



Date Time	June 13 <sup>th</sup> . 2022, 2.00-5.30pm	Chair	Dan Attry (Mob: 07973 632548) (dudleypc@gmail.com/chair@dudleypc.org)
Venue	F2F/Beefeater, Kingswinford	Chief Officer	Stephen Noble (Mob: 07856 309573) (ceo@dudleypc.org)
Present	Dan Attry (DA) Stephen Noble (SN) Michelle Dyoss (MD)	Aman Grewal (AG) Nick Holden (NH) Amjid Iqbal (AI)	Mo Kolia (MK) Vijay Lad (VL) Ranpreeth Sunder (RS) DMS Team (4)

**Details**

<b>Open section</b>	<p><b>1. Welcome, apologies and Declarations of Interest (DA)</b></p> <ul style="list-style-type: none"> <li>○ Apologies were received from Scot Taylor and Abul Kashem</li> </ul> <p><b>2. DMS presentation</b></p> <ul style="list-style-type: none"> <li>○ The DMS team from Russell's Hall Hospital gave a presentation of progress on the Discharge Medicines Service. They gave the committee leaflets with their contact number and e-mail address to distribute to contractors. They reminded the committee of the upcoming three webinars.</li> </ul> <p><b>3. Minutes of last meeting (DA)</b></p> <ul style="list-style-type: none"> <li>○ The minutes were read and approved</li> </ul> <p><b>4. Action points arising and discussion (DA)</b></p> <ul style="list-style-type: none"> <li>○ Rebadged posts from LPC/forward calendar- MD confirmed she was tackling social media</li> <li>○ Brierley Hill PCN lead- there had been little response to the Expression of Interest for the lead, so the committee asked SN to repost the position</li> <li>○ LPC accounts for AGM- NH confirmed the accounts would be ready for the September AGM</li> <li>○ SCG PCN replacement update- again, there had been little response to the position. The pharmacist who was interested had moved to another position</li> </ul>
<b>Action Points</b>	<ul style="list-style-type: none"> <li>● SN to distribute DMS contacts via newsletter</li> <li>● SN to reissue EoI's for both Brierley Hill and Sedgley Coseley Gornal PCN positions</li> </ul>
	<p><b>5. Finance, accounts, and budgeting (NH)</b></p> <ul style="list-style-type: none"> <li>○ NH confirmed the balance of the main account was £78,321.88, with £36,238.82 in the GP-CPCS Mol account. All the previous year's accounts would be ready soon, with the payroll and tax returns statements having been already received. NH said that he was still frustrated by the lateness of committee member's expenses being submitted, with DA reminding the committee that a 7-10-day period for submitting meeting expenses had previously been agreed on several occasions. The committee agreed that the new Liaison &amp; Support Officer should be funded out of the Mol account.</li> </ul>
<b>Action Points</b>	<ul style="list-style-type: none"> <li>● There were no action points</li> </ul>
	<p><b>6. CPDO update (MD)</b></p> <ul style="list-style-type: none"> <li>○ PNA- MD was supporting Dudley Public Health with content for the PNA but told the committee that there were no commissioners within PH that now dealt with services. The PNA would soon go out for consultation. MD said the PNA mentions the success of the Covid-19 Lateral Flow testing service that was delivered through pharmacies</li> <li>○ Social media- The Dudley LPC name on posts had been replaced by Community Pharmacy Dudley, with more seasonal offerings such as hay fever treatment, with more use of appropriate hashtags</li> </ul>



- **Sexual health- MD had obtained new supplies of condoms and test kits to distribute to participating EHC pharmacies. These included a new chlamydia/gonorrhoea test kit which would go out to most but not all EHC providers**
- **Liaison & Support Officer (LSO)- Jayne Robinson, the successful candidate, was due to start the following week, and MD had put together an induction pack with help from SN. The folder was passed around the committee for information and comment. DA agreed with the committee that she would need a formal contract of employment before she started**
- **Public health- Dudley PH wanted a 'calendar of campaigns', which would start with the Alcohol IBA service. This was being relaunched with an evening training event on July 6<sup>th</sup>. at the Savoy Centre, Netherton. PH also wanted to produce a relevant training log enabling staff to refresh their training details and when retraining was due. It would also enable them to look for gaps in service provision**

