



**Committee Meeting Minutes**  
Thursday 15 May 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), Jade Robinson (JR), Ellen Wood (EW), Juliana Bridle (JBr)

Apologies: Heidi Cole (HC), Greg Dziedzicki (GD), Vas Alafodimos (VA)

9.45am      Welcome  
Meeting      Apologies for absence – Heidi Cole, Greg Dziedzicki  
started      Chair announced that GD had stood down as a committee member. CCA to put  
late          forward a new member.

**Action: JBr** - Inform CPE of member resignation and update changes.

Minutes of previous meeting. The date on the document was incorrect which was changed. – Minutes agreed as accurate.  
Matters arising from previous meeting - None

**CCA Questions**

**CPCF 2025-26 pharmacy first services** – supporting local delivery – continued support visits from the ops team. PCN leads supporting with contraception.

**Locally commissioned services** – Ops team offer support on services – visits, email, phone conversations - lunch time training sessions – contractor events.

**Planning for 25-26 - LPC self-assessment** – not been published yet

9.30am      **Treasurers Update**

4<sup>th</sup> Quarter – management accounts – No big surprises. Everything as expected. Accountants have confirmed that the annual review will be ready for the July meeting. CO, Chair and treasurer to submit their reports early July. AGM will be held in September.

**Renewal of VirtualOutcomes License** – Members agreed to renew the platform.

**Budget**

The Treasurer reviewed the draft budget displayed on screen, and making minor adjustments as directed by the committee. The document is yet to be finalized.

JBr was asked to leave the meeting room to allow for salary discussion.

- 11.00am Presentation by Steve Thornback – Thornton & Ross  
11.20am **Tea Break**  
11.35am Meeting resumed with discussions around how to reduce meeting expenses. 1 suggestion was to make the online meetings half day. With 6 meetings a year, there are savings to be made by budgeting for 3 whole day f2f and 3 half day online meetings.

It was agreed that meetings going forward should be in the following format:

**Face to face (full day)**

March -Strategy

May

Sept - AGM

**Online – half day**

Jan

July

Nov

The current rate for full day meeting attendance is £280. It was agreed that the rate is increased to £350 for a year with a review to be undertaken next May.

**Actions:**

**JBr** to update meeting dates - calendar – invites, venue bookings etc

**RgM** – To update expenses policy

RB was asked to leave the room to allow for a discussion around salary.

On return, the treasurer wrapped up his discussion by advising that Albert Goodman have confirmed that we don't need to pay any other corporation tax than we already are.

- 11.55am **Market Entry Applications**

**Discussion took place around the following market entry applications.**

- Combined change of ownership and no significant change relocation application for LP SD Nine Ltd from Abbey View Medical Centre, Hawkesdene Lane, Shaftesbury, Dorset, SP7 8DH to 8 Bell Street, Shaftesbury, Dorset, SP7 8AE.

This application had been refused the previous day 14.05.2025.

- Consolidation onto the site at The High Street, Gillingham, Dorset, SP8 4AG, of Avicenna Retail Limited already at that site and Avicenna Retail Limited currently at The Barn Surgery, Gillingham, Dorset, SP8 4XS

**by 31<sup>st</sup> May.**

Committee agreed that no comment was necessary.

- Application offering unforeseen benefits at on Fortuneswell (DT5), Portland either side between the junction of Malloms and Belle Vue terrace by Pharmaceutical Healthcare Ltd **by 7th June 2025.**

The Committee agreed unanimously to vote against the application and asked the CO to respond by letter on their behalf. The vote excluded committee members with a conflict of interest, and this was acknowledged, along with the fact that some members' votes were not included in the final decision.

**Action: JBr send reminder to RB by 1<sup>st</sup> June to ensure response has been sent.**

12.20pm **Executive Committee Election**

No additional members expressed interest in standing for any executive positions. As a result, the executive committee was elected as follows:

Chair –MH – Proposed by SC - 2<sup>nd</sup> by RgM  
 Vice Chair – SC – Proposed by MH – 2<sup>nd</sup> by KN  
 Treasurer - RgM – Proposed by MH – 2<sup>nd</sup> by SC

12.25pm **Strategy 2025-2026 sign off**

The strategy was developed during the March meeting, with a few remaining points awaiting discussion once the new contract was introduced. The results of which would have a bearing on what we decide for the strategy.

