



Date Time	Monday March 14 th . 2022 7.30- 9.00pm	Chair	Dan Attry (Mob: 07973 632548) (dudleypc@gmail.com/chair@dudleypc.org)
Venue	Zoom 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)	Mo Kolia (MK) Scot Taylor (ST) Vijay Lad (VL)

Details

Open section	<p>1. Welcome, apologies and Declarations of Interest (DA)</p> <ul style="list-style-type: none"> ○ There were no apologies, DoI's <p>2. Minutes of last meeting (DA)</p> <ul style="list-style-type: none"> ○ Minutes were approved from February meeting <p>3. Action points arising and discussion (DA)</p> <ul style="list-style-type: none"> ○ Action points were tackled throughout the meeting ○ Support Officer role job description was examined- remote working was taken out, the rate was increased from £10 to £12 per hour, and 16 hours on two days per week on a 12-month contract was stipulated. DN wanted the ad to be included on Indeed which was viewed by many members of staff. AI thought that the ad should be free ○ The NHS-funded position had been put back because of the above. The role would be to ensure that GP-CPCS was working across the six PCN's, to involve more pharmacies and surgeries. MK and VL joined the discussion. Stakeholder Development Officer (SDO) was decided to be the new title, possibly with a pharmacist in position. MD thought that should be 'desirable' to keep options open- a GPhC registrant, salary negotiable
Action Points	<ul style="list-style-type: none"> ● SN to publish Support Officer position to be put on Indeed, LinkedIn and in a newsletter (closing date to be moved forward) ● SN to remind contractors to keep their DoS/NHS Choices profiles up-to-date quarterly ● DA to arrange follow-up meeting on the SDO with SN
	<p>4. CPDO update (MD)</p> <p>Update on services- Dudley PH will be sending out extensions to current services. MD updated the committee on a potential fraud situation with a contractor claiming on services.</p> <ul style="list-style-type: none"> ○ Public Health Initiatives <ul style="list-style-type: none"> ○ Let's Get Moving- information sent out ○ Bowel Cancer Awareness Month- in April across the Black Country region, but more information was going to be supplied ○ Support for Health Champions- developing a role-needs assessment for current Health Champions ○ Social Media- will run in collaboration with BCWB CCG's 'Ask Your Pharmacist First' campaign. Working with 9Ways to start campaigns with a 'Black Country' feel. Costs for 15 posts per month were £350/£500 monthly across two/three platforms. AI suggested adding Twitter to Instagram and Facebook. DA said this would be reviewed in July after receiving monthly analytics ○ Mental Health Proposal <ul style="list-style-type: none"> ○ MD wanted more support and discussion around proposals put to committee. These were in three parts including a medication review and new meds review. AI thought follow-up in primary care was poor for newly diagnosed patients. MD suggested having reviews at 2, 4, and 12 weeks. MK congratulated MD on the proposals and offered his support and



