

## Committee Meeting Minutes

Thursday 16 May 2024

Merley House, Merley House Lane, Wimborne, BH21 3AA

**In attendance:**

Mike Hewitson – Chair (MH), Steve Costello – Vice Chair (SC), Vas Alafodimos (VA), Liz Hall (LH), Richard Brown Chief Officer (RB), Keith Ndlovu (KN), Ellen Wood (EW), Greg Dzedzicki (GD), Joshua Pearce (JP), Juliana Bridle – Administrator (JBr)

**Apologies:**

Roger Mitchell – Treasurer (RgM)

8.35	<b>PRESENTATION</b> – Amy Gates from Kora Healthcare – joined remotely
8.55	<b>PRESENTATION</b> – Steve Thornback from Stada - Thornton & Ross 'Dermatology and Bone Health Update'
9.20	<ul style="list-style-type: none"> <li>• Welcome and introductions to new AIMp member Joshua Pearce.</li> <li>• Apologies for absence from RgM.</li> <li>• Discussed committee member vacancy.</li> <li>• The Committee completed the CCA quarterly focus areas and reporting questions with budget-related matters deferred to the July meeting.</li> <li>• Minutes from the March meeting were approved with no matters arising.</li> </ul> <p>Action: Review membership and CCA member vacancy in the July meeting.</p>
9.25	<p><b>Finance Update</b></p> <p>The committee were due to have a Budget update from RgM who sent his apologies. The Chair and CO updated the committee on the current finances. Finances are relatively robust with a nearly £7,000 surplus. This amount includes the extra funds put in place for the operations team additional hours.</p> <p>Have moved money to high interest accounts to generate revenue. Biggest expenditure as an organisation is staffing with many team changes and re-structuring of the SAIO team which has been expanded to support contractors in delivery of commissioned services and to deliver the strategy set by the committee.</p> <p>This set of accounts is for 3 periods and will be the set of accounts taken to the AGM after the summer, different to the previous financial year which ran as 5 quarters.</p> <p>On agreement of these accounts, the Treasurer will get the accountants to produce the draft accounts, these will be brought to committee in the July meeting for approval and for voting at the AGM in Sept/Nov.</p> <p>The committee were reminded to ensure that they get any outstanding expense claims in to ensure they are accounted for in this period.</p> <p>A drop in expenditure for committee meetings has been due to reduced f2f and all-day meetings.</p> <p>CPE Levy is going up – £14,400 to £17, 000 per quarter.</p> <p>Meeting Sponsorship – continues @ £200 per meeting. Admin following up on any</p>

	<p>payments not received.</p> <p>The committee will review the draft budget again in July for approval at the AGM in September.</p> <p>Action: JBr to add to July agenda</p> <ul style="list-style-type: none"> <li>Item raised: Potential cost savings and efficiencies regarding office accommodation with the possibility of remote working.</li> </ul> <p>Action: Ops team to explore remote working feasibility including lease, costings, and potential savings.</p> <p>JBr and RB were asked to leave the room to allow the committee to discuss staff salaries. Employed colleagues pay was reviewed – Pay reviewed and relayed.</p> <p>Self-employed consultants’ salaries to discuss further in the day. Coffee Break @10.15am</p>
10:37	Meeting resumed.
10:40	<p><b>Public Health Dorset - Rosie Osbourne and Sofia Callaghan</b></p> <p>The new contracts were awarded on 1<sup>st</sup> April with 84 pharmacy providers signing up. The contract for pharmacies in Dorset and BCP covers NHS Health checks, EHC, Needle exchange, supervised consumption of methadone and buprenorphine and smoking cessation.</p> <p>The feedback about the emergency contraception service is that people are not aware so there is a need to boost awareness with a campaign. CPD to do some comms to support with getting the word out. Also, a need to boost the smoking cessation service.</p> <p>Discussed what type of resources could be introduced– Possibly a welcome pack for pharmacy staff, training sessions, short videos, visits by locality teams.</p> <p>Some issues raised: Communication can be difficult - problems with correct pharmacy emails, difficulty in getting in touch.</p> <p>Promotional materials – digital platforms - Pharmacies could be provided with packs with individual posters for each service. Each pharmacy only displays the service posters they offer.</p> <p>Chair thanked PHD for coming.</p> <p>Actions: CO - To set up a chain of communication – PHD – committee to get things rolling. JBR to add PHD to invite list for upcoming meetings for regular updates.</p>
11.10	<p><b>Kam Marwaha Ridge Pharma</b> <b>Santen – Glucoma website</b></p>
11.30	<p><b>Chief Officer Update</b></p> <p>Performance wise ops team is doing what has been asked of them. BSA data has been limited and due to the delay, it has been difficult to gauge a true picture. Data agreements have been signed by most of our contractors which will enable</p>

