

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

held on

Wednesday 8th January 2025

Virtual via Teams

MEMBER	CATEGORY	8 th May	10 th July	11 th Sept	13 th Nov	8 th Jan	
Lucy Dean (LD) Chair	AIMp	✓		✓	✓	✓	
Raj Morjaria (RM) Vice Chair	independent	✓		✓	A	✓	
Chris Ward (CW)	CCA	✓		A	✓	✓	
Jeet Patel (JP)	CCA	✓		✓	✓	A	
Indy Grewal (IG)	Independent	✓		X	✓	✓	
Lee Ison (LI)	Independent	✓		✓	✓	✓	
Eleanor Lawton (EL)	CCA	✓		✓	A	✓	
Alex Zahorodhyj (AZ)	CCA	✓		✓	✓	✓	
Helen Watton (HW)	AIMp	✓		✓	✓	✓	
Hema Morjaria (HM)	independent	✓		✓	✓	✓	
Ashwin Patel	CCA	A		A	✓	✓	
Rahul Sharda	Independent	✓		✓	✓	✓	
Simon Hay (services Manager) (SH)	Officer	✓		✓	✓	A	
Gillian Mason (GM) (IT Support Officer)	Officer					✓	
Tania Cork (TC)Chief Operating Officer	Officer	✓		✓	✓	✓	
Andrea Hawkins (AH) Treasurer	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.

Concession planning.

The concession planning document was reviewed, and members engaged in a discussion regarding its contents.

- It was agreed that it should be a document that, if anything happened to the officers that an individual should be able to step in and take over.
- Where do the officers go to if they have a query?
- Who else has knowledge of what to do.
- We went through the RAG rating document and amendments were made.
- Who else has the ability to take over.
- Can we make simplify the wording to make it more direct and clearer.

What's needed.

- Resources page
- Up to date contact details of important people and data sources
- We require simplified guides or step-by-step instructions on how to complete various tasks.

It was agreed to focus on SH's role firstly and look at other roles in future meetings

Simon's role:

- There should be links in the document to data sources, cross linking.
- Day to day line management of staff (Coaches) is missing.
- Understanding of data to support pharmacists and their teams that need assistance.
- Maintaining that network and also linking to the communication strategy
- Skills needed – we need the level of skills needed and specific skills.
- Add a training needed tab.
- Add: to attend CPSSOT meetings
- Add: Provide feedback from meetings they've attended and ensure that the meetings attended are relevant and do not overlap with the CO

TC announced that SH would be retiring at the end of March 2025, so it is important to get the document finished. ACTION: to finish the document.

There is an individual who has expressed an interest in taking up the post. They are flexible and an expert on the services. It is possible to recruit on a 1 year or 6-month fixed term contract without going through the recruitment process and then advertise at the end of the period. It was agreed that we would start the new person on a 6-month fixed term contract with effect from 1st March 2025. They could then shadow SH in the last month.

Although some concerns regarding transparency were expressed, a vote was conducted, and it was decided to move forward.

Lindsey Fairbrother, Regional Representative, North and East Midlands, joined the meeting and presented an update for LPCs.

- There was not a lot to report. However, LF went through the slides from the November/December meeting.
- The main issue is the upcoming negotiations – not got a date yet and this is frustrating for CP.
- CPSSOT don't want an increase in the levy.

- LPCs don't see CPE's self-assessment, they are going to develop one for LPCs, but we also need to see what we are paying for.
- Pharmacy First – a lot of work has been done by LPCs and not CPE.
- CPE negotiations – if they increase by 1% its wrongly indicating that we have money.
- CPE events held around the county – not worth the money, waste of resources (hotel accommodation, travel and wasted food at events).
- We don't see what efficiencies that CPE are making. LPCs resources are logged.

Observers – there has been two independent observers appointed. There had been a query about whether both observers were from London and that CPE was too London centric. However, it was confirmed that one was from Leeds.

Hub and Spoke -Our contract is not fit for H&S. The Government can't say that they don't need to give us more money because of massive efficiency savings. This is wrong.

Oral Contraception and Hypertension case finding service. This is from 1st May. We need to remind pharmacies that this is coming up.

Subgroups

Finance

- Elissa Pateman has left her Coach role with immediate effect. There is someone interested in replacing her. (they did the role before)
- Project Funds -We are going to group ones together the ones that are very old and use them.
- LPN Bursary – remind contractors that this is something they can use.
- HLC funding – we should offer Contractors the opportunity to approach the LPC for support for training for HLCs.
- Enable committee members to ask questions about finances etc and TC and AH will provide an anonymous answer sheet. In March meeting AH/TC can go through any questions with answers. ACTION: Committee members were encouraged to send questions to TC and AH and they will be answered anonymously.

