

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

**held on**

**Wednesday 12<sup>th</sup> March 2025**

**Dean & Smedley, Burton upon Trent**

MEMBER	CATEGORY	8 <sup>th</sup> May	10 <sup>th</sup> July	11 <sup>th</sup> Sept	13 <sup>th</sup> Nov	8 <sup>th</sup> Jan	12 <sup>th</sup> Mar
Lucy Dean (LD) Chair	IPA	✓		✓	✓	✓	✓
Raj Morjaria (RM) Vice Chair	independent	✓		✓	A	✓	✓
Chris Ward (CW)	CCA	✓		A	✓	✓	✓
Jeet Patel (JP)	CCA	✓		✓	✓	A	✓
Indy Grewal (IG)	Independent	✓		X	✓	✓	A
Lee Ison (LI) – Services Manager	Independent	✓		✓	✓	✓	✓
Eleanor Lawton (EL)	CCA	✓		✓	A	✓	✓
Alex Zahorodhyj (AZ)	CCA	✓		✓	✓	✓	✓
Helen Watton (HW)	IPA	✓		✓	✓	✓	✓
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.

Morning Group Work

Lindsey Fairbrother, CPE Regional Representative, North and East Midlands, attended the meeting to provide an update for CPSSOT.

The presentation focused on the Government CPCF contract Proposal letter shared with CPE members on the previous Monday.

A vote regarding the acceptance of this proposal is scheduled for the evening of March 12th. If accepted, the proposal will be implemented on April 1, 2025. If it is rejected, we will remain in a state of uncertainty. It is important to note that this is the final offer, and no further negotiations will occur.

Due to confidentiality agreements, LF was unable to disclose the specifics of the document's content. However, there are challenges, as CPE are restricted by confidentiality, leaving Community Pharmacy uninformed.

The Local Pharmacy Contractor Network (LPCN) has expressed their concerns strongly and has indicated the possibility of pursuing legal action.

Once the final agreement is presented, LPCs won't have the opportunity to vote on their satisfaction with the terms of the deal.

Succession Planning

- Discussion for the way forward with the planning?
- Where can we locate the relevant documents?
- There are a lot of documents, where do they all come from?
- Contacts list – keep adding to it or it will become out of date.
- Monthly timetable of tasks – could we do this on a shared calendar?
- Add a column for data sources.
- Store information on the shared drive.
- What are the origins of documents?
- Should TC and LI regularly meet to discuss current workload and document those meetings?
- Should CPE be looking at running training sessions for Chief Officers (new and refresher)?
- Some LPCs have a Deputy Chief Officer that could shadow the Chief Officer and deputize- should we be looking at this as a way of identifying a future CEO is and when needed.

Actions.

- SH/LE to specify the sources of data.
- Create a new tab on teams for data.
- Add key topics we are currently working on.
- Assess the need to review notice periods; consult Clyde and Co for advice.
- Create a new tab for Chair.

	<b>Welcome/Apologies/Introductions/Announcements</b>
	<ul style="list-style-type: none"><li>• Apology received from IG</li></ul>
	<b>Declarations of Interest (DoI)</b>

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	<ul style="list-style-type: none"> <li>• TC – Director of Health Literacy</li> <li>• SH – Central</li> <li>• EL – a relative of EL has been appointed to Staffordshire and Stoke on Trent Integrated Board as a non – executive board member.</li> </ul>
	<b>Approval of minutes from previous meeting and Competition Law approval</b>
	<ul style="list-style-type: none"> <li>• Minutes from previous meeting were approved, signed and will now be put on the website.</li> <li>• From this meeting onwards we will minute that the Minutes have been approved and they won't be physically signed.</li> <li>• Helen Watton has agreed to be Deputy for Competition law approval of the minutes.</li> </ul>
	<b>Matters arising from previous meeting</b>
	<ul style="list-style-type: none"> <li>• No matters arising</li> </ul>
	<b>Action Log</b>
	<ul style="list-style-type: none"> <li>• The Action log was reviewed, and it will be updated on Teams for members to access.</li> <li>• Action Log – members were advised to check regularly and inform AH or GM if there's a problem with access.</li> </ul>
	<b>Reports</b>
	<ul style="list-style-type: none"> <li>• <b>CHAIRS REPORT</b> nothing to add</li> <li>• <b>CHIEF OFFICERS REPORT</b> <ul style="list-style-type: none"> <li>• TC reviewed the meetings that she had attended.</li> <li>• TC had a productive meeting with the Secretary of the LMC. They discussed various matters, including their contract, our contract and Mentors for prescribing.</li> <li>• LMC agreed to provide an updated list of Mentors.</li> </ul> <p>ACTION: following the introduction of new laws regarding Waste Disposal, it was agreed that we need to highlight it on the Newsletter</p> </li> <li>• <b>TREASURERS REPORT</b> There were no comments about the Profit and Loss sheets.</li> <li>• <b>SERVICES REPORT AND CPSC REPORT</b> SH, for the last time, went through the Services bulletin for this month. We seem to be performing well with all services, and we should celebrate that fact. There are, however, some areas we still have to work on. We rank top for sinusitis and UTI. Community Pharmacy are still missing out on some payments and opportunities to claim. The number of Minor Ailments we are dealing with is greater than Clinical Pathways. The recent webinar with the coaches was poorly attended despite being well publicised. This raised concerns about Pharmacists' interest and engagement with CPSSOT. The webinar wasn't recorded, but coaches will record their sessions so they can be accessed at a later date by contractors. This months services Bulletin will focus on "when to reject" a GP referral. Posters will be produced about OC service. There appears to be confusion around initiating OC; myth busting is necessary! LI will promote OC vigorously with GP practices. TC will discuss OC on her regular radio broadcast</li> </ul> <p>New Members Meeting The recent meeting received positive feedback and was highly recommended. The content appeared current and valuable.</p>

