



Minutes of the meeting held on Tuesday 15th August 2023 at STFC.

Committee Present:

K Briscoe, A Carrasco, L Corner, S Roprai, A Wright, Y Patel

In the Chair: K Briscoe

In Attendance: L Fairbrother, S Green, P Prokopa, J Davies

1	APOLOGIES & Declaration of Interest Apologies M Birch, A Sagar, R Nagra, M Armstrong	ACTION
2	Election of officers Chair – Kath Briscoe (committee member). Proposed LC, seconded AC Vice Chair – Yogesh Patel (committee member). Proposed AW, seconded SR Treasurer – Jane Davies (external appointee)	
3	Membership of sub committees Finance: JD (chair), RN, YP, AC Governance : LC (chair), SR, AW, MB Communication: PP (chair), SG, MA, AS	
4	Minutes of last meeting The minutes of the meeting held in June 2023 were approved. Proposer: LC Seconder: YP.	
5	Sub Committees	
5a	Governance: LC, SR, AW To ensure all employees have contracts of employment and staff handbook. Revisit TAPR costings to determine Committee viability and merger options. Ensure insurance in place. £500 cost via CPE to cover personal liability. The committee agreed unanimously. Employer’s liability insurance to be checked. Rebranding to go on future agendas under new	LC PP PP

	Communications sub committee. Unanimous agreement for CO to sign agreement to proceed.	
5b	<p>Finance: JD, YP, AC</p> <p>Committee status – register with HMRC</p> <p>Levy – consider increase for Q4 23/24. CPE levy to increase by £7000 (£16k levy September)</p> <p>Review budget in light of f2f meeting costs and cost of payroll.</p> <p>LPC reserves currently exceed 6 months but increased CPE levy will affect balance. Treasurer to review viability.</p>	
	Main meeting	
1	<p>Matters arising</p> <p>Payroll – to use HMRC software, PP, SG, JD employees</p> <p>JD & SG to attend future committee meetings</p> <p>Sub committee Terms of Reference</p> <p>Declarations of interest and confidentiality agreements required from all members</p> <p>Local pharmacy technician senior leadership group candidate needed. To ask for ToR and frequency of meetings from JM.</p>	<p>PP/JD</p> <p>PP All</p> <p>LF</p>
2	<p>Finance Report</p> <p>The final annual report had been received. Amendments noted – to be sent to the Chief Officer to enable distribution prior to the AGM.</p> <p>Acceptance of account – proposed YP, seconded AW.</p> <p>£50k in reserves – only need £36k to meet 4-6 months of reserves.</p> <p>Ringfenced funds remain as follows:</p> <p>HEE £4.7k</p> <p>NHSE £6.4k</p> <p>HEE workforce £32k</p> <p>MoU monies still able to support employment of SG. PP to investigate further support to utilise monies further.</p>	<p>JD</p> <p>PP</p>
3	<p>Patient Safety</p> <p>Request for a committee member to act as representative following resignation of RD from the committee.</p>	All

4	<p>Service Development</p> <p>Palliative care scheme – further community pharmacy providers are sought. Annual retainer awarded plus cost of any expired items. PP will share current locations to identify and gaps. SG to target pharmacies when in the field.</p> <p>IP pathfinder project – 5 EoI likely to be taken forwards. Await confirmation on which sites. Terms have been released, to include £198 per session, set up fee and funding for IT. Providers will be expected to host 6–8 sessions per week. James Milner to attend next meeting to provide further detail.</p>	PP/SG
5	<p>Regulatory</p> <p>Change of ownership Oakengates to Rjrchem Ltd.</p>	LF
6	<p>CPE update</p> <p>£645m of funding over 2 years previously announced to include</p> <ul style="list-style-type: none"> - IT infrastructure (delivery tool, read/write record access) - Increased hypertension case finding - Expansion of pharmacy contraceptive services - Diagnosis and treatment for 7 common conditions (impetigo, shingles, sinusitis, sore throat, UTI, acute otitis media, infected insect bite under PGD) <p>Delay due to disagreements about DSP delivery. Service specifications being finalised. Date of launch yet to be announced.</p> <p>Draft visioning report issued by Nuffield/King’s Fund. Not ambitious enough – Chief Officers invited to comment. YP asked what had been spent on the exercise. LF to seek detail and reply.</p> <p>A governance review is being undertaken at CPE. Actions to be cascaded down to CPLs, including performance and behavioural standards.</p> <p>CPE update slides to be circulated to the committee.</p>	LF
7	<p>Pharmacy leadership group</p> <p>Last meeting abandoned due to CQC inspection.</p>	KB
8	<p>Community Pharmacy Service Implementation Lead.</p> <p>GP surgeries have expressed concern over potential loss of</p>	SG

	<p>services due to the high number of pharmacies changing ownership and reducing hours or closing.</p> <p>N Shropshire performing well on all services.</p> <p>Shrewsbury performing less well on CPCS with 5 of 16 practices still not actioning GP CPCS.</p> <p>SG role to be extended to provide support and promote all services to contractors.</p> <p>SG concerned that ICB are assuming she can carry out work for them. To report further concerns to PP & JM.</p>	
9	DMS -An update was circulated.	SaTh
10	<p>Committee 2023 meeting dates</p> <p>19/9 – AGM 5.30pm, followed by LPC – both virtual</p> <p>24/10 – f2f</p> <p>12/12 – virtual</p> <p>23/01 – f2f</p> <p>5/03 – virtual</p>	All