



Date Time	<i>Monday, Jan 8th. 2024, 2.00-5.00pm</i>	Chair	<i>Scot Taylor (Mob: 07851 263126) (scot.taylor1@boots.co.uk)</i>
Venue	<i>Beefeater, Kingswinford</i>	Chief Officer	<i>Stephen Noble (Mob: 07856 309573) (ceo@dudleypc.org)</i>
Present	<i>Scot Taylor (ST) Stephen Noble (SN) Michelle Dyoss (MD)</i>	<i>Rifat Asghar-Hussain (RA) Abul Kashem (AK) Sabrina Grewal (SG)</i>	<i>Salman Ahmad (SA) Shamil Patel (SP) Richard Smith (RS) Jayne Robinson (JR)</i>

Details

Open section	<p>1. Welcome, apologies and Declarations of Interest (ST)</p> <ul style="list-style-type: none"> ○ <i>Apologies were received from Amjid Iqbal, Olutayo Arikawe and Nick Holden</i> <p>2. DIHC Update- (Jag Sangha)</p> <ul style="list-style-type: none"> ○ <i>DIHC Dudley will be decommissioned from April. Operationally no changes and staff (including ARRS) will be moved.</i> ○ <i>All four formularies will be as one Black Country Formulary. Medicine safety will be closely linked to NPSA. They will deal with operational challenges with PF e.g. communication, IT and GP referral pathways.</i> ○ <i>Drugs have been switched using MOSH and the plan is to send a newsletter to CPDu and contractors pre-warning them of any changes. Since August 2023, 37 surgeries have worked with MOSH and saved £70k.</i> ○ <i>Collaborative working will be encouraged with Community Pharmacy and Foundation Pharmacy places will be made available.</i> ○ <i>Minor Ailments is expected to be recommissioned and this will need a new name e.g. Minor Ailments.</i> ○ <i>Out of hours palliative care needed for Dudley.</i> ○ <i>More governance needed for EHC PGD. Wolves have Ella one, but this is not financially viable for Dudley. Move to SPS PGD which is national. JS will do new PGD using SPS, and this will be made available before end of the current month.</i> <p>3. Minutes of last meeting (ST)</p> <ul style="list-style-type: none"> ○ <i>The minutes were read and approved. Actions were confirmed as completed.</i>
Action Points	<ul style="list-style-type: none"> ● <i>JS to SN-Community Pharmacist needed on meetings for meds safety.</i>
	<p>4. Finance, accounts, and budgeting (SN)</p> <p><i>Account Balance as of ...</i></p> <ul style="list-style-type: none"> ○ <i>£70,627.64 (CP Dudley Accounts)</i> ○ <i>£15,088.38 (NHS Accounts)</i> ○ <i>Expenses- attendances to meetings should be submitted within 7 days.</i> ○ <i>End-of-year accounts should be much sooner and quicker. NH wants to continue to use Crowe accountants but at £2,460 (LY). NH thinks that most other accountants will charge similarly as many LPCs didn't adhere to the new CPE guidance and requirements.</i> ○ <i>Previous signatories now removed from Lloyds Bank account, just ST and NH in place.</i>
Action Points	<ul style="list-style-type: none"> ● <i>There were no action points.</i>