Comms

- Not a lot to report. They were filling in who is responsible and what they are responsible for in the Comms Strategy.
- Most of their activity now is deciding who needs to do it.
- Members needs to look at it.
- ACTION: Members to look at the Comms strategy.

Governance

- They are focusing on the Whistleblowing policy, what to do when things go wrong.
- Also looking at what policies we have. These policies are above what LPCs are supposed to do.
- We need a section on teams for policies. The staff handbook could also go on there.
- CPE don't provide templates for these policies, and we are using templates from NPA and adapting them for our use.

- The LPC are working above and beyond.

	Welcome/Apologies/Introductions/Announcements
	Chair (LD) and TC welcomed everyone to the meeting. SH and JP sent apologies. CW left the meeting. Jainil Patel joined the meeting as an observer.
	Declarations of Interest (DoI)
	<ul style="list-style-type: none"> • LD- 75 High Street, Burton upon Trent • LI - Apothecary
	Approval of minutes from previous meeting and Competition Law approval
	<ul style="list-style-type: none"> • Minutes from previous meeting were approved and they will be signed in March's meeting. They can now be put on the website.
	Matters arising from previous meeting
	<ul style="list-style-type: none"> • No matters arising
	Action Log
	<ul style="list-style-type: none"> • The Action log was reviewed, and it will be updated on Teams for members to access. • Action Log – members were advised to check regularly and update where necessary.
	Reports
	<ul style="list-style-type: none"> • CHAIRS REPORT LD has access to Association of Chairs. This gives access to many documents and has made notes. Start to see different things coming through, LD will keep reviewing. The idea of questions to accounts came from here and also the Risk Register – this is live, active and working. LD attended the LMC Meeting – it was the shortest meeting ever. We need ideas from LPC on what to raise with LMC before the next meeting in March as we want to keep that communication open. LMC want a list of pharmacies that aren't taking part in Pharmacy First to share with their GPs. Whilst it's a positive that they haven't got any issues with LPC we need to feed back to them. We need to get them engaged first. LMC Chair has attended, maybe the Secretary would also be able to attend. AP has examples of building relationships with others, that he will pass onto TC. Questions for them, get to know them, what they're proud of throw in what we're proud of. We need to understand their troubles and build their trust. We don't want to just focus on what problems they are having. Note: This is the North Staffs LMC, TC still working on getting into South Staffs LMC ACTION: Members to send agenda item ideas to TC. • CHIEF OFFICERS REPORT These were November and Decembers meetings CW had raised questions, and TC went through the answers IMOG – in line with ONS what plans have been made to communicate the change of policy to practices, patients and pharmacists. Answer: it will go to consultation first and this hasn't started yet. LPCs will be invited to the next CDLIN education event. PNA – will go live on 17th February (half term) but it will be available for a longer period. STARs – there are still issues with green prescriptions – CP don't get paid for split scripts on green prescriptions but they do on blue. Why can't STARs use blue ones?

		<p>Also pick up dates have been changed to Wednesdays. This has increased workload substantially in CP on both Tuesdays and Wednesdays and with Christmas and New year in 2024 falling on Wednesday. It meant large quantities being taken away and this raised safety issues (large amounts kept in the home)</p> <p>CPE have put dates on for Training events</p> <p>TC is attending the LPC Negotiating Training</p> <p>There are a couple of members attending the LPC Members Briefing virtual event on 4th March and it was agreed that they would report back anything useful at the March meeting.</p> <p>ACTION: Attendees of the LPC Briefing Virtual Event to feedback at March meeting.</p> <ul style="list-style-type: none"> TREASURERS REPORT Profit and Loss sheets for each month will be found in the Teams folder. As previously discussed any questions can be raised with AH or TC and these will be answered at the meeting. SERVICES REPORT AND CPSC REPORT In Simons absence TC went through the presentation which is available on Teams. We are the best performers in the West Midlands for Pharmacy First There is no information on how many patients were inappropriately referred. With the help of Sam Travis and Tunde Kikiowo a lot of inappropriate referrals have been stamped out. Hypertension- ABPM are increasing in our area. There are 8 pharmacies that have signed up but with no activity – the coaches are following these up Oral Contraception – 203 pharmacies now registered. 50 pharmacies have yet to record any activity in October DMS – rising steadily. We don't push this. COMMISSIONING AND STAKEHOLDERS UPDATE There was no update as ST wasn't available.
		LOCAL BUSINESS
		CONTRACTOR VIRTUAL EVENT
		<ul style="list-style-type: none"> Contractors virtual event – the Coaches have provided presentations on Pharmacy First, Blood Pressure and Oral Contraception. 27th February in the evening. TC/SH and the Coaches will be running the event. This will be the first event since the Coaches were taken on. The next Newsletter will highlight this and do a “save the date”. This event is not just for Pharmacists but staff, assistants and technicians as well. The session will be recorded and added to the website. We need to think about how to engage with the contractors and allow them to input in meetings. We need to look at what methods we use to get the contractors thoughts. Let them know where to look at the agendas.
		SMOKING CESSATION SERVICE
		<ul style="list-style-type: none"> Reminder that this is just for Stoke on Trent. TC went through the costings for varenicline. This will be £148 per patient. This will be open to those Pharmacies that did Targeted Lung function. We have £20,000 in LA pot to pay these Pharmacies and iron out any problems. After

