



Date Time	Monday May 10 th . 7.30-9.15pm	Chair	Dan Attry (Mob: 07973 632548) (dudleypc@gmail.com/chair@dudleypc.org)
Venue	Zoom online meeting	Chief Officer	Stephen Noble (Mob: 07856 309573) (ceo@dudleypc.org)
Present	Dan Attry (DA) Stephen Noble (SN) Michelle Dyoss (MD) Nick Holden (NH)	Aman Grewal (AG) Amjid Iqbal (AI) Abul Kashem (AK)	Sabrina Kaur (SK) Scot Taylor (ST) Vijay Lad (VL) Stephanie Jackson (SJ)

	Details	Actions
Open & Closed section	<p>1. Welcome, apologies and Declarations of interest (DA) - there were no apologies received</p> <p>2. GPhC update (SJ) - SJ updated the committee as a GPhC inspector on their current focus. She outlined the approach that had been taken by the Committee on inspections, engagement with community pharmacy, codeine linctus ordering and sales, Covid vaccination sites, training and education for pharmacists, and inclusivity, equality, and diversity strategy. VL asked about other substances that GPhC might be targeted, but codeine was the only one. DA asked if the slides could be distributed,</p> <p>3. CPDO update (MD) - MD said that the Covid council meetings had been updated from weekly to fortnightly, with about 400-500 tests a week being conducted. Dudley Leisure Centre and Saltwells sites were due to close, with the council expecting community pharmacy to take up the extra tests. A weekly Healthwatch focus group meeting was looking at all aspects of LFT testing, communications, and how the public found out about the service. Unfortunately, only three members of the public attended, and MD outlined the journey taken by a disabled man, plus other patient experiences of the service. One pharmacy had been removed from the LFT site over safety issues, so all sites had been sent updated guidance on testing. MD needed responses from all sites, but to date, only four had replied. DA asked when the request had gone out, which was the last week or week before, and to all e-mail addresses. MD asked if SN could recirculate the e-mail for support. PharmOutcomes 2020-21 services data had been downloaded and put into Google Drive, with 1,902 EHC consultations, 44 chlamydia tests but no treatments, 172 alcohol screenings, 2 HIV tests, no health checks, 950 Healthy Start vitamins, and 5 NRT under-18 vouchers. 'Flu vaccinations for Dudley MBC were up twenty, at 1,058. She was expecting the service to be offered again for 2021-22 but could not guarantee it. Details for a bereavement expert patient programme had been circulated, 2.5 hours per week for six weeks. The 'Think Pharmacy' website had been renewed for another two years but needed updating. MD had provisionally booked Himley Hall for the AGM, for September 13th. She was also looking for sponsorship and asked for contacts to do this. DA confirmed the details and asked for pharma rep details. AI said that he would send out some details that he had. DA said that he, MD, and SN were</p>	<p>SN to remind LFT sites to respond to MD</p> <p>AI to reach out to his contacts on sponsorship of AGM</p> <p>Committee to review services plan and send in any suggestions</p>



intending to update MD's services action plan, and asked for the committee to send SN anything they considered a priority.

4. Chief Officer update (SN)

- SN updated the committee on website traffic increase of 37%, which was mainly from organic searches. This might reflect activity through Pharmacy First. This is always more successful in Dudley. A VirtualOutcomes report shown highlights the poor performance from Dudley, but CPCS training had become more popular amongst the modules. He then outlined a GP-CPCS meeting he had the week before, showing the committee the access to NHS England's online drive for GP-CPCS. CPCS signups to the service was sitting at 61 pharmacies, but SN was concerned that they would be able to always deliver the service across the week. He also would have liked some more data on the Extended Care service signups. The committee was shown the LPC website with the video from an Extended Care training session with Gill Hall from South Staffs LPC. SN showed a trial expenses claim form accessible from the member's area of the LPC website. He had also sent 'round a current version of the Excel spreadsheet for the committee to use. Following the latest S&OC meeting, the new committee wanted a new version of the notes from their meetings, reflecting a more confidential section not accessible to the CHS directors. He was doubtful this was effective, as two of the directors were also LPC committee members and would have full access to the notes. On the meeting itself, it was delivered by Bruce Prentice, one of the directors, but with no financials available to S&OC. This was despite CHS having made a profit, mainly from the LFT service. CHS wanted some direction on how to use the surplus. VL asked how many had signed up to CPCS and DMS and where Dudley was in the process. He needed to know for an upcoming PSC meeting. SN said he would send him some updated figures, but 61 pharmacies had already signed up to CPCS. The issue was engaging with GP surgeries, who were at the pre-engagement stage. DA said that pharmacies needed to read the new specification and Appendix F. £300 could be claimed by June 30th. SN showed e-mails highlighting the need for PCN leads to engage with the process and wondered whether a poll should be sent out for contractors to confirm their commitment to deliver the service across the week. ST asked if Dudley LPC were putting on a webinar for contractors in the manner of Birmingham and Wolverhampton. DA said that a meeting that had taken place in Worcestershire earlier in the year made him wonder how well attended a meeting would be. DA volunteered to chair and run a meeting based on what was delivered in Worcestershire. SN showed the committee two slides, one on treatable conditions that could be printed and laminated to send out to pharmacies and surgeries. MD asked if she should get some costs, from Simon Hay at North Staffs. DA asked the committee for comments, putting something on the website plus having the laminates made, or did they think an event needed to be put on? DA said that Shropshire and Sandwell had sent out slide packs with links to their contractors and would that be enough. ST said that a video on the website plus e-mails should be sufficient. VL said this should also be rolled out to the PCN leads for them to support. SN asked ST to confirm that what he wanted was a video of a webinar event that the LPC should put on, that

