

Committee Meeting Minutes

Thursday 18 July 2024

Zoom

In attendance:

Mike Hewitson – Chair (MH), Steve Costello – Vice Chair (SC), Roger Mitchell – Treasurer (RgM) Vas Alafodimos (VA), Liz Hall (LH), Richard Brown Chief Officer (RB), Ellen Wood (EW), Greg Dziedzicki (GD)

Apologies:

Keith Ndlovu (KN), Juliana Bridle – Administrator (JBr)

Josh Pierce (JP) no apologies received

<p>Welcome by CO Apologies for absence. KN and JBr</p>
<p>Annual election of exec roles.</p> <p>Chair – Proposed Vas 2nd Steve Mike duly elected to role of chair.</p> <p>Vice chair- SC put his name forward. Rgm proposed, Vas 2nd.</p> <p>Treasurer – Rgm put his name forward. Steve 1st and Greg 2nd.</p>
<p>PRESENTATION – Daiichi Sankyo – Ruth Willis</p> <p>Chair commended the progress made by the committee over the last year. New strategy and new budget. The renegotiation of public health contracts which has added hundreds of thousands back into contractors’ pockets. Implementation of pharmacy first and the growth of many of the services that are offered. The work that has been put in over the last 12 months. Still plenty to do but it’s been a very good start.</p>
<p>Minutes of last meeting taken as accurate.</p> <p>Going forward, it was agreed that minuted financial details would be trimmed down to mitigate fraud risk.</p> <p>Action: Figures and bank name to be removed from meeting minutes. JBr</p>
<p>The CCA Q3 (July-September) questions were discussed and agreed by the committee for submitting.</p>
<p>Discussion surrounding the Application for inclusion in a pharmaceutical list at BH12 3LY in respect of distance selling premises by CAREWELL PHARMACY LTD (CAS-310301-H1L8P6)</p> <p>Permission granted to RB to write a response on behalf of the committee.</p> <p>Community Pharmacy Dorset has reviewed the application by Carewell Pharmacy Ltd and wishes to remind the deciding committee of the detrimental impact that additional</p>

pharmacies, even pharmacies providing services at a distance have on the local surrounding pharmacies.

CP Dorset would also like to respectfully request that members of the deciding committee are satisfied that this application fully meets the criteria set out in Regulation 25 and the conditions set out in Regulation 64 when determining this application.

Action:

Write a response to the distance selling application by Carewell by 15th Aug. RB

Finance Update

RgM explained the situation which occurred when our bank had shut down our accounts due to an internal error. The bank has accepted full responsibility, and a small compensation has been received which has been paid into the CPD current account by way of apology. All has now been rectified.

Chair expressed his thanks to RgM for his diligence in resolving the situation and proposed using the chairs authority under the scheme of delegation for RgM to claim the compensation amount back for the time spent resolving. All agreed.

The committee discussed continuing using the bank or to consider alternatives. Chair suggested a review of banking arrangements when time allows as a principle of good governance. Proposed a review to look at replacements and the possible benefits of moving. All in agreement.

Action: Review of alternative banking arrangements. RgM

Yr End Accts 2023 – End March 2024

These had been shared at the last meeting. The assurance report had been completed and RgM showed the finished accounts with auditors' adjustments on the screen.

Budget

The budget had previously been discussed at the last meeting in May. RgM has since made some amendments – acceptance of 5% increase for employed staff and the termination of the lease at Merley House.

Changes to staff working hours. JBr reducing her hrs from 32 to 28.

Self-employed Staff – National Insurance Contributions

IR35 – HMRC – chair asked if there are any risks involved and if there was any guidance from CPE? RB now has a CPE approved contract of services document for these types of situations.

These documents to be used for the 2-self-employed members of the SAIO team.

Still waiting for the limited company contract to come out from CPE.

Chair explained the importance of having this in place as HMRC can potentially reclaim what they see as underpaid National insurance Contributions from employers.

Any external assurance? Treasurer to discuss with Albert Goodman.

Action: RgM to discuss with Albert Goodman

Action: RB to share the services document contract

1st Quarters Accounts

RgM delivered the accounts for the first quarter on screen. With over half of our PCN's without leads and with 2 of the SAIO team taking a more active role, we may be able to transfer some of the ICB funding to assist with supporting the vacant PCN's. There is a possibility of extra funding for the IP pathfinder project. It's important that the money that comes down from NHSE for community pharmacy is going to get spent on community pharmacy.

Merley lease

Notice has been given and we are due to leave the office on the 30th of August. RgM has arranged for Hurn recycling to collect the confidential waste. Community Pharmacy Dorset is 75 yrs old, so a number of historical documents are being kept for nostalgic purposes with a resting place to be decided.

