on occasion.</p> <p>RB announced that he had agreed and is tracking the agreed increase in hrs with the ops team. Exact hours will show in incoming invoices. Between now and March 2024, this will amount to between £10,000-£12,000 of the £20,000 sum allocated by the committee for an increase in operations at the previous meeting.</p> <p>Chair expressed that we need to be transparent with the data and requested regular updates on the impact CPD are providing in line with the strategy. RB displayed bench marking services and performance tracker. Difficult to show current impact as there is a 3-month lag with the data.</p> <ul style="list-style-type: none"> • Mandy offering GPCPS training to 3 teams in the run up to Christmas. • Regular ops team meetings and 1-2-1’s in place and are happening regularly.

	<ul style="list-style-type: none"> • The committee discussed and agreed to have each member of the ops team provide an update of their progress at the meeting in January. Going forward these will become a twice a yr occurrence. • The Team are Focused delivering for the contractors now that a clear strategy is in place. <p>EW requested a basic data pack to share in PCN lead meetings. More effective in showing the impact.</p> <p>Action: JB to arrange SAIO team updates at Jan meeting and add to agenda for January. RB to share regular data updates with the committee and to set up a PCN performance record for PCN leads.</p>
11.23pm	<p>FOUNDATION PHARMACISTS</p> <p>Pharmacies who are wanting a pre-reg starting the summer of 2025 need to sign up with Oriel during Feb and March. RB and RhM have discussed how CPD will support pharmacies to engage with Oriel (<i>UK wide portal for recruitment to postgraduate medical, dental, public health, healthcare science and foundation pharmacy training</i>). The pre-reg funding grant has been uplifted to £26,500. There may be a requirement to outsource prescribing supervision if not available within community pharmacy. This may have an associated cost of about £1000 -£1,500 which can be used from the grant.</p> <p>Support from the operations team will include online workshops on the process -so contractors will be ready in Feb/March.</p> <p>Aligns with the committee strategy – to make Dorset a place where people are wanting to come and work. If we can get more Oriel places into our pharmacies, and they look more attractive to candidates, they are more likely to choose them. MH asked for regular progress updates and development of the wider workforce.</p> <p>Action: RB and RgM to set out what this support will look like and how to report progress.</p>
11.37	<p>Vice Chair Vacancy</p> <p>Following the resignation of our previous Vice Chair AP, MH asked if anyone would be interested in putting themselves forward for the Vice Chair position.</p> <p>Steve Costello proposed himself, RGM seconded. Unanimously agreed. Steve Costello welcomed as the new Vice Chair.</p> <p>Good governance – The Exec roles to be re-vote annually - agreed</p>
12.50pm	<p>REVIEW OF TODAY'S ACTION PLAN</p> <p>RgM – Overview of ICB project fund – memo of understanding RgM – to arrange £100,000 to be placed in the special fixed rate savings account. To review in mid-March RB – Review the Data pack against the strategy RB – to provide performance data for PCN leads RhM- to provide Workforce overview</p> <p>AOB RgM – Any barge updates –there seems to be some residents on board but no major updates.</p> <p>VA put forward a couple of CCA questions regarding Branding pack and TAPR which has been completed.</p>

	Chair thanked everyone and wished everyone a Happy Christmas.
1.00pm	CLOSE OF MEETING

Next Meeting Thursday 25th January at 8.30am at Merley House with AGM taking place at 2.00pm