



## Committee Meeting Minutes

Thursday 23 January 2025 at Merley House

### In attendance:

Mike Hewitson – Chair (MH), Steve Costello, - Vice Chair (SC), Roger Mitchell – Treasurer (RgM), Richard Brown - Chief Officer (RB), Keith Ndlovu (KN), Janette Best (JB), Mandy West (MW), Juliana Bridle (JBr), Fiona Arnold (FA),

### Joined remotely:

Richard Maiden (RM)

Vas Alafodimos (VA)

Katie Griffiths (KG)

Sian Retallick (SR)

**Apologies:** Greg Dziedzicki (GD), Jade Robinson (JR), Ellen Wood (EW)

8.45am Welcome

Presentation by Alex Burrows from Chiesi

9.00am Minutes from previous meeting agreed as a true record.

No matters arising from previous minutes.

All actions were completed.

The 2 x independent vacancies have not been filled, so will need to go out again to contractors.

**Action:** JB to resend vacancy details to all independent contractors for EOI.

### CCA questions

MP visits – 1 Dorset visit - Vikki Slade visited Rowlands in Upton in December. Keith Ndlovu confirmed that the visit was a real success. MH has also had discussions with Ed Morillo.

Pharmacy 1<sup>st</sup> – Thresholds. Payments. Services. Guidance is needed on what happens beyond end of March.

**Action:** SR to escalate to CPE for guidance.

LPC governance

Self-assessment and self-evaluation – neither have been released.

Yearly appraisals for LPC employees

All have monthly 1-2-1's. It was agreed that CPD would introduce yearly reviews for JB and JBr.

**Action:** To schedule a yearly review for JB & JBr in April.

## Strategy

This is on the agenda for March. Progress from the updates by the operations teams' taking place today will help to shape the new strategy for 2025-2026.

## Financial planning

To be agreed in the March meeting.

**Market Entry Application for SNJ Health Ltd - COO & NSCR - SP7 8AE - CAS-343106-T9S4X1.**

The discussion was put on hold to allow Richard Maiden to do his presentation.

### 9.30 **Update - Richard Maiden**

- Filled 23 community pharmacy Trainee Pharmacist places for 2025/26. Continued quarterly PCN meetings which are helping to build relationships. Working towards improving attendance.
- Helping pharmacists apply for IP training.
- Holding quarterly IP support group meetings.
- Running regular training for pharmacy support staff. Next event will be the Contraceptive service.
- Workforce development and has produced a workforce development strategy
- Oriel Application Workshops to support contractors to complete before the 1<sup>st</sup> March deadline.

The committee thanked RM for all his hard work.

### 10.00M **Treasurers update**

RM disclosed the accounts so far which are as expected, and we are showing a decent surplus.

There were some additional costs for redirection of mail and the PO box number following the closure of the office plus the cost of the contractor event which was held at the RNLI in November. CPE levy has reduced slightly due to CPW leaving. The Chair asked SR to check this.

Treasurer prepared a draft budget for the next financial year which was shown on screen. To be covered in the March committee meeting. Subject to changes.

**Action:** To assess IT packages ie Adobe Premier rush if required. Query renewal/alternatives.

SR – to ask CPE why the levy has reduced slightly.

### 10.30 Coffee break

### 10.45 Presentation by Ruth Wills

Daiichi-Sankyo

### 11.00am **Katie Griffiths - Workforce faculty**

Overall aim is to increase the number of people taking up pharmacy careers and to retain and develop the workforce across Dorset.

## Independent prescribers

### Aim:

- Increase the numbers increase the number of independent prescriber (IP) pharmacists.
- Develop the IP role for junior pharmacists.
- Increase the numbers of Designated Prescribing Practitioners (DPPs) across the system to ensure there is DPP support available for Trainee Pharmacists from Jul 2025 onwards

## Trainee Pharmacists:

### Aim

To develop a single Dorset wide trainee pharmacist programme  
Attract more Students to Dorset. Target number of trainees for Dorset is 41.

## PTPT (pre-registration pharmacy technicians)

To increase the number of PTPT's across the system.

## Pharmacy Career Pathway

To develop a pharmacy career pathway to support development of pharmacy staff across the system

## Marketing/advertising

### Website

### Focus on

Best way to attract school age children into pharmacy/support of work experience placements.

Careers events -system wide approach with standardised materials used

## Undergraduate student placements

Aim: Increase number of placements available

## 11.30am **Update - Fi Arnold**

Fi thanked everyone for their support with delivering services in Dorset. Visits and communications undertaken by the ops team to support pharmacies and practices are having a noted impact in helping to build relationships. It's making the strategic planning by the committee happen and helping to moves things forward.

Pharmacy 1<sup>st</sup> DIIS dashboard has now been published. Practices can now look at their own data so we won't need to continue with performance packs however MW will continue to send a personalised update to practices taking the data from DICE.

## HCF and Contraception offer

Areas of discussion – Low ABPM's - What are the challenges/barriers for contractors– basic training – is there a gap? Cost - ABPM setup payments? How can we move provision forward?

**Action:** SR to put the question regarding ABPM payments to CPE

## PCN Leads

Process is underway to move money to CPD to support the programme of work which will be for the year 2024-2025. Draft has been sent out. FA and treasurer to discuss via Teams meeting. Once provision is arranged, there will be an expectation that PCN leads link in with the integrated neighbourhood teams. A full list of which has not yet been agreed. TBC.

Benefits and outcomes will need to be captured and reported to release ongoing funding. PCN leads will be briefed on how the relaunched role will work with a full day event to be held in early April at Merley House.