	<p>CPD more access. The data before Christmas looked like things were going in the right direction but referrals slowed between February and March. The 2-factor authentication has had a knock-on effect on numbers on our patch. Issues continue with informal referrals; stance needs to be to send them back. MW has been working hard with surgeries to encourage and improve communication. GPS now have a 2-factor authentication app on their desktop. The clear picture is that much needs to be done to support our pharmacies to hit the gateway for pharmacy 1<sup>st</sup> referrals. Between now and Oct we will lose £130,000 of pharmacy 1<sup>st</sup> money when pharmacies need to hit the 30 gateway targets. Hypertension case finding service was going in right direction and was over the target for Nov and December, numbers dropped in January. Contraception Supply has up to 15% now engaging with the service.</p>
12.00pm	<p><b>NHS Dorset – Key points – Fi</b>  Only order what you need – Fi thank CPD for their support with the campaign so far. Introduced the next phase. Over The Counter campaign - #helpyournhs Meds Campaign – phase 3 – shared some of the comms that would be available. Prescriptions for 35 minor conditions are no longer available on prescription in Dorset – The message is to visit your pharmacy or supermarket instead.</p> <p>Full details will be released soon. Comms to follow.</p> <p><b>Pharmacy 1<sup>st</sup> –</b>  Feedback of issues with 2 factor authentication – Desktop app has been introduced- If unable to work this- the advice is to use Ardens template.</p> <p>Feedback from committee – numbers dropped dramatically after 2fa. Increase in 111 referrals.</p> <p><b>IP Pathfinder-</b>  Confirmation of new funding for 24-25 coming soon. Cleo solo contract has still not been signed. Meeting scheduled for next week to discuss options.</p> <p><b>Hypertension case finding Service.</b>  This will be one of the ICB’s priorities over the next year. Funding and resources will be available. Appears in the PQS – Janette in comms with Fi. To share which PCNS.</p> <p>There will be 2 local pilot neighbourhood teams with focus areas in Boscombe and Portland – Fi to visit contractors to promote this.</p> <p>It was suggested that CPD adds this to one of the drop-in sessions for pharmacy teams as a topic to support with this.</p> <p>Proposed PNA’s – Discussion regarding the proposed PNA timeline being worked out for the Oct 2025 PNAs.</p> <p>Action: Add Hypertension case finding service as a topic to the pharmacy team training sessions. RM/JBr</p> <p>Meeting stopped for lunch at 1.00pm.</p>
2.00pm	<p>Meeting resumed at 2.00pm.</p> <p>Community Pharmacy England has decided to convene a Forum of LPC Chairs with their first national meeting taking place on 25<sup>th</sup> September. Chair to attend. This will give the network the opportunity to feed back the issues within the sector and bring to a national</p>

	<p>level.</p> <p>Chair asked the committee what level of action we need to engage with lobbying in time for the general election on behalf of contractors.</p> <p>What actions do we need to put in place:</p> <ul style="list-style-type: none"> <li>• Reach out to MPs in your area and invite them into pharmacy where you can welcome open dialogue?</li> <li>• Sharing comms from CPE on weekly news – share template letters</li> <li>• Contractors to reach out to MP's?</li> <li>• There are 8 Constituents across Dorset?</li> <li>• Requires employees/business owners to get involved. CPD can support contractors with visits.</li> <li>• Chair proposed putting some comms together and getting contractors engaged. All in favour. Chair also suggested penning a letter to the new leaders of BCP and Dorset Council.</li> </ul> <p>Action: CO &amp; chair to discuss letter to council at their next 1-2-1 asking for their support to community pharmacy.</p> <p>Admin to check what CPE lobbying comms is available to share on our website.</p>
2.30pm	<p>CO was asked to leave the room due to discussions around salary increase for the consultants' positions.</p> <p>Vice chair suggested a review by Chair and Treasurer with the employees involved to put across the points discussed, review the BSA data at a later point and to feedback their recommendations to the committee with a possibility of back dating any newly agreed salary increments.</p> <p>Annual review with CO in June.</p> <p>Action: RgM and MH to have an annual review once data comes through to gauge what impact it has had on the performance. How much value the LPC is giving back to contractors?</p> <p>Members discussed the VirtualOutcomes license renewal for the next year. All voted in favour of renewing.</p> <p>Chair proposed the budget which had been presented earlier. This was seconded by Keith.</p> <p>All in favour.</p>
2.45pm	<p><b>Action plan:</b></p> <ul style="list-style-type: none"> <li>• Review membership and CCA member vacancy in the July meeting. <b>ALL</b></li> <li>• Add budget review to July agenda <b>JBr</b></li> <li>• Ops team to explore remote working feasibility including lease, costings, and potential savings. <b>Ops Team</b></li> <li>• Set up a chain of communication between PHD and the committee. <b>RB</b></li> <li>• Add PHD to invite list for upcoming meetings for regular updates. <b>JBr</b></li> </ul>

	<ul style="list-style-type: none"> <li>• Add Hypertension case finding service as a topic to the pharmacy team training sessions. <b>RM/JBr</b></li> <li>• Prepare a letter to BCP &amp; Dorset council to lobby support for community pharmacy. <b>MH/RB</b></li> <li>• Annual review with consultants once data comes through to gauge what impact it has had on the performance. <b>MH/RgM</b></li> <li>• CPE lobbying comms and sharing rights check what is available to share on our website. <b>JBr</b></li> </ul>
	<b>AOB - None</b>
3.15pm	<b>CLOSE OF MEETING</b>

**Next Meeting will be online.  
Thursday 18<sup>th</sup> July 2024 at 8:30am**