

Date Time	Monday July 10 th . 2023 2.00- 5.30pm	Chair	Scot Taylor (Mob: 07851 263126) (scot.taylor1@boots.co.uk)
Venue	Beefeater K'ford.	Chief Officer	Stephen Noble (Mob: 07856 309573) (ceo@dudleypc.org)
Present	Scot Taylor (ST) Stephen Noble (SN) Nick Holden (NH) Michelle Dyoss (MD)	Amjid Iqbal (AI) Rifat Asghar-Hussain (RA) Olutayo Arikawe (OA)	Salman Ahmad (SA) Shamil Patel (SP) Richard Smith (RS) Jayne Robinson (JR)

Details

Open section	<p>1. Welcome, apologies and Declarations of Interest (SN)</p> <ul style="list-style-type: none"> ○ Apologies from Sabrina Grewal and Abul Kashem, SN welcomed everyone including the four new committee members. <p>2. DMS Presentation- RHH team</p> <ul style="list-style-type: none"> ○ The Russell's Hall Hospital Team gave a presentation on the Discharge Medicines Service and the performance so far for the LPC area. They confirmed the correct code to use for Russell's Hall discharges and showed the committee the best performing pharmacies in the area. <p>3. BC ICB update (Dan Attry)- DA covered the following topics:</p> <ul style="list-style-type: none"> ○ Advanced Service providers. ○ Extended Care Service and Advanced OC. ○ DMS and CPCS ○ Hypertension Case-finding service ○ CP Smoking Cessation Service ○ Pharmacist IP pathway programme ○ UEC CPCS discharge service <p>4. DIHC Update- (Jag Sangha)</p> <ul style="list-style-type: none"> ○ JS gave a brief update on the Trust's activities. He was asked if an updated list of Practice-Based Pharmacists could be supplied. SN said he would contact Jo at DIHC to send him one. <p>5. Election of Chair and Vice-Chair (SN)</p> <ul style="list-style-type: none"> ○ SN called for a vote for the position of Chair to the committee. ST was duly elected to Chair, but the position of Vice-Chair was held over as there was a committee member absent who had expressed an interest in the position. <p>6. Adoption of new governance statement (ST)</p> <ul style="list-style-type: none"> ○ SN went through the updated governance documents with the committee (all now in the 'Governance' folder on Google Drive), highlighting the changes from 'Dudley LPC' to 'Community Pharmacy Dudley', with some minor updated mainly concerning finance and expenses. The committee agreed to keep the hourly rate for expenses to £30, with a half-day payment of £150, and a full-day payment of £300. The governance statement was approved for adoption by the committee. <p>7. Minutes of last meeting (ST)</p> <ul style="list-style-type: none"> ○ The minutes were read and approved. Actions were confirmed as completed.
Action Points	<ul style="list-style-type: none"> ● There were no further action points
	<p>8. Finance, accounts, and budgeting (NH)</p> <p>Account Balance as of 10/07/23...</p> <ul style="list-style-type: none"> ○ £61,455.85 – CP Dudley Accounts ○ £28,773.53 - NHS Accounts

	<ul style="list-style-type: none"> ○ <i>NH confirmed that the overall bill for the accounts would be £2,050, with around £1,000 to come from the NHS account. This was to compensate for RS and JR's HR costs.</i>
Action Points	<ul style="list-style-type: none"> ● <i>There were no action points</i>
	<p>9. Chief Officer update (SN) <i>TAPR- Transformation Toolkit 4 (now in Google Drive)</i></p> <ul style="list-style-type: none"> ○ <i>Updated constitution to CPE (in Governance folder)- reflects new LPC identity.</i> ○ <i>Updated expenses policy (in Governance folder)- to include changes in expenses policy.</i> ○ <i>Employment law and finance guide for committee (in Drive).</i> ○ <i>New member guide and member days for training for all committee /CPE October national meeting for Chairs/Chief Officers</i> ○ <i>CP Dudley identity refresh- includes logos, document headers, newsletters, website, WhatsApp.</i> ○ <i>SN showed the committee the details of Sandwell, Walsall, and Wolverhampton's websites.</i> <p>MYS API Update</p> <ul style="list-style-type: none"> ○ <i>NHS Digital progressing on several updates to services</i> <i>NHS Profile Manager and Google Maps</i> ○ <i>Contractors being asked to keep their contact details on Profile Manager, and Google Maps up to date. SN showed the committee his use of Google Maps for showing bank holiday openings across the Black Country.</i> <p>CP Dudley Updates</p> <ul style="list-style-type: none"> ○ <i>Meeting dates and venues to be decided by the new committee- Zoom virtual meetings and F2F on alternate months historically. September meeting would be an AGM at the Copthorne Hotel (F2F) with October being virtual. ST asked the committee for their opinions, and the consensus was to continue F2F in the short-term.</i> <p>CPBC Sub-Committee</p> <ul style="list-style-type: none"> ○ <i>Two people per LPC to sit on the merger sub-committee- SN suggested himself and NH as he has HR experience, to meet every two months. Finance and governance were likely to be the biggest subgroups.</i> <i>Dols/bios- SN needs these updated for governance and website as soon as possible.</i> <i>Notes- SN has done these since March '19 and feels that it is time for another committee member to take over. RA kindly volunteered to start these from the October meeting, with NH deputising.</i> <p>AGM- SN suggested venue to be Copthorne Hotel, MD said she would get quotes for them and the Village, Dudley. NH suggested a virtual planning meeting in August to pull ideas and actions together. SN thought the format from AGM '22 was good based around services but should be altered to keep all attendees in the room rather than split them up. OA said the content should be focussed on the team rather than the pharmacist. The committee discussed the use of successes and case-studies within the format of the evening. Sponsors would be sought out again to sponsor the event, but where they set up their stalls may be reviewed.</p>
Action Points	<ul style="list-style-type: none"> ● <i>Committee to decide whether to keep mobile numbers on website.</i> ● <i>SN to book a virtual meeting for August 14th to discuss the AGM.</i>

