

Agenda ref	Item	Actions
1023.1	<p>Welcome & Apologies for absence: Apologies received from Sab Rooprai, Matt Birch and Andrew Wright</p> <p>Members present:</p> <ul style="list-style-type: none"> • Kath Briscoe (Chair – Boots/CCA – KB) • Yogesh Patel (Vice Chair – Lawley Pharmacy/Independent – YP) • Lucy Corner (Rowlands/CCA – LC) • Arvi Sagar (Morrisons/CCA – AS) • Matt Armstrong (Boots/CCA – MA) • Alex Carrasco (Day Lewis/AIMp – AC) • Ravi Nagra (Lunts MSN/Regional Multiple – RN), <p>In attendance:</p> <ul style="list-style-type: none"> • Peter Prokopa (Chief Officer – PP) • Jane Davies (Treasurer – JD) • Amanda Alamanos (Integration Lead – AA), • Stephanie Green (part – SG) 	
1023.2	<p>CPE Update – Lindsey Fairbrother (LF) – as per presentation shared with members, including:</p> <ul style="list-style-type: none"> • Summary of CPE September meeting • Negotiations update (PCARP and CPCF 2024–25) & preparing for next contract. • Vision for Community Pharmacy • TAPR progress • Support for CPLs 	Engagement with Stakeholders on Pharmacy Vision through use of CPE resources
1023.3	<p>CPPE Update – Sarah Hughes, Regional Tutor – West Midlands</p> <p>Sarah discussed various training and support programs for pharmacists, pharmacy technicians, and other pharmacy team members. The topics covered included:</p> <ol style="list-style-type: none"> 1. Training for pharmacists in an advanced service program, including workshops, self-assessment, and academic writing support. 2. Training for pharmacy technicians to upskill and take on more responsibilities as pharmacies introduce new services. 3. Information about workshops on clinical skills, blood pressure services, and e-courses on topics like menopause and child health. 4. Discussion about the IP Pathfinder program and the support materials available on the CPP website. 	Share summary document with links to resources with contractors

	<p>5. Mention of potential expansion of services like the Common Conditions Service.</p> <p>6. Questions about support for other pharmacy team members, including pharmacy assistants and dispensing assistants.</p>	
1023.4	<p>Sub Committee break out groups:</p> <ul style="list-style-type: none"> • Finance • Governance (Doc 1023.4 – Governance SC ToR) – accepted by full committee • Communications 	
1023.5	<p>Sub Committee report back</p> <ul style="list-style-type: none"> • Finance: • Governance: Final agreement required on new contracts, specifically in respect of query on employee holidays. Committee agreed successful completion of PP’s probationary period. • Communications – primary focus on contractor communications, AA shared experience from other LPC area, particularly with respect to: <ul style="list-style-type: none"> ○ Benefits/drawbacks of social media versus email – to open the latter individuals need to know what they will gain from emails. ○ Which social media – Facebook better for public comms, LinkedIn for contractor/stakeholder comms ○ Frequency of communications – probably once or twice per month for emails only. ○ Audience differentiation – ie professionals or support staff ○ Potential use of social media support to instigate posts? 	<p>Governance – PP to review query on holidays in draft contracts and report back prior to final agreement.</p>
	Main meeting	
1023.6	<p>To approve:</p> <p>a) Minutes of meeting held on Tuesday 15/8/2023 (Doc 1023.6a): approved as amended (removal of initials “AC” from item 5a) –proposed, seconded</p> <p>b) Minutes of meeting held on Tuesday 19/9/2023 (Doc 1023.6b): approved – proposed, seconded</p>	
1023.7	<p>Matters Arising/Actions</p> <p>No matters arising other than already on the agenda – just a query as to whether details of the Medicines Safety Group had been shared by James Milner – to be checked with Andrew Riley.</p>	
1023.8	<p>CCA questions Q4: LC shared detail on CCA questions, answers agreed by members. LC to report back to CCA.</p>	
1023.9	<p>Finance update</p> <p>a) Current performance (Doc 1023.9a) – JD shared details of current financial position</p>	<p>JD to review potential business</p>

