

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

held on

Wednesday 7th November 2023

Dean & Smedley, Burton upon Trent

MEMBER	CATEGORY	04/07 /2023	09/08 /2023	11/1 0/20 23	07/1 1/20 23	
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	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.	Welcome/Apologies/Introductions/Announcements
	Chair (LD) and TC welcomed everyone to the meeting. There were no apologies. Jonathan Bridgett has decided, due to work commitments, to step down from the committee. CCA are currently looking for a replacement.
2.	Declaration of Interested (DoI)
	<ul style="list-style-type: none"> • Simon – Central Health • Chris, Ellie and Lucy – DSP Application

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"> • There was a query about if there could be virtual meetings and not just face to face. This had been discussed at the last meeting and the decision had been made that there would be bi-monthly face to face Committee meetings with virtual Subgroups and the Executive Board in between.
6	Action Log
	<ul style="list-style-type: none"> • The Action Log can be found on Teams for everyone to update. The completed actions were removed, and the Log will be updated with Actions made throughout the meeting.
7	Reports
	<ul style="list-style-type: none"> • FINANCE At the Finance Subgroup (6th November 2023) the budget was worked on for the next financial year using the monthly spreadsheet provided by CPE. The following points were discussed: The levy for South Staffs contractors will go up next month. PC and peripherals at home and insurance in case of theft or damage. CPCS funding – we have to merge South and North Staffs budgets and see how much we have left. It was agreed that we should also charge for Admin time. It will be a very tight budget. It was agreed that the implementors should be given notice and we may be possible that a new role to support services will start in April 2024 with a new job description. • GOVERNANCE No further discussion • COMMUNICATIONS There were discussion about the Newsletter. The format and content. Newsletter will roll out very soon with a general newsletter at the beginning of each month and a services newsletter mid-month Website: we will look at see what's missing and what needs updating. • CHAIRS REPORT (update from CPE event). The LPC Conference was well attended. However, they used the same slides as before. They talked a lot about the Vision. • CHIEF OFFICERS REPORT ICS the peoples board that sits within the ICB – there's no Pharmacy representation- on it. Mark Seaton is on the main group and Tania is on the workforce group. Community Pharmacy needs to complete the workforce survey so people know the pressures. Figures from the Mandatory Survey – we can use. MAPCOG. • SERVICES REPORT GP CPCS – September was a poor month but October improved with 270 referrals. There is a smaller number of referrals that were sent but not actioned. We are getting the message across that, if you can't deal with the referral, signpost to other pharmacies. However, it's frustrating when people can't get hold of the patient. The future EMIS Trial – there's a push for patients to fill in an on-line form for appointments instead of the 8:00 phone stampede.

	<p>BARS (Booking and Referral System) – could put appointment slots in. EMIS are also trialling bulk authorisation – Once Simon knows the 12 practices that are on the trial he will let us know.</p> <p>EC – there are more figures coming out shortly, however, UTI is the main reason for referrals.</p> <p>Oral Contraception – more contractors will be signing up.</p> <p>Hypertension – the numbers are consistently high. With 22% given ambulatory and 14 confirmed as High Blood Pressure. However, there was not many sent from GPs.</p> <p>Palliative Care – we now have a list of providers. Everyone’s been contacted to check that they have all the medicines in stock ready for the service to go live.</p> <p>EHC(Staffs) are not giving STI kits out. There will be a new contract in 2 years, and this will make it easier to give the kits out.</p> <p>Prescription Alignment – there is work that needs to be done and it’s a benefit to everyone involved.</p>
	CPE Update
	<ul style="list-style-type: none"> • This will be an agenda item and will go through the meetings that CPE has and what’s been discussed. • There was a meeting about not doing dosette trays. If someone wants blister packs, then it’s up to the Pharmacy to make the decision of whether they do it or not. If you refuse to do them, then you can signpost to another pharmacy. There are a couple of pharmacies that charge for doing them. • LFT -Patient should have an NHS Letter with them. You can make a professional judgement, but you should see the letter. NHS will check if too many payments are going out. It very bureaucratic and onerous process to log them and for only £4.
8.	Patient Safety
	<ul style="list-style-type: none"> • PSERF – a new version of Serious Incident Investigation. It’s a different local arrangement and is not taking into account CP time. Boots will not buy into it. If we get anything we should push it back.
9.	Greener NHS
	<ul style="list-style-type: none"> • Work for CRISP – the abstract has gone to Cork University. If they approve it, then Tania will go over to Cork to present it.
10.	Extended Care Service and ideas for using the money when CCS arrives
	<ul style="list-style-type: none"> • This was discussed last time and the list from last time was re-visited. Bowel washing, and Threadworm were suggested as additions. We should be looking at long term conditions such as Parkinsons, Anti depression and diabetes. We could also use the money for Health Promotions. New Cancer Referrals – pharmacy could send patients straight to hospital.
	Pharmacy Leadership Group