	<p>10. CPDO update (MD)</p> <ul style="list-style-type: none"> ○ <i>Smoking Cessation Service- collecting data on who is ready to supply, what additional training is needed. Launch event on July 19th at the Beefeater Kingswinford. MD outlined those pharmacies and staff who were attending the training, and the details of the running order of presenters for the evening. SN asked if two people outside the area from Wolverhampton could attend. ST asked for the details to be posted out on newsletters and WhatsApp. MD said she needed to print off a training pack for those attending, to include where to buy the smokerlyser meters. The committee discussed some of the finer points of the service, including the training needed and funding for meters within the payments.</i> ○ <i>Breast screening- a priority for public health, pharmacies in worst areas to be targeted to promote the service.</i> ○ <i>Many in PH have left and MD finding it difficult to engage with these new people.</i>
<p>Action Points</p>	<ul style="list-style-type: none"> ● <i>There were no action points</i>
	<p>11. LSO update (JR)</p> <ul style="list-style-type: none"> ○ <i>Continuing to train pharmacists and staff requesting the C. Card.</i> ○ <i>Latest figures show gonorrhoea is up to 82,592, chlamydia is up to 199,233 in the UK.</i> ○ <i>Had a good meeting with Brook and updated the map on therapy audit- now 23 stores in the region providing the service.</i> ○ <i>Priory now ready to do EHC, chlamydia and C. Card and ALL staff have been trained.</i> ○ <i>Have asked Brook if they will accompany on visits to colleges to promote C. Card and chlamydia testing in the area and replies have been positive. Hopefully fresher's week.</i> ○ <i>Meeting with Richard and Michelle to clarify which stores are ready for the NRT service launch- four stores completely ready.</i> ○ <i>Suggested that stores train dispensers and/or technicians in addition to take some of the pressure- Milan and Village have specified certain staff members.</i> ○ <i>Swinford have trained four members of staff ready to begin the service.</i> ○ <i>Delivered the summer awareness posters to 31 stores so far and with each visit have mentioned the training on July 19th.</i> <p>12. PISO update (RS)</p> <ul style="list-style-type: none"> ○ <i>Supporting all NHS advanced services working with Dan Attry.</i> ○ <i>Finalising slide deck and contents with SN for GP-CPCS presentation at Dudley Practice Manager's meeting. Keen to see if the contact will make any impact on GP-CPCS figures.</i> ○ <i>Supporting Smoking Cessation Service with MD- now 22 pharmacies needing to be contacted</i> ○ <i>DMS- working closely with RHH- one pharmacy with 52 'cannot contact' visited.</i> ○ <i>BP service and pilot project in SCG PCN being supported.</i> ○ <i>Actively using networking opportunities to support and promote services.</i>
<p>Action Points</p>	<ul style="list-style-type: none"> ● <i>There were no action points</i>



	<p>13. Committee meetings</p> <ul style="list-style-type: none">○ <i>There were no other meetings.</i> <p>Contract applications (SN)</p> <ul style="list-style-type: none">○ <i>Sedgley Pharmacy- changed from Lloyds Sedgley</i>○ <i>Lymes Pharmacy- changed from Lloyds High Street Lye</i>○ <i>100-hour contract- two Asda Pharmacies and Pharmacy 365 had applied to have their contracts reduced from 100 hours to 72 hours and this had been approved by NHS England.</i>
Action Points	<ul style="list-style-type: none">● <i>There were no action points</i>
	<p>14. AOB</p> <ul style="list-style-type: none">○ <i>MD updated the committee with the fees paid per patient for the Smoking Cessation Service.</i>○ <i>NH asked if some posters from NHS England could be printed and distributed, such as hypertension.</i>
Action Points	<ul style="list-style-type: none">● <i>There were no action points</i>
	<p>15. Details of next meeting</p> <ul style="list-style-type: none">○ <i>Monday October 16th. 2023, Zoom online @7.30pm</i>
Signed by the Chair	<p>-----</p>