	<p>5. CPDO update (MD)</p> <p>Services</p> <ul style="list-style-type: none"> ○ Data for Q3 downloaded and analysed. ○ EHC PGD updated till end Feb. Boots Merry Hill top for EHC. Chlamydia kits low 31/1000 handed out. ○ ABI Swinford top performer, Healthy Start -Village top performer <p>Signposting</p> <ul style="list-style-type: none"> ○ Been working with Council to develop a resource for local services. <p>Training</p> <ul style="list-style-type: none"> ○ Supported with ENT training sessions
<p>Action Points</p>	<ul style="list-style-type: none"> ● Invite Teesside to Zoom? ● Send signposting resource to pharmacies.
	<p>6. LSO update (JR)</p> <ul style="list-style-type: none"> ○ Pharmacies were very busy with inquiries about new training for common conditions. ○ Distributed new posters for measles awareness. ○ Provided additional booklets on cholesterol and blood pressure for patients interested in New Year resolutions for health. ○ Met and trained the new services pharmacist at Boots Merry Hill. ○ Participated in a Zoom meeting with Stephen, Michelle, and Richard. ○ Divided the list of stores and spent the day contacting pharmacies for upcoming CPPE training in January. ○ Updated contact names and numbers on Google Sheets during the process. ○ Successfully completed the task, with just four remaining for the following day. <p>7. PISO update (RS)</p> <p>Discharge Medicines Service (DMS):</p> <ul style="list-style-type: none"> ○ Attended a steering group meeting on December 19, 2023. No issues reported; the team at RHH is satisfied with contractor performance. 35% to 65% ○ Ongoing monitoring and support for contractors to continue in the new year. <p>Hypertension Case Finding Service:</p> <ul style="list-style-type: none"> ○ Attended CPE webinar on January 3, 2024. Emphasizes the opportunity for non-registered pharmacy team members to contribute. Collaboration with local GP Practices crucial for success. Services include clinic and ambulatory blood pressure monitoring. Providers urged to proactively promote the 24hr monitor for better BP readings identification. <p>Pharmacy Contraception Service:</p> <ul style="list-style-type: none"> ○ Limited information due to the busy Christmas period. ○ Hopes to gather more data on service uptake at MAPCOG. <p>Pharmacy First:</p> <ul style="list-style-type: none"> ○ Major focus recently with final PGDs published. ○ Efforts made to facilitate face-to-face training for ENT aspects. ○ Additional training sessions arranged for January 21, prioritizing contractor bookings. ○ Contractors informed of training details to ensure readiness for the service launch at month-end. ○ Options available for those unable to attend, with further sessions in February. ○ 57/64 contractors signed up to receive initial £2K for PF. ○ Jacqui Buxton will provide a one-page information for GPs and Pharmacies.

	<p><i>JS- a way needed to send PF referrals from GP surgeries.</i> <i>AK- NBS would be good to add for appointments and screening.</i></p>
Action Points	<ul style="list-style-type: none"> • There were no action points.
	<p>8. Chief Officer update (SN) Pharmacy First:</p> <ul style="list-style-type: none"> ○ CPPE arranged extra ENT training sessions, 2x60 for Jan. 21st. 2x60 for Feb. ○ Would release a keycode for January sessions early in New Year, with a two-day grace before it goes live on CPPE website. ○ Decided that the fairest and fastest option would be to 'phone around all qualifying contractors and give code personally to main pharmacist. This would also minimise 'leakage'. ○ Before Christmas, sat down and prepared a contacts spreadsheet plus a 'phone script with all major relevant points. ○ Contacted Michelle, Jayne and Richard and arranged Zoom call for early '24. ○ Jeff Blankley, CP Wolves Chief Officer, wanted a flyer to go out as an email for all Black Country contractors- produced by editing 'phone script. ○ Keycode released but with no grace period- was now live on website! ○ Started 'phoning pharmacies that afternoon (Wednesday Jan 3rd.) and completed the following day with a couple of ring-backs for Friday. ○ Personally visited Moss Grove as no 'phone line ○ On all calls, stressed the need for keeping the keycode private, and to contact me if booking was unsuccessful. ○ Other three (?) Chief Officers agreed to send out details of training events over the weekend- all our contractors had the opportunity to book a place on the training before that happened. ○ Suggested that all four Chief Officers take one session each- volunteered for morning session at the Copthorne on Jan. 21st. ○ Will mop up any extras when February sessions go live, likely to be after January ones. ○ BaRS is likely to be utilised for Community Pharmacy.
Action Points	<ul style="list-style-type: none"> • Look into ECG online training
	<p>9. Committee meetings Contract applications (SN)</p> <ul style="list-style-type: none"> ○ Change of ownership application for Murrays Healthcare at 5-6 Halesowen Road, Halesowen, West Midlands, B62 9AA by Chestnut Healthcare Ltd ○ RS- declaration of interest- owns the building.
Action Points	<ul style="list-style-type: none"> • There were no action points.
	<p>10. AOB</p> <ul style="list-style-type: none"> ○ Committee sub-groups (SN) ○ Future meeting dates (SN) ○ Election of vice-chair (ST) ○ Keep finance and have governance sub-group. ○ AI to chair the Governance subgroup- if interested. AK to go to finance subgroup. ○ NH to cover SG leave, as a CCA member. ○ Vice Chair – NH or AI



<i>Action Points</i>	<ul style="list-style-type: none">• <i>Ask AI to chair Governance subgroup and potential Vice Chair.</i>• <i>NH to cover SG leave, as a CCA member.</i>• <i>AK to join financial subgroup.</i>
	<p>11. Details of next meeting</p> <ul style="list-style-type: none">○ <i>Monday February 12th by Zoom</i>○ <i>March meeting F2F/Zoom to be confirmed.</i>
<i>Signed by the Chair</i>	<p>-----</p>