

**Minutes of the Committee meeting held on
Tuesday 19th September 2023 – Online via Teams**

ITEM REF.	MINUTES	ACTIONS
	<p><u>Members present:</u></p> <ul style="list-style-type: none"> • Alex Carrasco (AC – Day Lewis/AIMp) • Andrew Wright (AW – PCT Healthcare/AIMp) • Kath Briscoe (KB – Boots UK/CCA) • Lucy Corner (LC – Rowlands/CCA) • Matthew Armstrong (MA – Boots UK/CCA) • Arvinder Sagar (AS – Morrisons/CCA – part) <p>In attendance:</p> <ul style="list-style-type: none"> • Peter Prokopa (PP – Chief Officer CPS) • Jane Davies (JD – Treasurer) • James Milner (JM – STW ICB – part) <p>In the Chair: Kath Briscoe</p>	
923.1	<p><u>Sub Committee break out groups:</u></p> <ul style="list-style-type: none"> • Finance • Governance • Communications <p>In view of limited attendance and pressure on time, the decision was made to defer subcommittee break out groups to the October meeting. LC reported drafting new Terms of Reference for Governance subcommittee, to be discussed and agreed in October subcommittee breakout.</p> <p>LC also noted that she had redrafted the Buddy List – PP to share with members for comment prior to full circulation with contractors. LC finally confirmed she had been working on drafts for Employment Contracts for JD and Stephanie Green.</p> <p>PP noted that most members had submitted Declarations of Interest, Confidentiality agreements and biographies for the website; PP to chase those remaining – a few members had provided hard-copies of Declarations of Interest and Confidentiality Agreements to Lindsey – PP to ask for copies.</p>	<p>AGENDA FOR OCTOBER MEETING; PP TO CIRCULATE TO MEMBERS FOR COMMENT.</p> <p>PP TO SEEK COPIES OF RELEVANT GOVERNANCE DOCUMENTS FROM LINDSEY FAIRBROTHER.</p>
923.2	<p><u>Sub Committee report back</u> As above – no feedback due to suspension of breakouts.</p>	
	<p>Main meeting</p>	
923.3	<p><u>Apologies for absence:</u></p> <ul style="list-style-type: none"> • Yogesh Patel (Lawley Pharmacy/ Independent) • Sarb Rooprai (Conway Pharmacy – Independent) • Ravi Nagra (Lunts/MSN – Regional Multiple) <p>Absent:</p> <ul style="list-style-type: none"> • Matthew Birch (Superdrug/CCA) 	<p>CHECK MEETING DETAILS RECEIVED BY ALL NOT ATTENDING</p>
923.4	<p><u>Minutes of meeting held on Tuesday 15th August 2023</u> As the meeting was not quorate at this point, the Minutes for the August meeting were reviewed for accuracy, however, could not be approved – agreed to defer approval to next meeting</p>	<p>AGENDA FOR OCTOBER MEETING</p>
923.5	<p>Matters Arising/Actions</p>	

	<p>Most items on agenda, however PP noted that he had signed CPL/CPE Branding agreement and the Website terms of use agreement; updating of all documents and website ongoing.</p>	
923.6	<p><u>Delegates for National Conference of LPCs – Thursday 12/10/2023 (2)</u> PP confirmed two delegate for CPS at the conference; he would be attending on behalf of Sandwell anyway. Believed there was a virtual option if members unable to attend in person. LC confirmed attendance as CCA LPC Support Group. PP to share detail with members – any members interested respond by COP Wednesday as closing date for registrations is Friday 22/9/2023.</p>	<p>PP TO SHARE DETAIL WITH MEMBERS ASAP.</p>
923.7	<p><u>Finance update</u></p> <p>a) current performance – JD shared account detail to end August, with healthy reserves in both business and ring-fenced funding; the business account current situation due to a small surplus arising after the end of the 2022–23 year, and lower than expected expenditure for the current year to date., even allowing for the increased CPE levy. The final major spend of the FY was the second tranche of CPE Levy due shortly.</p> <p>b) updated budget – the updated forecast again suggested lower expense spending than predicted previously and therefore a better prospective outcome than predicted earlier in the year. This suggested that if CPS was unable to find a merger partner in 2024 then the committee could continue without an increase in levy well into 2024–25, even with the increased CPE levy. PP and LC confirmed the history of TAPR merger discussions for new members, and PP described his intention to find the correct solution for CPS contractors both in terms of ensuring effective representation and following the CPE recommendation to be co-terminus with the ICS.</p> <p>LC asked JD to confirm if PAYE had been set up for employees? JD confirmed it had, also NEST pension set up too. MA sought confirmation on recommended reserves? JD confirmed 6 months’ worth of expenditure, so current reserves are well in excess of that. PP asked JD to seek information on Business Savings accounts to potentially increase interest returns on funds held.</p>	<p>JD TO RESEARCH BUSINESS SAVINGS OPTIONS – AGENDA FOR OCTOBER MEETING.</p>
923.8	<p><u>ICB Update – James Milner</u> JM summarised his role for the benefit of new members, and provided an update on his work as Clinical Pharmacy Lead for STW ICB. This is based upon five workstreams:</p> <ul style="list-style-type: none"> • Pharmacy Integration – commissioning, PCN development meetings, practice visits, CP services toolkit, primary care access & recovery plan, IUC redesign, DoS, CVD prevention • Services – DMSD, CPCS (GP & 111), Midlands Extended Care, Contraception Service, Blood Pressure Check Service, Smoking Cessation Service, IP Pathfinder Programme • Workforce – Pharmacy Leadership Group, Community Pharmacy Workforce Survey, NHSE WT&E eProduct Workforce data, Integrated Pharmacy Workforce Plan, Upskilling to deliver future of pharmacy, Trainee Pharmacist places, IP – DMP/DPP Provision • Contracting – Delegated responsibility for POD, Existing technical expertise, Day to day management by West Midlands team, Currently working out what this all means post delegation, Future opportunities with local input 	<p>MEMBERS TO AGREE DEEP DIVE TOPIC FOR JM AT NEXT LPC MEETING</p>