#### COMMISSIONING AND STAKEHOLDERS UPDATE

Sam Travis (ST) joined the meeting and delivered a presentation outlining the ICB average number of consultations per active dispensing pharmacy for each Pharmacy Integration service. This presentation (on claims) was emailed to members following the meeting and is also available on Teams.

- These figures are generated quarterly, and some can be shared with Contractors to reinforce how well they are performing.
- The IP project has achieved over 4,000 consultations. One Pharmacy withdrew, but following a call for expressions of interest within a certain area of Staffordshire, Cornwells Chemist in Great Wyrley was successful.
- CPSSOT are performing well and receiving national recognition for the IP pilot.
- Thanks to the Hypertension Case Finding Service and ABPM initiative, CP Staffordshire has prevented 31 deaths, 58 strokes and 39 Mis. This powerful information can be shared with Contractors.
- We now need to raise public awareness of Pharmacy First.
- School and Nursery Pharmacy First Letters will be sent out once ICB had met with Headteachers, whether they are passed on is at the discretion of the Headteachers.
- PCN Engagement Leads – SH will be taking on the role in the west of the county for one day per month. Other PCN Engagement Leads include Becky North (North) and Debbie Melling (East).
- Targeted Health Lung checks will continue for the next year in Stoke Pharmacies.
- The Varenicline PGD should be ready for implementation by April.
- Acute Bacterial Conjunctivitis and Infected Eczema treatment protocols will be locally reintroduced.

#### Subgroup Reports

##### • Finance

- Looked at the Expense Policy – everything was straightforward.
- We need to ensure that claims are submitted within three months and that they are accurate.
- Looking at the budget for 25/26. Increase in Salaries may impact on these figures.
- Reserves – CPSSOT currently have enough for 12 months.
- Project Funds – there seems a lot but once the Coaches money, LPM and Bursary money is taken out, there is only £56,000 left. This can be used for training.
- It was decided that we need to start charging a fee for administrative work undertaken for PharmOutcomes License payments.
- CPE levy changes in April. This is a 1% increase.

##### • Governance

- They have initiated a GPhC reporting policy (whistleblowing policy)
- Looked at Lone worker policy.
- Nominated HW as a Competition Law deputy.
- Looked at Conflict of Interest policy – edited the CPE one – to include family members. This should be reviewed every year by members.

##### • Communication

- The group split into two sections working on RACI and Plan on the page. These actions were covered earlier in the meeting.
- There was a discussion about engaging with the next generation of students.

