



Committee Meeting Minutes

Merley House

Thursday 18th September 2025

In attendance: Ellen Wood, Richard Brown, Roger Mitchell, Steve Costello, Vas Alafodimos, Mike Hewitson, Juliana Bridle, Fi Arnold.

Apologies: Heidi Cole, Jade Robinson, Keith Ndlovu

Minutes from previous meeting taken as a true record

There were no matters arising.

Treasurers Update - Q2

The budget for the second quarter has been formally approved, and the current bank balance remains healthy.

ICB–PCN Lead Funding

The committee reviewed the allocation and optimal use of ICB–PCN lead funding, including proposals for stakeholder engagement events, leadership development initiatives, and support for PCN lead activities. It has been encouraging to see strong engagement from PCN leads, as reflected in the monthly invoicing activity.

Accounting Software

A discussion was held regarding the effective use of the Xero accounting package to streamline payment processes.

Directors' & Officers Insurance

The annual premium for the Directors' & Officers insurance policy has increased by 23%, now totaling £454. The committee unanimously agreed to proceed with the renewal.

CCA Questions

- Pharmacy First and Local Services

Mandy will provide an update on the Pharmacy First initiative as part of her operational report later in the meeting.

- Referral Concerns for Pharmacy First

There are currently no issues in Dorset regarding referrals being directed to specific pharmacies. However, such practices could potentially disrupt the local pharmacy market if they were to occur.

- Additional Vaccination Services

No new vaccination services are being considered beyond the existing flu and COVID-19 offerings.

- Pharmacy Quality Scheme (PQS) – Service Sign-Up

Pharmacies are required to be enrolled in all relevant services. MH inquired whether sign-up status had been verified. Although this information was previously available on the CPE members' website, the file has since been removed. JB will follow up with the CPE services team to determine the reason for its removal.

- Integrated neighborhood teams – discussed in detail
- Stakeholder map -Agenda item for next meeting

NHS Dorset update - Fiona Arnold

Contracting Plans

NHS Dorset intends to implement Notional NHS Standard Contracts and Notional Goods and Services Contracts with all community pharmacies across the region. This initiative aims to establish a more efficient and streamlined framework for commissioning clinical and essential services via the Most Suitable Provider (MSP) model. This will not be a formal tender process but is expected to proceed through an Expression of Interest (EOI), with a provisional launch in November. Additional guidance will be provided in due course. Subject to resource availability, the initiative may be presented at the contractor event on 2nd November.

Audiology Training

Funding has been secured for six Tympa training sessions.

Health Campaigns

- Relaunch of the "Only Order What You Need" campaign
- Second phase of promoting direct access to cancer screening
- Upcoming national campaigns: Pharmacy First and Antimicrobial Resistance (AMR), details to be confirmed

Independent Prescribing (IP) Pathfinder Programme

The programme is scheduled to conclude at the end of March. Most participating sites have been operational for approximately one year.

Integrated Care Board (ICB) Update

- Rob Whiteman has been appointed Chair of the newly formed cluster covering NHS Bath and Northeast Somerset, Swindon & Wiltshire, Dorset, and Somerset.
- Patricia Miller will depart the organization on 19th September 2025. David Freeman will serve as interim Chief Executive Officer.

The committee discussed potential changes to the NHS operating model, supported by a slide presentation.

Gain Share Arrangements

Initial gain share agreements between primary care and acute trusts in Dorset are underway. These represent early steps toward evolving models for medicines finance and governance.

10.45 Chiesi Presentation

11.00 Coffee break

11.15 Market Entry Applications

DSP - Application for inclusion in a pharmaceutical list at 24, West Howe Industrial Estate, Bournemouth, BH11 8JZ, in respect of distance selling premises by Shalli Ltd.

Not supportive of appeal – RB to send response on behalf of the committee.

Contractual concerns

Discussed the current pressures within the network. The pressures are immense.

Compliance Aids

Guidance between NHS Dorset & CPD around compliance aids. MH asked when the committee had formally approved the policy.

Contractor event

Scheduled for Sunday, 2nd November, from 9:30 AM to 2:00 PM. The RNLI venue has been provisionally booked.

RB invited the committee to suggest topics for inclusion in the event programme and to provide input on marketing strategies.

The committee approved the title and the content to be marketed to contractors.

“From Pharmacist to Prescriber: Are You Ready to Expand Your Horizons in Community Pharmacy”?

12.45pm Presentation by Samantha Prior - Nestle Nutrition

1.00pm Lunch

1.45 AGM

The Annual General Meeting was held; please refer to the separate minutes for details.

