

**Community Pharmacy Dorset Committee meeting
Thursday 25th January 2024
Merley House, Wimborne**

In attendance:

Steve Costello (Vice Chair) (SC), Roger Mitchell (Treasurer) (RgM), Elizabeth Hall (EH), Greg Dziejdzicki (GD), Keith Ndlovu (KN), Ellen Wood (EW), Richard Brown (Chief Officer) (RB), Juliana Bridle (Administrator) (JBr), Mandy West (SAIO) (MW)

Joined remotely: Janette Best (JB) (SAIO), Richard Maiden (RM) (SAIO)

Apologies: Mike Hewitson - Chair (MH), Vas Alafodimos (VA)

| Time | Agenda Item |
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| 8.45am | Meeting started late due to heavy traffic. |
| 8.50am | PRESENTATION – Amy Gates – Kora Healthcare – via ZOOM Hypomagnesium and Magnesium |
| 9.05am | SC standing in for MH, welcomed everyone to the meeting and introduced our new CCA member Keith Ndlovu. Minutes from previous meeting 16.11.2023 accepted as a true reflection by all. No Matters arising. Consolidation of L Rowland & Co Ltd sites in Poole briefly discussed as decision to consolidate already approved. |
| 9.30am | Finance- Treasurer’s Update No negative effects with regards to finances to report. As of 24 th January 2024, the bank balance stands at £148,654. Following agreement at last meeting, £100,000 was transferred into a high interest deposit account on 22.11.2023 earning 2.95% since then. This will generate almost £1000 by the end of April. Important to note that 95 days’ notice is required to withdraw funds. To review again at next meeting. Accounts to the end of December looking good. £26,000 surplus was transferred from last year to manage the GPcpcs project which incurred costs of £15,000. After 2 of the 3 periods this year, turnover was £101,598, overheads £93,995, giving a surplus of £7,603. The final period of the year – Jan – Mar, will see an increase in expenses due to the Pharmacy First workshops, however sponsorship for the 2 face-to-face events will decrease the impact of this. Overheads in the 3 rd period exceed income but expected surplus is still £2,878. £17,000 can still be drawn for GPcpcs, which should give a good head start into the next financial year. |

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| | <p>Insurance policies which now includes directors and officers of the committee amounts to £358. Public liability and contents insurance renewed at £438 for the yr (5% increase). Public liability remains at £10m cover and contents at £2500.</p> <p>RB updated the committee on his hrs and how it looks on the accts. He explained how the £20,000 sum agreed to use between Oct – end of March on increased operations within the team is being utilized. SC suggested this may need to be reviewed with the impact of Pharm first.</p> |
| 10.00 | <p>Public Health Dorset Commissioning Update</p> <p>New Contracts to go live from April. RB expressed his thanks for all the hard work that Janette and his predecessor Amanda did in lobbying the local authority and in achieving this outcome. Also thanked MH for his excellent modelling.</p> <p>CPD to work with pharmacies to make it happen. Expectations will be high to deliver a high level of engagement.</p> <ul style="list-style-type: none"> -To support with the contracting – once contracts have been signed, we can then go forward with supporting delivery. -Increase capacity -Work with the local authority across Dorset to ensure service delivery -Run engagement events to support with implementation. <p>RB expressed the requirement for a 1day/wk implementation project officer. SC proposed £2,800 for a 3-month period. 2nd CO. All in favour.</p> <p>RB will update the committee once suitable candidate in place.</p> <p>Action:</p> <ul style="list-style-type: none"> • Arrange for Local authority to attend next committee meeting (online). RB • Recruit a temporary 1 day/wk implementation project officer. RB |
| 10.20am | <p>Governance arrangements Subcommittee Review</p> <p>Code of Conduct for signing off</p> <p>The Committee was asked to consider the new governance framework for adoption effective from 1st April 2024. Reviewed on screen.</p> <p>Committee to revise further and submit any changes before meeting in March.</p> <p>Both CCA and Aim questionnaires are a useful tool for keeping this in check.</p> <p>Action:</p> <p>Send copies of the new governance policies to the committee for review. RB</p> <ul style="list-style-type: none"> • Review documents All |
| 10.35am | Coffee Break |
| 10.45am | Presentation – Daiichi-Sankyo Mimi Kudelova |
| 11.00 | <p>Trainee Pharmacist plan for 25/26 by Katie Griffiths</p> <p>Overall aim of the Dorset pharmacy workforce faculty is to increase recruitment and retention of pharmacists and pharmacy support staff across Dorset. Increase the number of trainees we have coming into the region. Recent figures show a severe lack of uptake in community pharmacy in the SW region.</p> |

