

February 2024 Minutes

Microsoft Teams Meeting: 22nd February 9.30am – 1.30pm

Invitees:

Chair: Chris Shields

Members: Abigail Wright; Anil Chopra; Paula Paniagua; Nicki Sinclair, Robert Townsend, Tim Rendell.

Employees: Sarah Cotton; Carolyn Beale

Guests: Helen Wilkinson (from Updates Section)

Apologies; Patrick Gompels, Aga Janowski

<u>Item</u>	<u>Detail</u>	
1.	Welcome and apologies; Confirmation/update of Declarations of Interest – None	
2.	<p>Review of Minutes & Action Tracker</p> <ul style="list-style-type: none"> Minutes were accepted as a true record Updates on the action report were noted <p>There is still a CCA vacancy - TR asked to complete a pharmacy contractor audit quarterly (composition) so the committee are aware of the changes.</p> <p>TAPR - CS has a call with Lisa Fisher from Avon tomorrow. Avon are happy to continue with merger discussions. More likely to be April 2025 for this. CS would like the TAPR sub committee to meet during March to discuss this further. TR suggests a finance representative to be in the sub committee.</p> <p>SC and RT will get a date to go through the finances as agreed.</p> <p>Health Check payments Increase - no further forward with this. But a pilot has been agreed by the council for backfill payments to support outreach projects with one pharmacy.</p>	
3.	<ul style="list-style-type: none"> Items requiring Discussion/Decision <p>Governance – CPE</p> <p>SC shared the presentation with the committee prior to the meeting. There are 2 documents to be reviewed and adopted. The committee reviewed both the documents.</p> <p>The code of conduct document will be saved into the members area for all to access should it be required. The committee agreed this will reviewed annually. The committee agreed that CS as the chair has oversight of this. There is currently no sub committee,</p>	

TR suggested a governance sub committee is formed as and when the need arises. The committee agreed with this.

Governance framework - discussion around how committee members are elected. Discussion around the governance surrounding the accounts. The committee agree that the finance sub committee will scrutinise the accounts quarterly, this will protect the treasurer. AW and AC will become signatories on the account to make making payments easier.

RT has picked up a payment that has been made into the account in error by Wiltshire Council, SC has a meeting to discuss this next week and will arrange the return. RT will note this in the accounts.

When RT completes the treasurer update, the finance sub committee will be asked for their comments to ensure this is kept up. SC will ensure this is reflected in the finance governance document.

The committee agreed with both the documents, but will vote at the next meeting once all committee members are present.

Budget

RT provided the draft budget to the committee. There is a shortfall for the year. TR mentioned the possibility of getting sponsorship for the committee meetings. Debbie (Admin) arranges this for Avon, could this be replicated for Swindon and Wiltshire.

CB has had offers of sponsorship but this has not been taken up in the past. CB/SC will ask Debbie for any contacts to make enquiries into this.

TR asked about the PF project money from BSW, the amount has not yet been confirmed and so has not been included.

SC raised the PharmOutcomes license income and what are the implications of making a small profit on this. SC/RT will check this.

Pharmacy First Project money - There is money available, SC is talking to CPE regarding the contracting suggested for this. Discussion around how training might fit into this.

The budget will be reflected upon and adjusted, this will be voted on in the March meeting.

POD

CS attended a recent meeting with the ICB and provided an update. POD is coming to an end and will finish June 2024. SC asked what pharmacies have received regarding this. NS reported that there is very little feedback about this. SC will get the frequently asked questions document sent again as this may be helpful.

	<p>Dosette box ordering, this has been done via a PharmOutcomes template. There are a lot of requests via this route. The GPs have asked for this to remain, there has been a meeting regarding this. It was decided that this would not be possible if POD is finishing. AC suggested NHS email could be used instead of POD. Discussion around whether this could work and whether the pharmacy should be getting involved.</p> <p>Admin role Debbie (CPA) raised a lack of capacity to complete the minutes via the current process. Discussion around potential options. CS asked if Debbie could try the transcribed option from recording for March, whilst investigating other options – outsourcing, equipment to dictate. Another option would be rolling committee member to fill out a template produced by Debbie. Will be on agenda for March to decide.</p>	
4.	<ul style="list-style-type: none"> • Officer Reports – questions Discussion around recent change of ownerships. Advanced smoking cessation service - Great western hospital have started referrals for this. • Updates <p>Pharmacy First (inc committee feedback) There is no data on this yet. HW asked for feedback on how this has started in pharmacies. TR stated that this has re-energised pharmacy teams, the patient and GP response has been good. Top 2 services are UTI and sore throats. Otitis Media service for over 18s could be a great addition to the service. Referrals are growing. Discussion around the start of the service and the capacity of the pharmacies. AW raised the issue of knowing what the capacity should be for a pharmacy. HW said it is acceptable to set a limit on what a pharmacy can complete in a day. CB has visited 19 pharmacies, the feedback has been positive. She has been advising pharmacies to download the poster and display the age limits for the services. There are a few issues around locums being up to speed.</p> <p>ICB updates - HW HW provided an update. The new chief pharmacist is due to start soon and has identified that community pharmacy is one of his key priorities in his first year.</p> <p>Wiltshire PH contracts / TP The sexual Health contract has been out for a while now, there haven't been any pharmacies that have signed up for this yet. This is a concern for the council. SC highlighted the timing with pharmacy first could be the reason, along with the remuneration for the service. SC went back to Turning point with the new financial suggestions and she is waiting on a reply from them.</p>	

	<p>PNA's</p> <p>SC has seen the final H&WBB Task and Finish group report and overall it was a good document. The PNA is due for update in Sept 2025.</p>	
5.	<p>AOB -</p> <ul style="list-style-type: none"> • SC has a podcast with the LMC around pharmacy first next week. 	

Meeting Dates: 14th March, 18th April (F), 16th May, 20th June (F), 18th July, 19th September (F), 17th October, 21st November (F)