

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

held on

Wednesday 11th October 2023

Dean & Smedley, Burton upon Trent

MEMBER	CATEGORY	04/07 /2023	09/08 /2023	11/10/2023		
Lucy Dean (LD) Chair	AIMp	✓	✓	✓		
Raj Morjaria (RM) Vice Chair	independent	✓	✓	✓		
Andrea Hawkins (AH) Treasurer	Officer	✓	A	✓		
Chris Ward (CW)	CCA	✓	✓	✓		
Jonathan Bridgett (JB)	CCA	✓	A	A		
Jeet Patel (JP)	CCA	✓	✓	✓		
Indy Grewal (IG)	Independent	✓	A	X		
Lee Ison (LI)	Independent	✓	✓	✓		
Eleanor Lawton (EL)	CCA	✓	✓	✓		
Alex Zahorodhyj (AZ)	CCA	✓	✓	S		
Helen Watton (HW)	AIMp	✓	✓	✓		
Hema Morjaria (HM)	independent	A	✓	S		
Simon Hay (services Manager) (SH)	Office	✓	✓	S		
Gillian Mason (GM) (IT Support Officer)	Officer	N/A	✓	N/A		
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.	<p>Welcome/Apologies/Introductions/Announcements</p> <p>Chair (LD) and TC welcomed everyone to the meeting. Apologies received from JB, AZ, HM. IG was absent. There was a discussion on attendance. ACTION: to contact Indy to give him a chance to explain why he isn't attending. There is a difference between not being here and courtesy (doesn't respond to emails) Jonathan is aware and is reviewing his workload and commitment to the meetings. Meeting etiquette poster was passed around for comment.</p>
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	<p>Changes Andy Pickard – Tunde – Mark Seaton – Chief Pharmaceutical Officer for ICB. He is an influencer. ACTION: Send a list of acronyms to Lee</p>	to virtual Virtual
2.	Declaration of Interested (DoI)	
	<ul style="list-style-type: none"> • None 	
3.	Approval of minutes from previous meeting and Competition Law approval	
	<ul style="list-style-type: none"> • Minutes were approved and signed. 	
5.	Matters arising from previous meeting	
	<ul style="list-style-type: none"> • None 	
6	Action Log	
	<ul style="list-style-type: none"> • The Action Log can be found on Teams for everyone to update. • The completed ones will be moved. • Virtual Outcomes - £3431 (with a 10% discount) Do we continue? Voted not to continue. • CCA Guidance – Remove • Bio – need some more from some members. To chase up. • Website – ongoing but slow waiting for people to respond. • POD – speaking to Amin and Mark Seaton – to raise with Mark. • Send information on members greener initiatives. • Meeting with LRC/LPC – this is a slow process. • Alex to forward UHNM smoking referral to Tania. • Remaining funds – we are opening new accounts to put the project money in • Dentists’ prescriptions – writing illegal and writing down the left-hand side. Write to LDC. Comments: don’t use ALL against actions- difficult to pinpoint. 	
7	Reports	
	<ul style="list-style-type: none"> • FINANCE ACTION: Read the Finance Guide. The Finance Committee will be working through it. The £85,000 limit if Banks go under is a concern. CPE is looking into it. Levy will be increased for South Staffs after November. Contractors will be informed through the Newsletter. ACTION: To inform Contractors in South Staffs via the Newsletter. ACTION: Andrea to send the Expenses Form to everyone. If any members are attending an event on behalf of CPSSOT that they will be claiming for, then they should get permission first from either Tania or Lucy. • GOVERNANCE CPCS Implementors – We have taken HR advice on the Implementors. They have confirmed that there is a fine line between Self Employed and Workers which they are crossing. ACTION: Tania is to contact Clyde & Co as we are already set up with them and better protected as they are set up for LPCs. We will review Option 1 renewal costs and check what’s in Option 2. We may have to put all the implementors on a contract until 31.01.2024. However, it is recognised that some may not want to go on a contract. ACTION: To seek advice with Clyde and Co prior to speaking to the Implementors. 	