## Update on prescribing quality scheme

This is what the medicines optimisation team put together for the practices to try and save money and increase quality of prescribing. We are in Year 2 of the 3-year plan. In 2024-2025 -reduced annual overspend of 5% to 2.5% and the aim for 2025-2026 is to reduce the overspend from 2.5% to 1%. Each PCN will choose 3 measures that they will focus on.

## Incentivisation for pace of change IPOC in primary care

There will be a scheme run in 25/26 By NHS Dorset to change prescribing of Edoxaban to Apixaban or Rivaroxaban. This initiative is to support best use of system funds. NHS Dorset encourages community pharmacies to liaise with participating PCNs and support people whose medicines are changed in the New Medicines Service. This will save the system approx £4 million over 2 years.

**Action:** FA to provide wording for the newsletter.

12.30

## Update – Juliana Bridle

- PCN Meetings – Scheduling, maintaining distribution list and ongoing administration.
- Marketing - Weekly Briefing on Mailchimp,
- Contraception, HCF and Pharmacy 1<sup>st</sup> Reports from pharmoutcomes
- Production of 71 surgery performance packs every month
- Separate set of reports is now uploaded to CP clinical services data channel via Teams
- Scheduling and organising of the Committee meetings for 2025-2026, venues
- Sponsorship
- Market Entry applications, tracking all changes to contractor details.
- Data consent lists, updating and maintaining records
- Organising the Independent Committee members vacancies

	<ul style="list-style-type: none"> <li>• Arranging the visit to Rowlands pharmacy in Upton on 21<sup>st</sup> December for MP for mid Dorset &amp; North Poole - Vikki Slade</li> </ul>
1.30	Sian Retallick CPE update – slides shown on screen
2.00pm-	<b>Collective Action</b>
2.10	<p>This was taken as an opportunity to share views.</p> <p>Funding is catastrophic. Some of the committee shared the impact on their pharmacies. Uncertainty with what is happening after 31<sup>st</sup> March. Announcement of clawback. Seeing reduction in hours. Independent contractors looking at supplementary hours. Rigidity of changing core hours.</p>
2.15pm	<b>Update – Janette Best</b> <ul style="list-style-type: none"> <li>• HCF Service</li> <li>• To encourage efficient delivery of the HCF services.</li> <li>• Support staff training</li> <li>• Support increased ABPM delivery – Look at how can we increase numbers</li> <li>• Continue to discuss at PCN meetings and during contractor visits</li> <li>• Work with the ICB to target those signed up but not delivering and those with low ABPM %</li> <li>• Up to 73% of pharmacies are now active for HCF service in 2024</li> </ul> <p>Pharmacy Contraception Service</p> <p>Dorset pharmacies started July 23 with 29% delivering the service@ Aug 24</p> <p>Dorset has the highest % of pharmacies actively delivering in the SW</p> <p>There is a huge opportunity with potentially 22,073 patients to support (£794,628 p.a).</p> <ul style="list-style-type: none"> <li>• Target GP's to signpost/refer patients to pharmacy.</li> <li>• Support of surgeries/pharmacies when requested</li> <li>• Encourage support from pharmacy teams to promote</li> <li>• Specific focus beginning with Shore Medical to transfer all eligible COC &amp; POP patients to CP.</li> <li>• Continue to include as a PCN meeting agenda item and discuss during contractor visits</li> <li>• External promotion</li> </ul> <p>Actions for next 6 months:</p> <ul style="list-style-type: none"> <li>• Provision of HCF's, focusing on ABPM delivery</li> <li>• Contraception Service – support PCN's to fully move the majority of OC supplies to pharmacy</li> <li>• Support and chairing of PCN meetings</li> <li>• Represent at CPD events as required</li> <li>• Engagement &amp; communication</li> </ul> <p>The committee thanked Janette for all her hard work.</p>
2.50pm	<b>Update - Mandy West</b>

- To achieve 1000 GP referrals per month by Mar 24 – achieved 907
- To achieve 3,000 GP referrals per month by March 25 – Achieved 1863
- Work to stop informal referrals
- To achieve over 50% of pharmacies providing pharmacy 1<sup>st</sup> providing the service by Mar 24 – Achieved 88%
- To achieve over 90% of pharmacies actively providing the service by March 2025- Achieved 94%
- Pharmacy 1<sup>st</sup> consultations by Dorset contractors from Jan 24 – Dec 24 34,945 referrals generating £524,175.

#### 2025 objectives

- Continue GP practice stakeholders' engagement to increase PF digital referrals
- Work with NHS Dorset to support increased referrals from GP practices
- Support contractors to maximise Pharmacy 1<sup>st</sup> provision

The committee thanked Janette for all her hard work.

### 3.20 **Update – Richard Brown**

Working to deliver the strategy set by the committee.

We have seen a rise from 2 foundation pharmacists to 23 coming into CP. Movement with IP's.

HCF has been doubled in the space of a year.

Contraception service was non-existent, a service that people are getting their heads around. We have gone from this last time last year doing about 450 CPCS to 4,500 Pharmacy First consultations. Targets that looked difficult, have been met and we continue to move forward. Outcomes of the PCN meetings are being talked about. GP alliance know the meetings are taking place every quarter and that CP and GP's meet and talk about primary care. Ongoing systems update meetings with the ICB.

All combined are making a difference and this has a massive impact on the system.

Now to start thinking about the new strategy and how we can build on the successes of this year and how we continue to grow.

**Action:** JBr to send out current strategy to the committee and check Merley house availability to hold March meeting f2f.

The committee thanked RB for all his hard work.

#### **Review of actions**

Meeting concluded 3.52pm