

MINUTES OF THE COMMUNITY PHARMACY STAFFORDSHIRE AND STOKE-ON-TRENT(CPSSOT)

held on

Tuesday 4th July 2023

Virtual

MEMBER	CATEGORY	04/07 /2023				
Lucy Dean (LD) Chair	AIMp	✓				
Raj Morjaria (RM) Vice Chair	Independent	✓				
Andrea Hawkins (AH) Treasurer	Officer	✓				
Chris Ward (CW)	CCA	✓				
Jonathan Bridgett (JB)	CCA	✓				
Jeet Patel (JP)	CCA	✓				
Indy Grewal (IG)	Independent	✓				
Lee Ison (LI)	Independent	✓				
Eleanor Lawton (EL)	CCA	✓				
Alex Zahorodnyj (AZ)	CCA	✓				
Helen Watton (HW)	AIMp	✓				
Hema Morjaria (HM)	Independent	A				
Simon Hay (SH)	Officer	✓				
Tania Cork (TC)Chief Operating Officer	Officer	✓				

✓ Present / A Apologies for absence / Absent X / R Resigned/ S sick/ N/A Not applicable * Member unable to attend all or part of meeting due to attendance at a meeting elsewhere on behalf of the CP on the same day.

1.		Welcome/Apologies/Introductions/Announcements
	<u>1.1</u>	TC welcomed everyone to the meeting.
	<u>1.2</u>	Apologies received from HM.
2.		Declaration of Interested (DoI)
		<ul style="list-style-type: none"> • SH – Central Health Solutions • RM sits on other LPCS • Members were reminded that, if they haven't already, they should submit their DOI.
3.		Confidentiality Forms
		<ul style="list-style-type: none"> • Members were reminded to submit their Confidentiality Forms.
4.		Adoption of CP-SSOT constitution

	<ul style="list-style-type: none"> Adopted unanimously. CW: voiced concern over the appropriateness of the name of the new Committee. However, as the website and emails are now set up it was decided that this would be difficult to change. However, this is an issue that could be looked at in the future.
5.	<p>Nominations for Chair of CP SSOT Vote for Chair of CP SSOT</p> <p>LD was nominated and this was accepted</p>
6.	<p>Nominations for Vice Chair of CP-SSOT</p> <p>RM was nominated and this was accepted</p>
7.	<p>Confirmation of Treasurer</p> <p>The Committee accepted AH as the Treasurer</p>
8.	<p>Nominations for Subgroups</p> <ul style="list-style-type: none"> Finance Sub Committee LD, TC, AH, JB and RM Governance Sub Committee LI, EL Communications Sub Committee AZ, HW, GM
9.	<p>Update of current employees and their roles and additional roles PhO Medicines Safety Committee</p> <ul style="list-style-type: none"> Permanent Employees TC- 32 hours per week over 4 days SH – 16 hours AH- 15 hours over 3 days Temporary Employees GM – 7 hours per week. Fixed Term Contract (31st December 2023) Leandra Smith – 25 hours per week (31st August 2023) Jenny Palfreyman – 7 hours per week (30th September 2023) There was a discussion over whether we should set a review point for 6 months' time to look at contracts. Also, whether we should structure in yearly appraisals. PharmOutcomes We need to know who's got the contract Medicines Safety Committee Alison Crompton had offered to continue as the representative for the Medicines Safety Committee (MSC). MSC meets once a quarter and AC would then submit a report to the Committee following each meeting. We would pay her backfill for attending on our behalf. ACTION: LD to speak to Alison Crompton about continuing with this for the next 6 months while the committee reviews which meetings should be attended. LD to also ask Alison to submit a report following each meeting Other Meetings ACTION: Compile a list of meetings that TC and SH attend and what Peter Prokopa attended and decide what benefits we get from them.