#### Action Points

- **DA, SN and MD to finalise LSO contract of employment**

#### 7. Chief Officer update (SN)

- **PCN support MoU- SN had investigated MK's query from May's meeting around using the NHSE&I MoU money to support PCN leads by reimbursing their time taken in PCN engagement. A Memorandum of Understanding issued by NHSE&I South West had given the money to Southwest LPC's as The Midlands NHS team had given similar sums to Midlands LPC's to deliver GP-CPCS through their MoU. This had been confirmed by Michael Lennox, Somerset LPC Chief Officer, that LPC's had not been asked to use their own funds, with payments being made from central funds. His emails had been circulated to the committee. SN reminded the committee that the MoU funds were exclusively for the delivery of GP-CPCS locally and not to fund PCN leads activities but work with PCN's on this service by an Engagement Officer could be funded. The committee discussed progress on appointing a pharmacist/technician as another engagement officer, with some on the committee feeling that the appointment of the LSO had been less than transparent. DA reminded the committee that all relevant documents had been placed on the Drive for all to see, and that the committee had been kept informed of progress in recruitment and interviewing at every stage of the progress. The only thing that hadn't been shared was the name of the successful candidate, due to personal employment commitments. There was a disagreement between NH, DA, AI, AG, VL and MK on the perception of this transparency of information, with MK calling for respect to be shown around the table. In light of this discussion, DA asked for clarification and confirmation that another officer is to be employed (using MoU funds) for GP-CPCS and other services and projects. This was agreed by the committee**
- **DMS update- SN reminded the committee that he had sent out a newsletter plus checklists for DMS and the upcoming webinars. He said he would update the checklist to reflect the contact details given by the DMS team**
- **Committee makeup and numbers- SN shared the PSNC calculator showing the number and makeup of the committee with seven, and eight members. The committee agreed to keep the number to nine, replacing DA, and eventually VL, with one independent contractor and one AIMp representative. DA asking SN to contact Neil Slater at AIMp to search for a replacement. MD thought the number of current pharmacies was less than SN had accounted for, which may affect the committee makeup**



<b>Action Points</b>	<ul style="list-style-type: none"> <li>• <i>LPC executive to advertise and appoint a further officer for GP-CPCS/other services</i></li> <li>• <i>SN to reissue updated checklist via a newsletter</i></li> <li>• <i>SN to contact Neil Slater at AIMP on DA's replacement</i></li> <li>• <i>MD and SN to share contractor details within the LPC footprint</i></li> </ul>
	<p><b>8. Committee meetings</b></p> <ul style="list-style-type: none"> <li>○ <i>Area Clinical Effectiveness committee (MK)- MK shared details of the last ACE meeting, which included support from community pharmacy around valproate prescribing</i></li> </ul>
<b>Action Points</b>	<ul style="list-style-type: none"> <li>• <i>There were no action points</i></li> </ul>
	<p><b>Sub-committee reports</b></p> <ul style="list-style-type: none"> <li>○ <i>Contract applications (SN)- there had been no new contract applications or amendments except some changes to supplementary hours</i></li> </ul>
<b>Action Points</b>	<ul style="list-style-type: none"> <li>• <i>There were no action points</i></li> </ul>
	<p><b>9. AOB</b></p> <ul style="list-style-type: none"> <li>○ <i>DA told the committee he had visited a contractor about issues around their services performance</i></li> <li>○ <i>Election of New Chair- With DA stepping down, the committee voted MK into the role, commencing immediately</i></li> <li>○ <i>Farewell to DA- the committee thanked DA for his leadership whilst at the LPC, and presented him with some farewell gifts to commemorate his long tenure</i></li> </ul>
<b>Action Points</b>	<ul style="list-style-type: none"> <li>• <i>SN to edit and authorise all documents and e-mail reflecting change in Chair</i></li> <li>• <i>SN to notify PSNC of details of retiring and new Chair</i></li> </ul>
	<p><b>10. Details of next meeting</b></p> <ul style="list-style-type: none"> <li>○ <i>Monday, July 11<sup>th</sup>. 2022, 7.30pm via Zoom</i></li> </ul>
<b>Signed by the Chair</b>	<p>-----</p>