	<ul style="list-style-type: none"> b) Updated budget c) CPE Finance Update report – JD attended CPE Finance day and shared outcomes from that; CP Shropshire already meeting many of the new financial requirements. d) Business savings options – JD agreed to review potential options for mitigating risks associated with £85000 financial protection per bank/financial institution. 	savings accounts.
1023.10	<p>Pharmacy service implementation update (AA, SG)</p> <p>Initial discussion related to pharmacy services and the focus on getting implementation of GP referral to CPCS from practices. Special consideration was given to the strategies for approaching GP practices to encourage the implementation of services such as GP-CPCS, patient feedback on services, and the positive outcomes of some pharmacy practices in terms of referrals and service utilization. The discussion also touched on the idea of sharing best practices among GP practices, particularly with respect to those rural (dispensing) practices yet to engage with GP-CPCS.</p> <p>Some concern from members on amount of work being directed on SG from ICB; all to ensure that primary focus should be on supporting contractors in delivering services effectively, rather than necessarily putting resource into trying to engage GP practices not already on board with GP-CPCS.</p>	
1023.11	<p>ICB Update</p> <ul style="list-style-type: none"> a) CPCL – James Milner away on leave, most significant update regarding IP Pathfinder Programme – 3 contractors selected as pathfinder sites, including AC’s Day Lewis pharmacy. Aim to have at least one site active before the end of November, however many barriers to overcome before then, including implementing the IT solution, agreeing necessary pathways for blood tests, for example. b) Medicines Optimisation (Andy Riley – AR) – Medicines Supplies/shortages AR discussed various aspects of pharmacy services and how to improve communication and management during shortages. He mentioned: <ul style="list-style-type: none"> 1. NHS England set up the Specialist Pharmacy Service (SPS) to support GPs in prescribing specialized medicines and monitoring patient care. 	

	<ol style="list-style-type: none"> 2. The idea of creating a website to provide daily or weekly updates on medication shortages and recommended alternatives to assist healthcare professionals. 3. The suggestion of establishing an informal, professional network using platforms like WhatsApp for effective communication. 4. The need for the committee to engage with pharmacy contracts effectively and gather feedback from healthcare professionals. 5. The importance of involving community pharmacies in managing shortages and improving communication between primary care and secondary care. 6. Supporting practices in managing prescription quantity and making changes in prescribing habits during shortages to avoid disruptions for patients. 7. Discussing the role of pharmacists in providing alternative solutions during shortages, including communicating with GPs and specialist doctors. 8. The idea of creating a standardized process for managing medication shortages and potentially sharing best practices across different areas. 9. Exploring the use of technology like WhatsApp and text messages for sharing information and updates with patients. 10. The importance of building trust with patients and helping them adapt to changes in their medications. 11. The suggestion to convey information and changes effectively to patients to gain their trust in the pharmacy's guidance. <p>Overall, the discussion focused on improving communication and collaboration between healthcare professionals and patients during medication shortages.</p>	
1023.12	<p>Conference of LPC Representatives and Discussion on Vision for Community Pharmacy</p> <p>PP shared summary of Pharmacy Vision; message from CPE was to engage with all stakeholders with the vision – opinion formers (MPs and councils), commissioners, patients and contractors. Concern that the whole document is dependent on national contract negotiations; also that a general election is due before the end of 2024 and the impact of that on government not inconsiderable. Members should consider the impact of the vision on every aspect of current activity – including workforce, service delivery, IP pathfinder sites etc.</p>	<p>PP to review all engagement resources and plan to share with relevant stakeholders – especially short explainer videos.</p>

1023.13	<p>DMS Update – SaTH Lydia Holloway & Alice Frost LH and AF summarised current picture of DMS referrals from SaTH, including</p> <ul style="list-style-type: none"> • Paediatric service now in progress • MedSIP programme (Opioid initiation) – ensuring planning for short term use only warning, including DMS referral where appropriate, and that patients receive Opioid PIL (includes link to Live Well With Pain website.) • DMS PIL now approved and to be printed to hand out to patients. • Audits on relevant medicines generating potential DMS referrals • Structured Medication Review (SMR) project – project with PCNs across STW, eg patients with complex polypharmacy, long-term opioids or benzodiazepines. Initial pilot in Shrewsbury PCN. • Query on referrals for patients going into care homes? DMS to current pharmacy or the one serving care home? Agreement from members for referral to go to new pharmacy and send email to old one to inform of patient circumstance change. 	<p>PP to add Opioid leaflet on CPS website when shared. PP to send pharmacy shared mailbox details for STW pharmacies to SaTH team.</p>
1023.14	<p>AOB Concern raised by one member of a neighbouring contractor not fulfilling core hours, especially for weekend opening being cancelled for a number of months, resulting in significant emergency supplies to patients whose medication was not available from the pharmacy. Details to be shared for PP to check on any NHSE action.</p>	<p>PP to follow up with NHSE.</p>
1023.15	<p>Next meeting – Tuesday 12th December 2023 1.30–4pm via Teams</p>	

Attachments:

Doc 1023.4 – Governance SC ToR

Doc 1023.6a – August Minutes

Doc 1023.6b – September Minutes

Doc 1023.9a – Income & Expenditure to end September