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| | <p>Key Changes to the 25/26 intake:</p> <ul style="list-style-type: none"> - Expectation to register as independent prescribers - Recruitment through Oriel <p>All trainees graduating will have new learning outcomes they will be assessed against. The training site will need to provide access to a designated supervisor, designated prescribing practitioner and a prescribing learning environment.</p> <p>Multi sector rotations. 1 lead employer.</p> <p>Proposal underway to have an Our Dorset Trainee pharmacist programme.</p> <p>6 months in NHS provider Trust</p> <p>6 months Community Pharmacy. Over the year provide mini placements within PCN's, prisons, ICB.</p> <p>Offer Centralised events in Dorset – prescribing skills, role play, consultation skills, Training hub – to build community, relationships.</p> <p>Next Steps:</p> <p>Arrange partnerships – agree salary.</p> <p>Oriel Deadline – Training sites must be entered onto Oriel by end of Feb 2024.</p> <p>Advert to highlight the training programme – Links to Our Dorset pharmacy website and dedicated Trainee pharmacist page.</p> <p>Online Oriel webinar – 26th February 7.30pm available</p> |
| <p>11.30</p> | <p>LPC Governance Subcommittee Policy</p> <p>Expressed some issues with this policy. Some slight alterations made to 1.1 and 3.1. The committee were again asked to reflect on the documents and to share their input prior to the next meeting in March. All</p> <p>CCA Focus questions were answered and noted by GD</p> <p>Treasurer explained how he likes to have his year-end figures before he starts work on the budget. All in agreement that the budget won't be prepared until the year end accounts have been completed internally.</p> |
| <p>12.00</p> | <p>NHS Dorset – Update by Fiona Arnold</p> <p>Medicines waste campaign.</p> <p>Phase 1 – Public facing campaign. “Only order what you need”, launching 1st February.</p> <p>Phase 2 – Reducing amount of repeat requests. Letter to be sent out to all community pharmacy and GP explaining the campaign.</p> <p>Prescribing Quality Scheme</p> <p>Option at PCN level to sign up to a prescribing quality scheme. 3 yr plan. More information to follow.</p> <p>Pharmacy 1st</p> <p>A request has been received via the national team if any Dorset Pharmacies would like to be involved in the national campaign?</p> <p>IP Pathfinder</p> |

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| | <p>The 4 Dorset sites have been selected. 2 sites have signed up and are registered on the BSA site.</p> <p>PCN Meetings Quarterly remote meetings to continue. Helping to build relations and opens communication.</p> <p>Action Send 24 hr reminders for PCN meetings JBr</p> |
| <p>13:00pm</p> | <p>LUNCH</p> |
| <p>2.00pm</p> | <p>AGM and approval of the Accounts for 2022-2023 The AGM was held from 2.00pm – 2.20pm.</p> |
| <p>2.20pm</p> | <p>Operations Team Update Opportunity for the ops team to share with the committee what we they are doing from an operations perspective in line with the strategic plan.</p> <p>Richard Brown Role of strategic and operational leadership. Holding key strategic relationships. Workforce development – foundation pharmacist’s programme Would like to get a commissioned service around otitis externa New Service development Deliver Pharmacy First Develop PCN Networks Grow the number of IP pathfinder sites, currently 4. Increase engagement with Public Health contracts. Looking at the possibility of a 2024 Annual Conference/Awards</p> <p>Mandy West Update on meetings with the GP Alliance. 4 GP Practices volunteering to be supported with Pharmacy First support. 3 of those practices now making referrals and relationships being developed: The Barcellos, Lyme Bay, Quarterjack The 4th, Gillingham has a training date booked in March.</p> <p>Has been visiting the pharmacies that patients are likely to be referred to by these practices to support them with completing the consultations and not dropping or rejecting them. Contractor visits also involve checking in with regards to Pharmacy First and providing support and advice on how to develop/ improve relationships with the GP Practices. Discussed the potential revenue available to contractors if they meet the target consultations for Pharmacy First.</p> <p>Juliana Bridle Gave a breakdown of her role as administrator, with recent focus around Pharmacy First, events, sponsorship and continued support to the ops team and committee.</p> |

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| | <p>Janette Best Progress with the Hypertension case finding service with actions to improve ABPM delivery going forward. Covered the contraception service with contractor sign up data to date and plans to increase delivery of ongoing Contraception supply and initiation. Public Health Dorset recommissioning outcomes were shared as were plans to increase contractor engagement.</p> <p>Richard Maiden Gave an update on the progress of the quarterly PCN meetings. Also talked about creating an IP database and supporting pharmacists to do IP training. Discussed his work on IETP reforms, trainee pharmacists and the upcoming Oriel workshop event and plans for workforce development.</p> |
| <p>3.40pm</p> | <p>Financial Sustainability of the Dorset CP Network MH – joined remotely MH thanked JB for her help in securing the PH deal. Confirmed that there are huge financial pressures across the sector. Expressed a need to be mindful as a committee that services are going to be very stretched. Suggestions around gathering evidence, show the impact this is having on contractors. Lobby parliament and shout about the issues from a local level.</p> |
| <p>4.00</p> | <p>REVIEW OF THE ACTION PLAN Arrange for local authority to join the March online meeting to discuss engagement. RB Find an engagement officer for 1 day a week to support with supporting contractors with new PH service contracts. RB New Governance policies to be shared with committee. Input before next meeting - Governance subcommittee document posed more questions for debate. All Details of Oriel webinar for Trainee Pharmacists on website and weekly briefing. JBr Date for PCN meetings to be confirmed for K. JBR Add RgM to mailing list for PCN Meeting invites for his pharmacies. JBr Send PCN meeting reminder day before each meeting - to add to calendar. JBR</p> <ul style="list-style-type: none"> • Gather data from contractors regarding financial sustainability - Pull together a survey asking the difficult questions. ALL • Arrange Sustainability Workshops. Ops Team • Life as a PCN lead a paragraph from each lead. KN,LH, EW • Committee Photos for website. ALL • Watch Pharm first webinars – CPE. ALL • ICB – Pharmacy 1st comms. MH |
| <p>4.15</p> | <p>AOB RB – JB contract – to be extended. Treasurer suggested to offer JB a permanent contract. All in agreement.</p> |

Meeting ended at 4.20pm

Next Meeting – Online – Thursday 21st March 2024