	<ul style="list-style-type: none"> • COMMUNICATIONS They talked about the Newsletter and the Website. It was agreed to leave social media for now until the Newsletter and Website are up and running. Tania, Simon and Gill met to go through the website and Gill is working on that. Members are encouraged to look at the website and direct staff to it. • CHAIRS REPORT (update from CPE event) Lucy reported on the Chairs meeting. There is a lot of post Brexit law coming in January 2024 and also the CP Finance survey is coming out. ACTION: To put on the Agenda for next meeting. We need to discuss about that often time scales slip – need to raise at the meeting Other items that were discussed that we need to consider: <ol style="list-style-type: none"> 1. Meetings – only having face to face meetings and not virtual 2. Attendance register added to agenda so people can see. 3. Doing Sub Comm after lunch to keep people engaged. 4. Some still do buddy lists – group of contractors that members can support. (this was discussed and deemed to be a waste of time and time consuming by some members – the newsletter reaches people easier, and we have the implementors and Tunde and Sam) 5. Some have full meeting and Executive meetings together. • CHIEF OFFICERS REPORT Acronyms were queried. (LFS) -Lung Function Service – a pilot based on the (SCS) Smoking Cessation Service – pilot that only Staffordshire and Devon are doing. (TLF) Targeted Lung Function team are going round by a bus and targeting people that are ex-smokers and smokers and referring them to Local Pharmacy. • SERVICES REPORT No questions on the report. NHS not very good at sorting out paperwork. Tier 2 Oral Contraception Pilot. Training is massive (5 hours of which is safeguarding) Also are they saying 1 member per shop should be trained or 1 member per company? ACTION: To feed back to Eleanor Carnegie so she can take back to the NHS Team. Palliative Care- if Pharmacies have signed up for Tier 1 or Tier 2 they will be getting a phone call to check if they have all the drugs in stock from the list. ACTION: Simon to send a list to Head Offices to make them aware.
	<p>Date, time and venues of next meetings</p>
	<ul style="list-style-type: none"> • There was a discussion on future meetings. It was agreed the hybrid meetings are very difficult. It was decided that we have face to face every other month (Venues to alternate -Dean and Smedley/Keele) with virtual Executive Meeting and one Subgroup in the month) Finance group needs to meet more often. AGREED: Plan the next meetings until April. Face to Face CPSSOT main meetings 7th November – Keele 10th January – Dean and Smedley 13th March – Keele Exec Board – (both half day virtual) 13th December 7th February Subgroup Meetings 6th November – Finance

	<p>13th December – Governance (13:00 -14:00) 7th February – Finance 11:30-12:30 ACTION: to send out meeting requests for all meetings.</p>
7.	<p>A conversation with the ICB Chief Pharmaceutical Officer, Mark Seaton</p> <ul style="list-style-type: none"> Mark introduced himself. One of his biggest tasks is delivering the Pharmacy Management Strategy. He will be looking into multi million cost improvement programme across the system. Lead a strategy development piece on Long Term Conditions. There is a lot that needs sorting out including Governance and Accountability. There is a national workforce plan for Health services including Community Pharmacy. It is recognised that there are not enough Pharmacies and GPs. There is a huge amount of work to make it attractive for Pharmacists to stay in Staffordshire. We have four universities, but we still struggle for workforce. His post is 12 months, and the next job is to make it more sustainable. Any changes in Medical Needs Assessment are legislative so all the authorities are doing the same thing. We spend a lot of work on PNAs, but the statements aren't being sent out. The process is not serving its purpose then we need to do something different. Professional Pharmacy Leadership group – what happened to it. It's being re-started. They first need to agree the Terms of Leadership. Medicines Synchronisation -there are people that still need synchronisation. A lot of time and effort goes into cost saving exercises only for them to bounce back. If we can get a National Moratorium, then we could get somewhere. There's only 42 ICBs now so it should be easier to work it out. Lucy highlighted the problem we have been having with GPs prescribing 84 days. We need more strategic working. Extended Care Service – is there anything we can work with you to ringfence that money for Community Pharmacy. Any ideas should be raised with Andy Pickard and Sam Travis. For the next meeting Mark agreed to either send in a report or appear face to face.
8.	<p>Patient Safety</p> <ul style="list-style-type: none"> No questions Patient Safety – there is a group about Methylphenidate. CP will be receiving prescriptions with 1 item even if its multiple strengths. There are also communications going out to Patients and GPs about prescribing it and how to take it.
9.	<p>Greener NHS</p> <ul style="list-style-type: none"> This was covered earlier in the agenda.
10.	<p>Commissioner reports</p> <ul style="list-style-type: none"> Andy Pickard joined the meeting.. He gave an overview of the structure. Nothing has changed in his role as Pharmacy Advisor. Rebecca is still Head and many of the people that we have worked with are still there. They are hosted by Birmingham and Solihull ICB. Patient Safety Research Collaboration is still chaired by Rebecca and ICB colleagues were invited to attend and have been joining for the last 12 months. Extended Care are still NHSE legacy contracts. ICB are collaborated to maintain consistency. January/February they will start negotiating new contract. Queried Common Conditions Service, 5 of the 7 are within the extended care service. We want to try and ringfence the money so its spent on something else that is for Pharmacy Contractors. They don't want to lose that money. There is an extended care work group that meets once a month. They are waiting to see how the Common Conditions Service will impact. They are looking at alternative services