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		<p>March there will be more money available, and we can open it up to more pharmacies. This will be based on gap provision.</p> <p>TC is meeting to look at the PGDs</p> <p>This is for people who want to give up tobacco not Vape stick</p> <p>There is a massive demand for varenicline. TC has mentioned this. It will eat up the budget.</p>
		NALOXONE SERVICE
		<ul style="list-style-type: none"> This is very new. TC is getting information out to Commissioners. TC is getting all the information together. Pharmacies will be expected to keep a stock. Online training will be provided
		PNA – UPDATE AND CONTRACTOR QUESTIONNAIRE
		<ul style="list-style-type: none"> There have been some comments back from Peter Prokopa in Sandwell LPC. Still waiting for the national one from CPE so most LPCs are designing their own. TC to raise with Lindsey Fairbrother. Members went through the questionnaire and added their comments.
		INHALER SUSTAINABILITY PROJECT
		<ul style="list-style-type: none"> Some pharmacies have signed up to deliver a project for LPC. There is capacity for other pharmacies. This involves saving inhalers and weighing them. It started on 6th January 2025. It's a professor from UH&M doing it working with a F2 Doctor.
		CLINICAL SENATE – REVIEW OF UTCs IN BSOL
		<ul style="list-style-type: none"> TC sits on the Clinical Senate Board. This involved setting up Urgent Treatment Centres in BSOL. It may happen in Staffordshire and Stoke on Trent. It will take 6 months from April. The board will review and make recommendations.
		STARS
		<ul style="list-style-type: none"> This has already been covered
		ORIGINAL PACK DISPENSING (OPD)
		<ul style="list-style-type: none"> It is live but presently no PMR providers are ready. There is CPE guidance – but contractors should be really careful, if your PMR provider is not ready then you won't be paid. There will be a CPE webinar on OPD, this will be useful if you want to prepare for it. This will be included on the Newsletter.
		POLICY AND ADVISORY
		<ul style="list-style-type: none"> Patient safety update No questions Extra GP appointments It wasn't sure where these appointments originated from. Has the delay in flu vaccination impacted on the current situation?
		MARKET ENTRY
		<p>Market Entry – the folder on Teams was shared. This is now up to date.</p> <p>There's a separate folder for change of ownership.</p> <p>Burton – DSP, it was originally refused, and they appealed, this was also turned down. They've now put a 2nd application in. We have put another response in together with other contractors in the area. We are now waiting for a response.</p> <p>Some of the changes may change the Committee make up. We need to double check these.</p> <p>Apothecary Aesthetics Ltd – moving a part to someone in the family</p>

	CCA questions
	<ul style="list-style-type: none"> CCA had new questions. Ellie uploaded the copy and went through the questions. AIMP – no new questions. Helen to complete
	Review of actions
	<ul style="list-style-type: none"> As there are a lot of actions, members were advised to log onto the Action Sheet on Teams.

	AOB
	<ul style="list-style-type: none"> There are a lot of Pharmacists in GP Surgeries – can we use them as ambassadors. We have explored the idea but sometimes it doesn't work as there is a conflict. Coaches – agreed for TC to offer the job, temporary aligned with other members. Coaches – can we confirm that they will be extended. Following discussions, it was decided that as the situation has changed due to EP leaving, we should recruit a new Coach and inform the coaches that they have been extended. Mailchimp analysis. Since the newsletter was changed to going out at Midday, the readership has dropped significantly. It was agreed that we change it to 8:00am so it doesn't get lost in the day's emails. Removed mandatory requirement to do cross sector in the foundation year from August 2026. This is against what Community Pharmacy wanted. This should go out to contractors in the Newsletter. Simons Leaving do – decided to go out after the March Meeting in March.

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

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

Date	time	Venue	chair
Wednesday 12 th March 2025	9:30	Dean & Smedley	LD
Wednesday 14 th May 2025	9:30	Thea pharma, Keele	LD
Wednesday 25 th June 2025	9:30	Dean & Smedley	LD
Wednesday 10 th September 2025	9:30	Dean & Smedley	LD
Wednesday 12 th November 2025	9:30	Thea Pharma, Keele	LD

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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:

Signed:Position:CO.....Date:

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

Signed.....position.....Date.