1.50pm Update from Richard Maiden – joined remotely

- PCN Meetings – continuing to help forge new working relationships. Contraception – a lot of surgeries are keen to refer contraception renewals to pharmacies. Some surgeries and PCN’s sending out SMS messages to refer to pharmacies which have been effective in some areas. The more people we can get to attend the meetings, the better relationships can be built. The last meeting quarter will look slightly different with PCN leads chairing their own meetings, meaning they can customize the process to better reflect local priorities and conditions.

- Independent Prescribers – continuing to build a mapping database of IP's and offering support to those starting the process or requiring guidance. RM has run 2 IP networking group meetings this year and will continue with those.
- Trainee pharmacists – first year that they will incorporate the IP training. This year we ran an oriel online workshop to support with the 2026/2027 applications. Proving to be successful and have agreed with the ICB that we will run another again next year.

Recap 2024-2025 – 44 places advertised and 2 filled. This year, 16 single sector community pharmacy places and 15 multi sector pharmacy places with 23 filled. Trainee pharmacists started in July/August. Next year looking like 14 single sector and 20 multi sector places. Looking positive and hopefully can be built year by year.

Surveys were sent out to all the current trainee pharmacists before they started placements to see how likely they were to pursue a career in community pharmacy. 14 out of the 23 replied. Responses will also be sought on completion of the training. Only 1 person said that they were unlikely to pursue a career in community pharmacy. Trying to work on engaging and giving trainee pharmacists the best experience.

Continuing to set up split placements with some PCN's involved this year. Hospitals are mostly taking over the prescribing element of the training.

Attracting pharmacy staff to work in Dorset, community pharmacy vacancies are feature on the "Our Dorset" website, includes case studies. Still working on how we can develop exiting pharmacy staff. We have run some lunchtime training sessions this year.

Contraception service in May, ABPM in July. Will run the ABPM event again before October.

PCN Meetings and Contraception Referrals

Ongoing PCN meetings continue to foster new collaborative relationships. Many GP surgeries are keen to refer contraception renewals to community pharmacies, with some practices and PCNs successfully using SMS messaging to direct patients—an approach that has proven effective in certain areas. Increased attendance at these meetings is encouraged to strengthen local partnerships. In the final quarter, PCN leads will begin chairing their own meetings, allowing for greater flexibility and alignment with local priorities.

Independent Prescribers (IPs)

Work continues on building a comprehensive mapping database of Independent Prescribers. Support is being offered to those beginning the IP process or seeking guidance. RM has hosted two IP networking group meetings this year and plans to continue facilitating these sessions.

Trainee Pharmacists and IP Integration

This marks the first year that IP training is being incorporated into the trainee pharmacist programme. An online Oriel workshop was held to support applications for the 2026/2027 intake, which was well received. The ICB has agreed to run the workshop again next year.

Placement Recap (2024–2025)

Of the 44 advertised places, only 2 were filled. This year, 16 single-sector community pharmacy placements and 15 multi-sector placements were offered, with 23 successfully filled. Trainees began their placements in July/August. For the upcoming year, 14 single-sector and 20 multi-sector places are anticipated.

Trainee Engagement

Pre-placement surveys were distributed to all current trainees to assess their interest in pursuing a career in community pharmacy. Of the 23 trainees, 14 responded, with only one indicating they were unlikely to continue in the sector. Post-placement feedback will also be collected. Efforts are ongoing to ensure trainees have a positive and engaging experience.

Split Placements and Prescribing Training

Split placements are being established with several PCNs. Hospitals are primarily responsible for delivering the prescribing component of the training.

Recruitment and Staff Development

Community pharmacy vacancies in Dorset are now featured on the “Our Dorset” website, which includes case studies to attract applicants. Work is ongoing to support the development of existing pharmacy staff. Lunchtime training sessions have been delivered this year, including a contraception service session in May and an ABPM session in July. The ABPM event will be repeated before October.

Suggestions from the committee:

- RgM - universities might support identifying Dorset students for the IP database.
- SC – consider inviting the new cohort of foundation pharmacists to the IP group.

2.35pm Update from Janette Best

Janette’s particular emphasis has been on expanding the Hypertension Case Finding (HCF) service and the Pharmacy Contraception Service (PCS).

The HCF service has seen slow progress, particularly with low uptake of (ABPM).

A renewed focus is anticipated following service changes effective from 1st October.

PharmOutcomes data was shared, highlighting the need to increase ABPM activity beyond standard clinic checks.

Pharmacies not meeting the service requirements risk losing up to £1,000 per month in funding.

North Bournemouth and Poole PCN hosted a Health and Wellbeing Day on Saturday, 6th September. Janette represented Community Pharmacy Dorset, while PCN Lead Keith and three pharmacy team members provided BP checks throughout the day. The event was a valuable opportunity for relationship-building.