MD to cost approx. 120 laminated copies of the conditions sheet



was afterwards uploaded to the LPC website. VL thought that would be valuable and well-attended by contractors. DA asked the others to confirm that the LPC would be putting on a webinar via Zoom for contractors, with SN saying he would get together with DA to sort out details. DA said it needed to be wrapped up by first week in June, with SN telling the committee that only six pharmacists from Dudley had attended the Extended Care sessions mentioned earlier. AK asked when GP-CPCS was going live, with DA saying that it was going to be a soft launch over the coming months. SN showed the committee a spreadsheet showing which pharmacies were live for the service, but that only one Black Country GP surgery in Sandwell was participating in it. DA reminded the committee it was like EPS when it was launched. AK said that it was the same as when CPCS was launched, service-wise, but depended on surgeries to engage. DA explained to the committee that the referral template was from EMIS, and this would be sent out by the surgery via NHS mail. The data from this would then be used to populate a PharmOutcomes form. SN said this was a sticking point, but there was a link into EMIS from PharmOutcomes, but this came at a cost. Surgeries were not prepared to pay for this facility, but a permanent digital solution was being worked on. DA said that DMS was being relaunched on July 1st., with SN telling the committee that a new report that he could access shows only small numbers. AK said that the service was easy to administer and lucrative for pharmacies. Pharmacies would need to do the CPPE assessment and declaration, and referrals might grow to 4-5 per week. DA said that he had been told it was likely to be 5-6 discharges per day from Dudley Group of Hospitals. DA explained to VL that pharmacies should have been ready by Feb. 15th, and that referrals could come from anywhere.

5. DLPC 10 priority areas

- DA highlighted DMS, GP-CPCS; new Treasurer management; service support & development; PNA development support; Black Country ICS; PCN leads support; PQS 2021-22; Wright review and implications for the LPC; and possible merger of the four Black Country LPC's, for LPC priority areas. On this last point, the discussion was for the four to stay as they are. Birmingham and Solihull's merger project plan was available for the four to use. DA was happy for the list to be amended by the committee if they felt there were other priorities that needed considering.

6. Committee meetings

- no meetings were reported on

7. Minutes of last meeting (DA)

- the minutes from the May meeting were read and approved by the committee

8. Action points arising and discussion (DA)

- there had been no contact over the Principle trial. Venues for this year's AGM had been finalised. NH had been unable to find PSNC's funding letter. MK had not contacted SN on the progression of the end-of-life care plan. May's minutes had been amended by SN who had now been invited to the PCC meetings on behalf of the LPC. DA asked if the meeting was now pan-Black Country, which SN confirmed. The Google Forms expense claim had been done.

DA and SN to finalise details for an LPC webinar on GP-CPCS

Committee to report back on additions/ amendments to priority list before next meeting

NH- PSNC funding letter?
MK- E-O-L care plan?



MK was looking after the GDPR requirements. NH had not decided on an accounting package but was having difficulty with the bank on the change of Treasurer. He wanted the committee to keep with the spreadsheet claim form at present. SN confirmed he had put the password to access the form in the Chat box, but DA said that the original spreadsheet was still to be used at present. SN confirmed that he had contacted AIMp over the changes to the committee arising from the Murrays merger. DA reminded the committee that the declarations of interest needed to be completed by the next meeting with the confidential page to be run through by each committee member. The DLPC sub-committees to be held over to the June meeting. GP-CPCS would be finalised by June 1st.

9. Contract application sub-committee report (SN)

- there had been no applications or amendments to contracts

10. Finance, accounts, and budgeting (NH)

- NH said the account balance was £88,168.86 with most of the outgoings gone through by himself and Thomas Thomik (TT). The complete handover of the Treasurer's position was likely by the next meeting. DA said that TT's expenses was likely to be around £1,800 for 60-hours work and was happy to pay that off. NH confirmed that this sum had not come out of the current balance. DA proposed that the levy holiday be kept for another month, to be reviewed at June's meeting, seconded by VL. DA said that an engraved pen as a leaving gift might be appropriate, with the committee adding to that suggestion. AI thought TT's claim to be under the full value, with DA explaining that this error had probably started when face-to-face meetings had stopped, with NH thinking that the figure was based on an average. DA thought this was reasonable, but daytime meetings may have been missed which was to the detriment of his employers. VL thought a generous gift was in order under the circumstances.

11. AOB

- MH said EHC training was being put on the next Thursday evening. VL said that guests in future should be limited timewise, but DA reminded that not all the committee was present, so the start was late. DA thought that meetings might resume from October but asked the committee to consider for next meeting. AI said he preferred face-to-face.

12. Details of next meeting

- Monday June 14th. 7.30pm via Zoom

DoI's not submitted to be done by next meeting

DLPC sub-committees?

Committee to review levy holiday for contractors

DLPC committee meetings agenda?

Signed by the Chair

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