	<p>that would enable them to shift the money across. They want to ensure that the money isn't lost. This may come in by January 2024 which is quite soon.</p> <p>Agreed that Members will have a conversation about possible options and send suggestions to Tania to email to Andy. It may be possible to set up a small working group to discuss these ideas.</p> <p>Pharmacy need to be able to deal with a walk-in service.</p> <p>LPN Chair doesn't exist but there is a significant chunk of money that is held for us. We need to discuss what the money can be spent on.</p> <p>Andy is linking in with Mark Seaton and also Sam and Tunde.</p> <p>After Andy left there was a discussion on ideas for him.</p> <p>Eczema and eczema for Children</p> <p>Psoriasis</p> <p>Threadworm</p> <p>Scabies</p> <p>Weight loss</p> <p>Anti-depressants</p> <p>Diabetes – checks/monitoring</p> <p>HRT – running a clinic or Women's Health</p> <p>Screening in general (Health Checks)</p> <p>Hay Fever (Nasal Sprays)</p> <p>Eye conditions</p> <p>Cholesterol testing</p> <p>We could run a synchronisation project – to evaluate 84-day prescribing</p> <p>5 point check – that would save GPs money and time.</p> <p>Pharmacies going into Care Homes</p> <p>ACTION: Share the list with other LPCs in the Midlands as it affects everyone.</p> <p>We want things that the Locums can help with</p>
	<p>CCA and AIMp Questions</p>
	<ul style="list-style-type: none"> • Agreed to go through them at the next meeting.
	<p>Covid 19 and Flu vaccination Programme</p>
	<ul style="list-style-type: none"> • It's settled down. We had Pharmacies up and ready in September, but they didn't receive their orders until 2nd October which was frustrating. <p>There is a new dashboard which gives information on flu cases, deaths and admissions and Covid vaccination figures. UKHSA data dashboard</p>
	<p>New Reports</p>
	<ul style="list-style-type: none"> • ICB Quality Strategy • Major Conditions Strategy <ul style="list-style-type: none"> Mark Seaton will be working towards Cancer Cardiovascular Musculoskeletal Mental Health Dementia There is a smaller ICS Strategy with 6 conditions Lived Experiences Promotion of safe care in Care homes Improved Staff experiences Shared System approach

