**North Staffs and Stoke Pharmacy Committee**

Minutes of the meeting held on 20th July 2021. The meeting was held at 1.00pm via Teams due to the COVID-19 pandemic

**Present:**

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| Committee member | Present | Apologies  |
| Nita Allen (NA) - Chair | ü |  |
| Elliot Patrick (EP) | ü |  |
| Raj Morjaria (RM) |  | A |
| Hema Morjaria (HM) |  | A |
| Harpal Bhandal (HB) | ü |  |
| Ellie Lawton (EL) |  | A |
| Vicky Greenwood (VG) |  | A |
| Peter Walker (PW) | ü |  |
| Lucy Platt | ü |  |
| Ben Morris | ü |  |
| Soura Kafaji (SK) | ü |  |

**In Chair:** Mrs Nita Allen (NA)

**In attendance :** DrTania Cork (TC) Simon Hay (Part)

**Standing Items**

*0721-1* **Chair:** NA welcomed all members to the meeting

*0721-2* **Apologies:**

*0721-3-* **Governance/Declarations of Conflicts of Interest (DOI):** verbal confirmation taken of DoI. TC has sent out new DOI forms and reminded everyone to complete asap please

*0721-4-* **Power to act:** these will be discussed during the meeting

*0721-5-* **Minutes from previous meeting**: all agreed andwill get wet signature once we all meet physically again

*0721-6-* **Matters Arising: None**

*0721-7-* **Finance:** Bank accounts looking healthy, all expenses paid up to date. All accounts are now back for the auditors. Annual accounts were shown to members. NA proposed the vote to agree with accounts. PW second the vote, committee all agreed to the accounts, thus accounts duly signed off

Finance subgroup met in June. ToR issued and all committee members agreed to the ToR

TC discussed offering free flu training with some of the reserved monies this was agreed. There was a discussion about a training session for other registered pharmacy teams so they can undertake private vaccinations.

*0721-8* **- Action Tracker;**

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| --- | --- | --- | --- | --- |
| **Month****of Meeting** | **Action** | **Lead** | **Due Date** | **Comments** |
| March | PSNC Guidance for finance  | **SC** | **May** | **completed** |
| March | 2021-22 strategy for LPC | **TC** | **May** | **completed** |
| May | ConstitutionSend to all members of committee  | **TC** | **July** |  |
| May | Set up Finance subgroup and develop ToR | **TC** | **July** | **First meeting completed** |
| May | Set up ‘services’ short life working group | **TC** | **July** | **First meeting taken place** |
| May | Declarations of interestAll members to sign declaration of interest document. These are to be shared with members via email due to covid restrictions  | **TC** | **July** | **Email sent to members. Still waiting for many to be returned** |