PRESENTATION – Viatris - Tim Robinson

Pharmacy 1st

Informal referrals still an issue. Trying to build and embed with GP's to stop sending them in. Not acceptable for surgeries to continue with this particularly considering the potential GP industrial action. LPC to take firm stance to encourage contractors to stop accepting them. It is of great important not to damage relations between surgeries and pharmacies.

To do some comms to contractors to highlight the downside of accepting informal referrals and what it means for the October target of 30 referrals.

Targets

Pharmacy 1st – Target was to achieve 1,000 GP referrals by March 2024 and 3,000 by March 2025.

We did somewhere in the region of 2600 pharmacy 1st consultations in February of which a proportion of those came from general practice. It is apparent from the data that the drop off in March was down to the issues surrounding 2-factor authentication. Evidence suggests that we were on target to hit the 1000 had that not occurred. The percentage of engaged pharmacies has increased.

Hypertension case finding – Target was to achieve >50% of pharmacies active by March 24 and >90% by March 2025. Target has been achieved with 59% of pharmacies now active in the March data.

Contraception Supply Service – Target was to achieve >25% of pharmacies active by March 2024 and >75% by March 2025. Not achieved but going in the right direction with 19% active. Still perceived apprehension around doing the initiation. LPC advice is to get encourage continuation of supply, get your head around the PGD's, get the conversation with patients in your head, after a month or 2 when feeling more confident, consider adding in initiation.

Chair thanked the SAIO team on behalf of the Committee for getting to this point and recognise the challenges faced with multifactor authentication.

Off camera the committee agreed to a 5% increase in remuneration for our 3 consultants. Richard Brown, Mandy West and Richard Maiden, to be backdated from the 1st April.

Meeting stopped at 11.00am for an extended lunch break.

Meeting resumed at 1.00pm

Chief Officers Update

Primary Care Collaborative Group meeting attended by RB and gave a good opportunity to outline the challenges around pharmacy first particularly as we come into October. Keen to pinpoint surgeries not collaborating and the need to start challenging them.

No impression given that pharmacy first was at risk due to the GP collective action. C/O has a slot in the September meeting where he will provide an overview to what's happening with pharmacy first numbers. Now we have access to live data, we can produce performance packs at surgery level which can then be emailed to the surgeries.

No indication given what action will be taken by ICB with respect to GP action.

PCN lead funding – money has come down from NHSE and is currently going through the sign off process. CO to discuss what this will look like and if it can be utilised to get the right people in the role as PCN lead.

MP's Lobbying

MH has good relationships with Ed Morello (West Dorset), Vicki Slade (Mid Dorset/North Poole, Simon Hoare (North Dorset). Committee would like to build relationships in East Dorset by doing some pharmacy visits. LPC members to support with visits. To identify pharmacies in each constituency that would be willing to host a visit. Good opportunity with recess coming up. Fridays are the best days.

ACTION: Prepare an outline map of MP's and the pharmacies within each constituency. JBr.

Committee Meeting Dates 2025-2026

The proposed dates for the committee meetings 2025-2026 were signed off – all in agreement.

15/5/2025 F2F

17/7/2025 Online

18/9/2025 F2F

20/11/2025 Online

22/01/2026 F2F

19/03/2026 Online

Action: Calendar and send invites for agreed committee meeting dates. JBr.

Review of representative proportion.

There are currently 136 contractors.

Split should look like: 2 IPA seats as we have now

Increase our independent seats from 4 to 2

Reduce our CCA seats from 6 to 4. There are currently 5 CCA in position.

Some discrepancies on the contractor list, to confirm final numbers.

CO proposed that we finalise the contractor list, agree the proportions and start the process to recruit what is likely to be 2 Independents in our September meeting.

Action: Finalise contractor list with recent market entry updates and minute recruitment process in the September meeting agenda. JBr

AOB

VA – CCA questions -MP visits– No visits are planned yet, tba as one of the actions.

SC asked if there had been any updates on the pathfinder. Unfortunately, no clear updates.

CLOSE OF MEETING

ACTIONS:

- 1. Figures and bank name to be removed from meeting minutes. JBr**
- 2. Write a response to the distance selling application by Carewell by 15th Aug. RB**
- 3. Review of alternative banking arrangements. RgM**
- 4. Prepare an outline map of MP's and the pharmacies within each. JBr.**
- 5. Calendar and send invites for agreed committee meeting dates. JBr**
- 6. Discuss National Insurance Contributions with Albert Goodman RgM**
- 7. RB to share the services document contract RB**
- 8. Finalise contractor list with recent market entry updates and minute recruitment process in the September meeting agenda. JBr**

The next meeting will take place at Merley House on Thursday 19th September.