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	<ul style="list-style-type: none"> • A lot of information has already been discussed in Tania's report. Mark Seaton's sheet – Integrating Pharmacy Care to Improve Population Health was discussed. There's a lot of words but it doesn't say anything, it needs more work. There's a lot of aspiration talk but no actions. Also, the working title is wrong.
	CCA and AIMp Questions
	<ul style="list-style-type: none"> • There were no questions for AIMp. • CCA questions were discussed and answered, and Jeet completed the form.
	New Reports
	•
	Review of Actions:
	<ul style="list-style-type: none"> • To look at business insurance for laptops and peripherals – either insurance or extended warranties for new equipment. • Ask the Accountant what to put in the budget for depreciation. • Ask the Accountant about corporation tax for CPSSOT. • Send information through to Tania for the Newsletter • Inform implementors that the deadline to get invoices in is 31st January 2024 • Governance Group to look at "Implementor" job descriptions for 1st April and to come up with a new job title. • Governance Group to look at setting up dates for Appraisals for the coming year. • Alex to send information on prescriptions from Bradwell. • Members to go through the proposed budget and see if it appears reasonable and if they think anything has been missed. To send comments to Tania • Simon to forward video to members. • Raj to investigate where money is coming from in other LPCs. • Raj to send evidence of Ambulatory ongoing on PharmOutcomes. • Put CPE on Agenda to look at their meetings. • Tania to raise LFT at ICB • PESERF – highlight it to Tania if you hear anything. • Book rooms with Thea • Send invites out for all meetings and subgroup meetings. • Send invites out to Lindsey Fairbrother and Andy Pickard

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	<p>Meetings for the next year. Invites will be sent out via Teams</p> <table border="1"> <thead> <tr> <th colspan="2">CPSSOT Meetings</th> </tr> <tr> <th>Date</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>10th January</td> <td>Dean and Smedley</td> </tr> <tr> <td>13th March</td> <td>Keele</td> </tr> <tr> <td>8th May</td> <td>Dean and Smedley</td> </tr> <tr> <td>10th July</td> <td>Keele</td> </tr> <tr> <td>11th September</td> <td>Dean and Smedley</td> </tr> <tr> <td>13th November</td> <td>Dean and Smedley</td> </tr> </tbody> </table> <p>Sub Group and Executive Board meetings will be virtual unless otherwise stated.</p> <table border="1"> <tbody> <tr> <td>Executive Board</td> <td>7th February</td> <td>Comms Sub Group</td> </tr> <tr> <td>Executive Board</td> <td>17th April</td> <td>Finance Sub Group</td> </tr> <tr> <td>Executive Board</td> <td>12th June</td> <td>Governance Sub Group</td> </tr> </tbody> </table>	CPSSOT Meetings		Date	Venue	10 th January	Dean and Smedley	13 th March	Keele	8 th May	Dean and Smedley	10 th July	Keele	11 th September	Dean and Smedley	13 th November	Dean and Smedley	Executive Board	7 th February	Comms Sub Group	Executive Board	17 th April	Finance Sub Group	Executive Board	12 th June	Governance Sub Group
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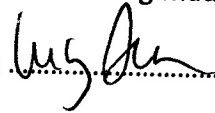
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Executive Board	14 th August	Comms Sub Group
Executive Board	9 th October	Finance Sub Group
Executive Board	11 th December	Governance Sub Group

If you are unable to attend, please send your apologies to
Tania Cork taniacork@cpstaffsstoke.org.uk or Andrea Hawkins andrea Hawkins@cpstaffsstoke.org.uk

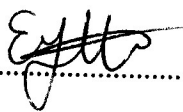
Date	time	Venue	chair
Wednesday 10 th January 2024	9:30	Dean & Smedley, Burton	LD
Wednesday 13 th March	9:30	Keele	LD
Wednesday 8 th May	9:30	Dean & Smedley	LD
Wednesday 10 th July	9:30	Keele	LD
Wednesday 11 th September	9:30	Dean & Smedley	LD
Wednesday 13 th November	9:30	Dean & Smedley	LD

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: 10/1/2024

Signed:  Position: CO Date: 10.1.24

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: 10/01/2024

SUBGROUPS

• **FINANCE**

The Finance Subgroup worked on the proposed budget for next year this will be discussed during the main meeting.

It was agreed that Hospitality needed adding to the budget.

• **GOVERNANCE**

It was agreed that Indy would join the Governance Subgroup

They drafted a letter to end the contracts for all the contracted and self-employed Implementors.

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Implementors were all on short term contracts until 31st December 2023. The self-employed Implementors submitted invoices but it was hard to keep track of what they were doing. It was agreed to end all the contracts and advise them that no more invoices should be submitted after 31st December 2023.

It was agreed that we then have a break until April to give us time to review the situation. After April it was agreed that we need performance reviews for both new Implementors and also members of staff.

- **COMMUNICATIONS**

They had designed a one-page template for the Newsletter and designed the first one. It was agreed that each newsletter would have a theme.

Newsletters would be sent via Mailchimp, on a monthly basis (the middle of the month) unless anything else major crops up in the interim.