	<p>suggested revisions to the service. Training for support staff as well as pharmacists was outlined, supported by the Mental Health trust. CHS would support with data collection and supply a report at six months. Total costs would be under £30k. with the LPC funding the training. The service would be open to all, but funding would need to be sourced. AI suggested involving PCN's, and possibly Lundbeck. MK suggested looking for funds at ICS level. Duncan Jenkins and Jag Sangha were suggested to become involved. SN mentioned contacting Jackie Buxton and Amanda Alamanos on funding</p> <ul style="list-style-type: none"> ○ Mental Health First Aid courses -SN highlighted work from Tania Cork at North Staffs LPC ○ PNA- questionnaire on PharmOutcomes is going to be used and will be live soon. Target completion date the end of March ○ Medicines Safety- details of valproate and pregnancy, deprescribing of opioids, and GI bleeds workshops attended ○ HLP- looking at how to support pharmacies going forward. Support around NRT voucher service for juveniles, and pregnant women being looked at to send out to pharmacies
<p>Action Points</p>	<ul style="list-style-type: none"> ● MD to update committee on contractor fraud situation ● Update on campaign materials for social media
	<p>5. Chief Officer update (SN)</p> <ul style="list-style-type: none"> ○ NHSE&I LPC funding MoU- will be issued in portions. Will need to ringfence some money for training in Extended Care workshops. NHSE&I hopeful that Tier 3 service will go ahead ○ Resources for Chief Officers/ Engagement Officers set up- in Google Drive for Chairs/Chief Officers, plus private webpage on CPWM website for LPC Engagement Officers ○ DMS/Stop smoking hospital discharge- Michelle Haddock engaged to take over service. Is producing reports and will liaise with Chief Officers soon. Will not tackle stop smoking service at the moment ○ DMS proposal presentation ○ DMS Highlight report ○ CPWM March meeting- James Wood from PSNC present and updated Chairs and Chief Officers with progress- future of LPC's details due out by Easter. DA outlined other points coming out of the meeting. Asking East Midlands LPC's to join CPWM to form Community Pharmacy Midlands- to cover a third of the pharmacies in England. More funding coming down to ICS level for pharmacy ○ DLPC April meeting (F2F) <ul style="list-style-type: none"> ○ Sponsored by Ferring- presentation on Pentasa costs and support- potential savings ○ Suggest inviting Duncan Jenkins and Jag Sangha- for updating on mental health proposal ○ CCA replacement- Sabrina's maternity-leave replacement being considered by CCA ○ New expenses spreadsheet available on Google Drive
<p>Action Points</p>	<ul style="list-style-type: none"> ● SN to invite Duncan Jenkins and Jag Sangha to April meeting
	<p>6. Committee meetings</p> <ul style="list-style-type: none"> ○ Area Clinical Effectiveness committee- due at end of March ○ Prescribing sub-committee- due at end of March
<p>Action Points</p>	<ul style="list-style-type: none"> ●



	<p>7. Sub-committee reports Contract applications (SN)</p> <ul style="list-style-type: none"> ○ <i>Murrays Healthcare ownership changes coming through</i> ○ <i><u>Notification of closure</u>- example of a closure notice shown to committee. MK expressed concern around closure of CCA branches in current workforce crisis. SN replied on how NHSE&I viewed closures and how they should know about it, VL thought there was some unprofessional conduct going on with some locum pharmacists</i>
Action Points	<ul style="list-style-type: none"> ●
	<p>8. Finance, accounts, and budgeting (NH)</p> <ul style="list-style-type: none"> ○ <i>Balance of £94,447.51 as of March 13th. 2022</i> ○ <i>Levy Holiday submitted and in place by NHSBSA until further notice</i> ○ <i>This quarter of the PSNC Levy has been paid</i> ○ <i>New layout of accounts for end of year agreed with Crowe, in line with PSNC guidance- price to be agreed nearer the time but will be increased from last year due to level of detail</i> ○ <i>Confirmed with Vicky Roberts at CCA no need for an 'audit' or an 'independent review' of the accounts due to the balance</i> ○ <i>Finance committee to review salaries for FY22/23 and the current levy based on the recent reports on other LPC Levies from Vicky Roberts- needs to be agreed ASAP as this will need adding to the footnotes for actions to be carried out next year which are sent to the PSNC</i> ○ <i><u>New finance spreadsheet</u>- to be used monthly going forwards</i>
Action Points	<ul style="list-style-type: none"> ● <i>NH to produce a spreadsheet showing mental health project, social media costs plus Engagement Officer(s) costs going forward- will be covered by new annual budget</i> ● <i>NH to remove DA from banking details and another committee member appointed</i>
	<p>9. AOB</p> <ul style="list-style-type: none"> ○ <i>DA outlined a medicines support for Ukraine email</i>
Action Points	<ul style="list-style-type: none"> ●
	<p>10. Details of next meeting</p> <ul style="list-style-type: none"> ○ <i>Monday April 11th. at Beefeater Kingswinford- 1.30 for 2.00pm (F2F)</i>
Signed by the Chair	<p>-----</p>