Pharmacy Contraception Service (PCS) and PCN Leads

There are now 13 PCN leads in place, covering all PCNs. Monthly activity reports are submitted to the ICB.

Quarterly online meetings have been rebranded to improve engagement.

A joint GP and pharmacy PCN event is scheduled for January 2026.

Initial PCN lead activity focused on visiting all pharmacies within their area to confirm PCS readiness. The next phase involves securing engagement from at least one GP surgery per PCN.

GP surgeries have begun sending SMS messages to eligible patients, promoting the PCS and linking to the NHS service finder.

Currently, 74% of pharmacies are delivering the PCS. The target is to reach 95%. Eleven pharmacies have opted not to participate.

Actions for the Next Six Months:

- Continue supporting PCN leads and strengthen relationships with GP surgeries.
- Suggest that GP practices resend promotional SMS messages to patients every six months.
- Prepare pharmacy teams for the upcoming PCS service specification update on 29th October, which will include EHC.

3.00pm Update from Mandy West

A pre-recorded presentation from Mandy was shown in MW's absence due to annual leave. Mandy later joined remotely for a live Q&A session at 3:30 PM.

Pharmacy First continues to perform strongly, with approximately 1,500 GP referrals per month, generating around £25,000 in revenue for Dorset contractors.

GP Engagement and Self-Referrals

Ongoing collaboration with NHS Dorset aims to encourage GP practices to make formal Pharmacy First referrals. In July, self-referrals reached 2,672, resulting in £45,424 in contractor revenue. This indicates that pharmacies are increasingly able to meet service thresholds without relying solely on GP referrals.

Data Access and Consent

Mandy presented slides illustrating the types of Pharmacy First data accessible to GP practices via DIIS. Data excludes the 11 pharmacies that have not provided consent.

Last 6 Months to August 2025:

- GP referrals completed: 8,284
- Self-referral consultations: 9,878 (a 20% increase compared to the previous six-month period)

Since February 2024:

- GP referrals: 24,675
- Self-referrals: 25,365

Performance Against 2025–2026 Strategy:

- Average monthly GP referrals (April–July 2025): 1,436

- Average monthly clinical pathway consultations (April–July 2025): 2,457
- Referral rejection rate as of July 2025: 10%
- In July 2025, 44.5% of pharmacies (61 out of 137) received threshold payments of either £500 or £1,000

Financial Summary:

- Jan–March 2025: 11,745 consultations generating £176,175
- April–July 2025: 16,264 consultations generating £276,488
- Total consultation revenue: £452,663
- Threshold payments (Jan–July 2025): £289,500
- Total revenue to date: £742,163

3.30pm Q&A with MW

Qs 1 MH – Pharmacy 1st bundling requirements and the potential for loss to the threshold payment.

MW – Work to encourage contractors to ensure they get all the patients through gateway. Record all the patients that they see.

PCN leads to remind pharmacies on their visits not to miss opportunities to gain revenue.

Pinpoint pharmacies that may need additional support.

3.50 Update from Juliana Bridle

PCN Leads – Face-to-Face Meetings

In-person meetings for PCN Leads were held on 4th April 2025 and 12th September 2025.

Collaborative Development Day

A face-to-face collaborative development session took place on 4th July 2025, with nearly 40 attendees. The next session is scheduled for 15th January 2026.

Roadshows

The Merley roadshow was held on 15th May 2025 but experienced very low attendance. The Dorchester roadshow was cancelled due to insufficient registrations.

Online Event – Weight Management

An online weight management event was held on 26th June 2025.

PCN meeting rebrand

PCN meetings have been rebranded as Collaborative PCN-Level GP Surgery & Community Pharmacy Quarterly Meetings to better reflect the integrated nature of the discussions.

A new Gmail account has been created: pcn.cpdorset@gmail.com. This will be used for meeting coordination and communications.

A dedicated PCN Zoom account has been established, with AI-enabled note-taking functionality. This process is straightforward and allows for unlimited meetings throughout the year.

Leads will access Zoom via zoom.com using the shared username pcn.cpdorset@gmail.com and an assigned password.

4.00pm Update from Richard Brown

RB & JB had a meeting with public health Dorset where they showed stats for EHC which had dropped off a little. Needle exchange. Health checks – hardly any being done. The stop smoking activity hasn't taken off with the publication of PHD's. 9 pharmacies are actively delivering.

ACTION PLAN

Ops team	Notional NHS contracts with NHS Dorset – Future of commissioning - add to agenda for November contractor event
RB	Respond to Shalli appeal
Ops team	Training gaps have been identified by Trainee Pharmacists. CPD to arrange suitable sessions.

Next meeting 20th November - online