	<ul style="list-style-type: none"> Pharmacy Promotion –ICB teams, General practice/PCN, IUC teams, Regional and Local comms teams, Think Which Service; Next steps: Insight report, Public Engagement <p>JM then focussed on service data in STW pharmacies – while there were significant positive areas, for example in GP–CPCS and Extended Care, JM expressed concerns that for Hyppertension Case Finding ambulatory BP checks had been much lower than had been expected – which may reduce confidence for GPs to refer to community pharmacy. DMS also had challenges, particularly around data which suggests many contractors are not entering data from PharmOutcomes into MYS to complete claims. KB confirmed SATH would normally attend to present on DMS; PP confirmed they would be at the October meeting. JM referred to smoking cessation referrals, especially in relation to contractors registering to provide but not active – PP confirmed an updated spreadsheet had been sent by the SATH team which identified the status of each contractor – PP, SG and JM to undertake further work to ensure as many contractors registered are able to act on referrals.</p> <p>JM also referred to the workforce challenges being experienced across the ICB – including difficulty in filling vacancies but also future planning for trainee pharmacist places and IP training for current registrants. JM confirmed that 3 sites had been allocated to STWE for the IP Pathfinder programme; there had been 5 Eols received which would be scored local and moderated regionally this week. He aimed to have an IPPP project working group set up shortly; LC expressed an interest in representing LPC on that group.</p> <p>Finally, JM ask LPC members to support the work he was doing in the following areas:</p> <ul style="list-style-type: none"> Assist engagement with Pharmacy Teams Event – Promotion of services, best practice, skill mix utilisation ABMPs – What are the barriers? Representative for IP Pathfinder steering group Support contractors to offer community pharmacy trainee placements Escalation processes for CPCS (*7 and GP) <p>JM also sought feedback on his contribution at following meetings – perhaps a deeper dive into a single topic.</p>	
923.9	<p><u>Pharmacy service implementation update</u></p> <p>PP shared Stephanie Green’s August update presentation with members, which showed CPCS outcomes (numbers of referrals sent, completed v referred back etc), pharmacy and GP practice visit activity, and topics discussed especially with contractors – including DMS and Oral Contraception service.</p> <p>PP also referred to engaging a further person to support service implementation alongside SG, mentioned at the previous meeting. The person had significant primary care commissioner experience at a high level locally and regionally, and had worked in the National Diabetes Programme for NHSE before reducdancy earlier this year. They were currently employed part-time by another Midlands LPC in a similar service-related role. PP had modelled the impact of employing this individual on the NHSE MoU funding, and they were keen to work 12 hours per week in STW alongside their role in the other LPC area; they would work alongside SG to support implantation in practices and pharmacies, but also support PP at a more strategic level too. A 6-month temporary contract would see the current MoU funds balance of around £43000 reduce to around</p>	PP TO CONTACT PROSPECTIVE EMPLOYEE.

	<p>£23000 by the end of the FY. This model included all aspects of payroll costs, ie pension and employer's NI. PP confirmed that the further use of MoU funds had support of Jackie Buxton the Regional Integration Lead for NHSE. LC expressed some concern that new members were being asked to approve the spending without much background, however her overall view from both governance and finance perspective was that NHSE had provided MoU funds to support community pharmacy service implementation and that to date it had been difficult to actually spend the money received – so with the support of Jackie Buxton she was in favour of the proposal. All members present agreed – PP to contact the prospective employee to progress.</p>	
923.10	<p><u>CPE Update – Lindsey Fairbrother</u> Deferred to October meeting as LF had indicated they were delayed by heavy traffic.</p>	AGENDA ITEM FOR OCTOBER MEETING
923.11	<p><u>AOB</u> – LC proposed member introductions for AS, as she had joined part way through the meeting. On completion of this there was no other AOB.</p>	
923.12	<p>Next meeting – Tuesday 24th October 2023 – 9:00-13:00 Shrewsbury Town FC – PP noted the venue had confirmed room availability. Meeting closed at 19.01.</p>	