



## Committee Meeting Minutes

Thursday 20 March 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), Greg Dziedzicki (GD), Jade Robinson (JR), Ellen Wood (EW), Heidi Cole (HC), Juliana Bridle (JBr)

### 9.00am **Welcome**

SC opened the meeting. The committee welcomed new independent committee Member Heidi Cole.

No apologies for absence were received.

Minutes of previous meeting – agreed as a true document.

No matters arising from previous meeting.

### **CCA Questions**

MP visits: KN received another visit from Vikki Slade Mid Dorset & North Poole, MH had a visit from Ed Morello (West Dorset). RB had a discussion with Lloyd Hatton (South Dorset). The LPC will continue to support contractors to reach out to local MP's from all constituencies.

Self-evaluation has not been released and will be completed at the 1<sup>st</sup> meeting on issue. Financial planning will come out of the strategic plan to be discussed today. No further updates to other questions until the new contract has been announced.

### 9.30am **Treasurers Update**

All is proceeding well for the accounts for the 4<sup>th</sup> quarter. No unusual expenditure. Treasurer gave a best estimate of how he saw the financial year turning out. Employment costs have gone down in this quarter. Laptop for SAIO member. Meeting costs slightly higher due to this meeting being held face to face for mapping of the new strategy. Slight surplus predicted.

Action: RM to talk to Albert and Goodman about corporation tax.

Treasurer advised the committee that on 11<sup>th</sup> March CPD received a sum from the ICB to deliver the PCN Lead programme.

### **Budget**

Some adjustments since the beginning of the year regarding reserves from the ICB project money which the treasurer has added to the draft budget.

**Pharmacy 1<sup>st</sup>** Currently enough to cover the consultancy fee for 2025-2026. RB to have discussions with Dorset ICB to top this up to cover costs for 2026-2027.

**PCN Leads** A sum has also been earmarked for admin and project management of the project.

Treasurer requested to draw down an amount of that in April to the LPC account to cover admin costs. Some work still to do on the budget.

10.15am **Strategy 2025-2026**

Before today's meeting, RB and the executive committee members had begun to review and discuss the strategy as part of their preparations. Working from the 2024-2025 strategy on screen, the committee discussed each area and identified the key priorities for 2025-2026.

Pharmacy 1<sup>st</sup> thresholds to be reviewed once new contract is available.

- The more referrals received from GP's, the more likely to reach the thresholds.
- Is the key focus still with GP surgeries or working with pharmacy staff and improving processes?

10.30am Tea break

10.45am Presentation by Julie Ellis - Exeltis

11.00am **Strategy Contd**

Target around – reducing the number of pharmacies that aren't meeting thresholds, percentage of pharmacies actively providing Pharmacy 1<sup>st</sup>.

- Need for more pharmacies engaging
- Grow number of self-referrals
- Intervention with pharmacies to improve record keeping processes.

Agreed to shift emphasis and split time between GP visits and pharmacies. SAIO to provide support to pharmacies in building and improving processes to help achieve targets and maximise productivity.

**HCF**

Every pharmacy offering the service needs to be able to offer the ABPM service. Currently at 78%. Aim to achieve >90% by March 2026 and for 75% of patients who require an ABPM, can get an ABPM in the pharmacy.

**PCS**

95% of pharmacies are signed up to offer the service.

Aim to achieve over 1000 contraception consultations per month by March 2026.

PCN leads to support at least one surgery per PCN to go live with referring patients.

**Local & National Common Ailment PGD's**

To achieve at least one locally commissioned PGD to support pharmacy 1<sup>st</sup>.

**Vaccination Clinics**

Strategically influence the ICB vaccination programme to increase opportunities for pharmacy.

**Decrease costs**

The current strategy points to remain the same.

**Improve workforce**

The 1<sup>st</sup> 3 strategy points to remain the same with an addition of – Encouraging pharmacies to invest in developing the technician workforce to point 3.

New point 4:

Foundation Pharmacists

-Support pharmacies and trainees during the foundation pharmacist's year.

**Pharmacy communication**

Produce weekly briefing with relevant updates at the same time every week.

Provide operational support and guidance to pharmacies through email, phone calls and visits.

To hold bi-annual face to face contractor events to support the network

To hold an annual conference

**Action:** RB to submit the draft strategy before 15<sup>th</sup> May.

1.00pm Lunch

2.00pm **PNA \_ Pharmaceutical Needs assessment**

RB advised the committee that he had attended the last steering group before it goes to draft and goes to public consultation. The Committee was asked to give feedback once the draft is out for consultation.

**Review of actions**

1. Speak to contact Albert Goodman about corporation tax - high interest acc – **RgM**

2. Liaise with Julie Ellis (Exeltis) regarding possibility of some training around contraceptive pill. **JBR**

3. Once the new contract has been agreed - Ops team to arrange a lunchtime/online session around a "Services grid" - who provides the service in the pharmacy. **Ops Team**

4. To share a copy of the strategy discussions for committee to review, before May meeting. **RB**

**Meeting ended at 3.20pm**