**Business Agenda**

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| *0721-9* | **PSNC/LPC meeting**NA updated the members on the recent conference and lead a discussion around the key points. * Simon Dukes introduced the conference and emphasised the importance of claiming COVID costs that had been negotiated with the government. Contract negotiations for 21/22 are ongoing with the department of health and NHSE. Key work over the next 12 months will be implementing the integration and innovation white paper which sets out changes to local structures. Going forward local enhanced services will be commissioned by the ICS replacing those currently commissioned from NHSE and CCG. Internally key work will be with the RSG to ensure contractor views on the transformation are put first.
* RSG ( review steering group) In response to feedback A clear timetable has now been set out and can be found on the RSG website. Focus groups for LPCs and contractors will be held in July and August.
* LPC website upgrade- working group are drafting designs and training materials from website company ‘Make’ will be available for LPCs during the summer to complete a content audit. Launch of the websites will begin in October. Differing levels of support will be provided by Make to help LPCs set up the new website. The new website will be more intuitive and easier to keep the content up to date.
* Clyde and co lawyers provided an overview of the HR services for LPCs including options to get employee handbook and draft HR policies to full HR support.
* James Wood gave an overview of the support and communication the PSNC is providing to LPCs. Then spoke about the postponement of elections to 2023 to give the RSG enough time to implement any structural changes. This will require a change to the LPC constitution and a contractor vote at a special meeting. Gave an overview of the LPC finance guide.
* NHSE - Ed Waller - key work for the next year is to make CPCS work, make every contact count use HLP to promote the vaccination programme and pharmacy leadership in PCNs. Keith Ridge (deputy) talked about joint inclusive pharmacy practice and the challenges of integrating independent prescribers.
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| *0721-10* | **Wright Review**An update was provided to members about the work undertaken by the RSG by NA. Time-line drafted by RSG and Project Management team that the plan will not be sorted until after the usual 4 year election. The elections for both PSNC and LPCs are likely to be delayed for one year. Information for committee members can be found on the PSNC website.The members agreed that at the AGM there will be a vote by contractors on whether to delay elections for Stoke & North Staffs LPC. Proxy papers will also be sent to CCA contacts for their vote – TC to be the returning officer.  |
| *0721-11* | **Local Services**TC discussed with members an update on local and national services;NHSE servicesNew PGD for extended care services for Tier 1 and 2a. Still finding contractors who have sent in signed SLAs for extended care yet not appeared on the providers spreadsheet. Dr Gill Hall and SH are working to resolve.CPCS- service driven by NHSE from Hayley Moore(HM) who has found some funding to support ICS leads. For our area Victoria Oxford(VO) is the ICS lead, TC and SH working close with VO to ensure smooth roll out and uptake of GP practices for referrals. VO has a team of people across the ICS whose aim is to drive the project. -SH and TC have ran a number of CPCS workshops that have been attended by a large number of pharmacies.-No update on when EMIS may be coming, when it is approved it will be in every practice. There will be training offered to all practices and pharmacies. May get rolled out one PCN at a time. In the meantime, VO also has a standard template that the practices can download-Actual referral numbers are still very slow – SH to chase up with CCG to drive numbers up.-had a few problems with pharmacies being on board which have put some GP practices off, Simon to continue to liaise with pharmacies to ensure they take up the service-There is more push coming from the NHS over the next 3 weeks and so pharmacies must ensure they are ready to accept referralsDMSNo movement for this service yet – very slowLFTLFT working well still, but all contractors need to support those offering the service. And those offering the service need to be aware of the target population groups. This service could run until March22. |
| *0721-12* | **Pharmacy integration pilot**TC discussed with the committee the idea of a contraception pilot for Stoke.The government recognises that access to contraception is worsening and has called upon PHE, NHSEI and DHSC to take action, particularly regarding vulnerable groups (Government response, 2019). The CPCF agreement 2019-2024 indicates the potential to test using the pharmacy integration fund “the routine monitoring of patients, for example, those taking oral contraception (OC)” (CPCF, 2019). Covid-19 emphasized access issues and the need for this service. Pilot background in University Hospitals Birmingham (UHB) Umbrella model already offer contraception services in pharmacy safely and effectively.Benefits include: Aligns with >50% of women’s preferences,Could safely and affordably improve women’s access to contraception Release GP and practice staff time to focus on administering LARCs.Upskill community pharmacists to be able to deliver a contraception service that encompasses the initiation and management of ongoing, regular contraception. This will commence with the pill and then may progress to look at patch, vaginal rings, implants and depot injection depending on a positive evaluation The overall aim is to expand patient access to contraception thereby giving patients choice and convenience. Better access to services and support for high-risk communities and vulnerable patients Aims and objectives * Increased use of effective good quality contraception (LARCs)
* Increase the availability of hormonal contraception and LARCs in the community
* Integrate pharmacies into the provision of sexual health prevention and treatment by testing referrals into pharmacy by General Practice and sexual health clinics

 Create capacity in general practice  We aim to commence the pilot in August 2021Tier 1: Ongoing monitoring and management of repeat oral contraception prescriptions.Tier 2: Initiation of oral contraception via PGDThe pharmacist will;Oversee and be responsible for the whole service Provide clinical advice and judgement for people Dispense and supply via prescription or PGD relevant and appropriate contraception Promote healthy behaviours to service users Responsible for ensuring staff are competent to deliver service at the time of delivery Participate in the evaluation and service design Refer patients onto other SRH services as needed |
| *0721-13* | **LPN project bids - update and outcome**1. Mental health of contractors
2. musculoskeletal

Mental health workshops have started and going well so far, there will be further workshops later in the yearMSK – TC working on data collection and SLA, this will then be signed off by NHSE before the pharmacies can start the service |
| *0721-14* | **AGM*** date was agreed as 21st sept
* services update- TC, SH, NHSE, perhaps a pharmacist with good track record
* skin conditions, if a speaker can be found
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|  | **CLOSED MEETING** |
| *0721-15* | **Committee elections**It was agreed and voted upon that the committee would remain for the extra year due to the review process. All committee members will service an extra year on the North Staffs & Stoke LPC. This now needs to be agreed by contractors at the AGM. |
| *0721-19* | **CHSL**All loans paid back due to the substantial profits made this year. Will now have no debt showing on the accounts for CHSL. SOC will now be more of a partnership and still ensure services are progressing and working for contractors.  |
| *0521-20* | **strategy for LPC for 2021-22**NA and EL looked at the plan on a page and made necessary changes. All members agreed to the plan – TC to put on website. |
| *0521-23* | **AOB**BM asked about the Temporary safeguarding payments and how these are claimed – BM to contact Gordon Hockey from PSNCNew members day – SK booked onTC Sending spread sheet around to update all contact details |

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:......CEO.................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