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	<ul style="list-style-type: none"> <li>This could involve shifting from tactical to strategic as we need to target younger pharmacists.</li> </ul>
	<b>LOCAL BUSINESS – DISCUSSION ITEMS</b>
	<b>PERT – Enzyme shortages</b>
	<ul style="list-style-type: none"> <li>TC is working with the ICB to develop a system to address this issue. The situation is deteriorating. ICB will be issuing communications to Practices advising them to put any prescription separately so the patient can move around the system. Most will be referred back to the hospital as wholesalers prioritise sending supplies to them first.</li> </ul>
	<b>Contractor Events</b>
	<ul style="list-style-type: none"> <li>There is a Contraception event booked with CPPE on 3<sup>rd</sup> April (Acton Trussell) We have invited Shropshire contractors to attend. Members are encouraged to promote this event.</li> <li>Mental Health Awareness Training – if people sign up, they have to go to both sessions. No one has booked on yet. This is for everyone not just pharmacists.</li> </ul>
	<b>PNA Update</b>
	<ul style="list-style-type: none"> <li>Contractors' questionnaire will be coming out shortly. Members encouraged to complete.</li> </ul>
	<b>CPM meeting update</b>
	<ul style="list-style-type: none"> <li>Aspirations for the future.</li> <li>Review of pathways</li> <li>CPE committee meeting in London (as discussed with LF)</li> </ul>
	<b>Community Pharmacy Workforce</b>
	<ul style="list-style-type: none"> <li>Workforce Group at ICB – now run by Tunde. LD was on the group but hasn't had any meeting requests through. ACTION: query with Tunde.</li> </ul>
	<b>GPhC</b>
	<ul style="list-style-type: none"> <li>Guidance for registered pharmacies providing pharmacy services at a distance, including on the internet. Members are strongly advised to read. ACTION: Remind contractors that it doesn't just apply to DSPs, but it does include Delivery and video call consultations.</li> <li>Fees -Encourage everybody to respond to the consultation before the end of March.</li> </ul>
	<b>ICBs to commission all vaccination services from April 2026</b>
	<ul style="list-style-type: none"> <li>Not been discussed yet. We need to push cross sector sharing of vaccinations.</li> </ul>
	<b>Prescribing and medicines Optimisation – script switches</b>
	<ul style="list-style-type: none"> <li>Wel successfully stopped CD brand script switches and felodipine.</li> </ul>
	<b>Local public health services - £200 million boost</b>
	<ul style="list-style-type: none"> <li>Notification that all local authorities will be getting a ring-fenced amount, Staffordshire will get £46 million, Stoke will get £26 million. Some of the money will be used to “plug the gaps” for HR and staffing. TC has asked for some of the funding allocated to Staffordshire and Stoke-on-Trent</li> </ul>
	<b>CPE Plan for proposed governance changes, inc comms and engagement plan</b>
	<ul style="list-style-type: none"> <li>Agreed to put to one side</li> </ul>
	<b>POLICY AND ADVISORY (Information only)</b>
	CPE – our meetings – Community Pharmacy England (cpe.org.uk)

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	<ul style="list-style-type: none"> <li>• Patient safety update</li> <li>• ICB Stakeholder briefing – 210225</li> <li>• ICB Stakeholder briefing – 030225</li> <li>• New opportunities to reclassify medicines.</li> <li>• NHSE Green plan guidance</li> </ul>
	<b>MARKET ENTRY</b>
	<ul style="list-style-type: none"> <li>• All the paperwork for pharmacy applications can be found on Teams – GM updates them regularly.</li> <li>• There was a discussion surrounding what happens when an entry is refused and then is re-submitted.</li> <li>• TC will always respond on behalf of the LPC when an application is received.</li> <li>• Declarations of Interests were noted 89a, Blurton Road, RM Astra Pharma Stoke Ltd, Chris – Boots, Jeet – Morrisons, Helen - Cornwells</li> <li>• Please send any comments to TC regarding Astra Pharma Stoke Ltd, Newcastle.</li> </ul>
	<b>CCA questions</b>
	<ul style="list-style-type: none"> <li>• The CCA questions were the same as January, JP completed them.</li> <li>• IPA questions submitted by HW</li> </ul>
	<b>Actions from the Meeting</b>
	<ul style="list-style-type: none"> <li>• As there are a lot of actions, members were advised to log onto the Action Sheet on Teams.</li> </ul>

	<b>AOB</b>
	<ul style="list-style-type: none"> <li>• SLA has arrived for the needle exchange programme (STARS). Same as we've had before but with name changed. Regarding remuneration: £200 retainer (+£50) and £1.50 for each pack supplied (not transaction). Contractors email when they need waste collected (TC to check if this is correct). STARS want to expand the service next year.</li> <li>• The SLA ENC contract has gone out to some contractors. The CHS letter for the new SLA should go into the Newsletter. The contract has gone out to the Contractors, but the LPC haven't had their copy or been consulted. LPC should have been consulted first prior to contractors seeing it. ACTION: SH to send copy of contract to TC. Figures agreed: £12 per consultation, £1 for supply of chlamydia kit. There followed a discussion on thoughts on the contract. It had been sent out to existing contractors, and it should have gone out to all.</li> <li>• STARS – start date on Wednesday, can they change the day or stagger it. Branches are asking for a MethaMeasure which is expensive. Adding a considerable amount of workload to staff on a Wednesday.</li> <li>• The Committee welcomed to Lee in his new role and said goodbye and big thank you to Simon for his work and commitment and wished him good luck in future ventures.</li> </ul>

Commented [D(1)]: I think we should add an Action to the RM AOB please!

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

Tania Cork [taniacork@cpstaffsstoke.org.uk](mailto:taniacork@cpstaffsstoke.org.uk) or Andrea Hawkins [andrehawkins@cpstaffsstoke.org.uk](mailto:andrehawkins@cpstaffsstoke.org.uk)

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

These minutes are signed as being a true record of the meeting, subject to any necessary amendments being made, which will, if any, be 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.