	<p>Fair and equitable service for all High quality programmes.</p>
	<p>Rebalance of contractors in Staffordshire</p>
	<ul style="list-style-type: none"> We should schedule time to look at the mix of contractors ready for the new financial year. Note: Our financial year is 8 months this year. This is an exercise we should do every 12 months in January/Mid-January to see if there are any changes. We did it last in January but there has been a lot of changes since then. We also need to work out who owns each of the branches of Lloyds that were taken over. ACTION: Add to Agenda for Governance Subgroup for February Meeting
	<p>Review of Actions:</p>
	<ul style="list-style-type: none"> Email Richard Brown to stop VirtualOutcomes license. End contract for patient facing website Redirect North Staffs LPC to the main one we are using Set up Mailchimp account for multi users Write to Indy regarding absence and lack of correspondence Send out Newsletter to mention levy increase to South Staffs Make contact with Clyde & Co for 1) cost for this next year, 2) discussion about self-employed staff Share Community Pharmacy vision document with stakeholders
13	<p>PCL Report – Sam Travis (Virtual)</p>
	<ul style="list-style-type: none"> IPP Project There were 12 applications and they selected 5 sites. They are letting contractors know if they've been successful and they will inform CPSSOT after. They are setting meetings up. Sites will be going live in November (at least one site) We are getting information from NHS gradually. This was sooner than the CPE Rep said this morning. Health Lung Check Service. This is still going. The wagon making its way round Staffordshire targeting 55–74-year-olds that are referred through the Smoking Cessation Service. They have a lady from CSU working for them – She is ringing round pharmacies checking why they haven't actioned things. This week she's been doing DMS. She is following up Smoking Cessation pharmacies that rejected referrals when they've signed up. If they can't action, then they are advised to deregister. She will also be phoning on Oral Contraception – checking if they are ready. Hypertension – signed up and not done anything. Also, where there were zero ambulatory check. In the new Year they hope to have a Project Manager to support them. Lucy raised the Extended Care Service and the list of potential things that we can do. Tania will share with Sam and Tunde. Sam to have a conversation with Tania about releasing LPN Funding.
16	<p>AOB</p>
	<ul style="list-style-type: none"> Dosette boxes - Tania has been doing a piece of work with Local Authorities and Care Providers. They are increasingly getting pharmacies refusing to do them. They are not a good idea, and they are not safe. If anyone has any solutions then please let Tania know before the next meeting.

CP-SSOT Committee Meeting 11th October 2023

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| | <ul style="list-style-type: none"> • Had an increase in Sciensus patients who are being told they are on a list of pharmacies that they could pick up from. Dean and Smedley are refusing. • Valporate changed today. GPhC has sent it out details today – which is not enough time. |
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If you are unable to attend, please send your apologies to

Tania Cork taniacork@cpstaffsstoke.org.uk or Andrea Hawkins andreaahawkins@cpstaffsstoke.org.uk

Date	time	Venue	chair
Tuesday 7 th November 2023	9:30	Thea, Keele	LD
Wednesday 10 th January 2024	9:30	Dean & Smedley, Burton	LD

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: 7/11/2023

Signed Position:CO..... Date: 7/11/23

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. 7/11/23

Lindsey Fairbrother – CPE Representative for North and East Midlands

Lindsey went through a presentation about the aims of CPE.

There were discussions throughout the presentation.

We can do – that's the attitude of Community Pharmacy. We are the true innovators, we come up with solutions and we need to ensure that the people out there know how good we are.

Pharmacies of Tomorrow – we should be using this on social media.

There were a number of things for Lindsey to take back to CPE:

1. Is there going to be another document?
2. Isn't it time that the top men went back to the floor to do the job. That would give them an insight into the problems Community Pharmacy is having. The people doing the negotiations don't know the pressures on the floor.
3. Price Concession is broken – it's not for the benefit of the Pharmacies.
4. There is 8 PGDs. Time is going to run out.
5. Money for the 7 services plus IT platform. We also need more information. There isn't much money however its already October/November – we are running out of time.
6. We need to challenge them more.
7. A large portion of our money is going to them.

SUBGROUPS

- **FINANCE**

We will be working on a zero contract, run every 3 years.

ACTION: Arrange a Finance sub meeting to go through the budget.

We need to know what money we have and where its from.

Expenses need to be submitted in a timely fashion.

We are setting up a MOU for paying payroll.

Allocated funds is now known as Project Money. We need to have three separate accounts (Levy Money, Project Funds, PharmOutcomes)

We will report back at the next full committee meeting.

- **GOVERNANCE**

There was a discussion on the contracts for the implementers, the length and the legal issues.

- **COMMUNICATIONS**

It was agreed that we switch off the Patient Facing and the North Staffs LPC Websites

ACTION: TC to end the contract.

Gill is speaking to MAKE to get a redirect from NSSLPC to the new website.

Newsletter- we will be using Mailchimp to distribute the Newsletters. It was agreed that we pay for 3 users (Tania, Simon and Andrea)

Content should be sent to Tania and anything on Services to Simon.

It was agreed that information should only be sent out when relevant on an ad hoc basis and to include links if the information is from other websites so we are not repeating.

ACTION: sign up to Mailchimp for 3 people