**What would we be targeting for the percentage of pharmacies that we want to be able to achieve pharmacy 1<sup>st</sup> thresholds.**

We now know that there is:

- £1,000 for those pharmacies that provide 30 or more Clinical pathways consultations within a month.
- £500 for those providing 20-29 Clinical pathways consultations within a month.

From October there will also be the requirement to deliver one ABPM consultation per month.

The committee agreed to update the draft strategy with the following:

- 50% of pharmacies to achieve Pharm 1<sup>st</sup> thresholds.
- update the percentage under HCF Point 1– to achieve greater than **90%** of pharmacies actively providing the service by March 2026.

CO asked if the committee wished to amend any other points on the strategy before the strategy is signed off. All in favour of new strategy.

12.35pm **CO update**

Champix PGD – Following the consultation on the payment model, there will now be a new, additional payment of £15 for all varenicline and cytisine PGD consultations.

12.45pm Presentation by Amy Gates

1.50pm Kora Healthcare

**Fi Arnold update**

**Only order what you need**

There will be a re-run of the previous campaign.

**Oral Contraception Service**

The link to access the service is now uploaded to the Women's Health website. FA has also asked if they can add the pharmacy 1<sup>st</sup> and the HCF services. Has started mapping out where the SMS texts have been sent from surgeries with just over 3000 texts have gone out so far asking patients to access that service through community pharmacy. Some challenges. Putting together a brief of FAQ' to support with the process. PCN leads will be supporting.

**HCF**

This has now gone onto the DIIS dashboard in the CVD Prevent area.

**ICB focus areas**

Treatment - prevention

Hospital – community

Analogue - Digital

**ICB core functions**

Understanding local context

Developing long term health strategy

Delivering the strategy through payer functions and resources application

Evaluating impact

**Current priority areas**

Fi presented a list of key focus areas, with pharmacy being one of them.

**Joint MDS guidance**

Waiting for some other providers to come back with comments. Then will share.

**Sucalfate liquid to tablets**

Savings of £180

**Edoxaban to Rivaroxaban/Apixaban**

Some resistance received.

**Gluten Free**

Waiting for further approvals but it's likely to be enforcing 0 on gluten free prescribing.

**Discussion around what can Community Pharmacy do to support pregnant women with Iron deficiency - better access to iron replacement and treatment for thrush.**

- There is some instructional support in production on how CP should respond to patient presentations.

## **PCN & Community Pharmacy Development Day and**

A formal invitation has been sent to all PCNs for the PCN & Community Pharmacy Development Day, scheduled for Friday, 4th July at 12:45 PM at Merley House.

The event will follow the planned Community Pharmacy PCN Lead meet-up that morning, with both groups joining for a working lunch at 12:45 PM.

**Action:** JBr and FA to co-ordinate arrangements.

2.35pm Presentation by Alex Burrows  
Chiesi

2.45pm CO provided a brief summary of service performance, reviewing the data and figures for April. The results were promising, especially in terms of GP referrals.

### **Review of actions:**

- 1. JBr - Inform CPE of member resignation (GD) and update changes.**
- 2. JBr To update meeting dates - calendar – invites, venue bookings to reflect agreed changes to meetings.**
- 3. RgM – To update expenses policy regarding meeting expenses.**
- 4. JBr To send reminder to RB by 1<sup>st</sup> June for response to application - offering unforeseen benefits at on Fortuneswell (DT5), Portland either side between the junction of Malloms and Belle Vue terrace by Pharmaceutical Healthcare Ltd**
- 5. JBr PCN Lead event – 4<sup>th</sup> May – to arrange and liaise with FA**

### **AOB**

V.A inquired about any updates on the ICB merger. We're awaiting further developments, with no specific details to share currently.

**Meeting closed 15.30pm**