CP-SSOT Committee Meeting 4th July 2023

		<p>Most meetings have Terms of Reference that we can look at. All meetings should be fed back to contractors, so they know what's happening. ACTION: Review in 6 months</p>
10.		<p>a. Banking and Budgeting</p> <ul style="list-style-type: none"> • Reporting of Accounts It was decided that there shouldn't be monetary values in the reports. These should be given verbally. Trial balance and figures would be reported at each meeting. Finance subcommittee will meet every quarter. • Signatories These were confirmed as TC, LD and AH • HMRC TC is waiting to hear from them. If they haven't contacted TC after the 15 days, then she will follow up. There is a concern that if everything is not in place by 24th/25th July then this would impact on payroll for July. ACTION: TC to seek guidance from CPE. • BSA Account We are waiting for recognition from ICB before we change. • Budget TAPr working group have been looking at the draft budget. It needs a little more work before completion. ACTION: Finance Sub Committee to meet early on to go through the budget. • Contractor Levy Until we completely combine the accounts of SSLPC and NSLPC we can't progress. • Expense policy AH had amalgamated the policies from NSLPC and SSLPC ACTION: Finance Sub Committee to look at this.
11.		<p>Future CP- SSOT meeting schedule</p> <ul style="list-style-type: none"> • Meetings will be held on the 2nd Wednesday of the month. January, March, May, July, September, November (thus avoiding August and December) • Initially meetings will be face-to-face while everything is being "ironed out" and the committee gets to know each other. After they will be bi-monthly (all day) with a short virtual meeting in the middle month if needed. This would be cancelled if there was nothing new to discuss. • Meeting will consist of Sub Committee groups, Strategy session and Communications. (Forming/storming/norming and performing!) • Venues - we try to use free venues. Keele University has a free meeting room that they allow us to use. Also, Dean and Smedley in Burton also has a meeting room. • Executive Meetings would occur bi-monthly between the main meeting. LD to talk to RM about the length of meeting needed. ACTION: There will be a poll sent to members about the date for August and September meetings. (August 2nd or 9th and September 6th or 13th) Members were asked to respond by close of play on Friday 7th July 2023.
12.		<p>Future Presentation of agenda/meetings</p>

CP-SSOT Committee Meeting 4th July 2023

		<ul style="list-style-type: none"> • It was decided that there would be a list of meetings attended by TC and SH provided with brief bullet points. This would be circulated to members prior to the meeting to give members the opportunity to ask questions. • It was decided not to include a list of incoming news from CPE to the Agenda. • SH will provide an overview of figures for the previous month (CPCS, DMS, Hypertension, Extended Care and Oral Contraception) via a spreadsheet. This will enable members to ask questions if needed. • This was seen as an opportunity to look at the data and examine trends – this could then be highlighted to the implementors, and they could then support contractors where needed. GM could then manipulate the data and feedback. • It was agreed that we need a complete spreadsheet of all the services we provide.
13.		CCA and AIMP Questions
		<ul style="list-style-type: none"> • CCA Question • It was agreed to postpone most of the CCA questions until the August meeting. • CP insurance – CPE are looking at this, however, it was agreed at TAPr that we are exposed. • ACTION: LD and TC to push this. We need a summary of all the insurance covers and when it expires. • AIMP Questions: • LD and HW to discuss and decide how and when to submit the questions. • ACTION: Questions will be completed in turn, and the person nominated will be added as an agenda item.
14.		Action Log – combined from North Staffs and South Staffs
		<ul style="list-style-type: none"> • The combined action log was discussed and updated.
15		Re-branding
		<ul style="list-style-type: none"> • It was decided to take the new branding as provided by CPE ACTION: TC to give to GM to work on.
21.		AOB
		<ul style="list-style-type: none"> • AH to provide members with the Glossary that SSLPC used. • Approved Minutes will go on both websites until the new website is up and running. • Going forward Approved Minutes will be uploaded to the website within 72 hours of the meeting. • Communications Sub Committee will look at the Newsletter and what format we want. • LPC New Members Days/Refresher training- Members to inform TC/AH if they plan on attending and let them know which date.

If you are unable to attend, please send your apologies to

Tania Cork taniacork@northstaffslpc.co.uk or Andrea Hawkins andrea@southstaffslpc.co.uk

Date	time	Venue	chair
Wednesday 9 th August 2023		Keele University	LD

CP-SSOT Committee Meeting 4th July 2023

These minutes are signed as being a true record of the meeting, subject to any necessary amendments being made, which will, if any, is recorded in the following meeting's minutes.

Signed:Position:CHAIR..... Date: ..9/8/2023.....

Signed:Position:COO.....Date:9/8/2023.....

During this meeting, along with these minutes, there was a constant check to ensure no discussions could constitute to breaking competition law.

Signed... ..position.....LPC Member.....Date 01/09/2023.