

# March 2024 Minutes

Microsoft Teams Meeting: 14<sup>th</sup> March 9.30am – 1.30pm

Invitees:

**Chair:** Chris Shields

**Members:** Aga Janowski; Anil Chopra; Paula Paniagua; Nicki Sinclair; Robert Townsend; Patrick Gompels

**Employees:** Sarah Cotton; Carolyn Beale

**Apologies:** Tim Rendell, Abigail Wright.

<u>Item</u>	<u>Detail</u>	
1.	Welcome and apologies; Confirmation/update of Declarations of Interest - None	
2.	<ul style="list-style-type: none"> <li>Review of Minutes – Wiltshire Council error discussed – to be added to the minutes. Minutes agreed.</li> <li>Action tracker</li> </ul> <p>CB update on sponsorship - she hasn't yet discussed this with Debbie from Avon. She already had 3 people she could reach out to and has managed to secure one to attend in the meeting in November for 10/15mins for £450. She is waiting for the other 2 to come back.</p> <p>Committee vacancies - Committee agree this should be included in future discussions on the tracker.</p> <p>IP Pathfinder Consultation, a letter has been sent but no official response has been received. This action will be kept open to push for a reply. SC will look into this.</p> <p>RT and SC will meet on Monday to update the finance policy.</p> <p>IBA action point – risk that this will not get commissioned beyond the pilot due to low number of interactions from most pilot pharmacies</p>	
3.	<p>TAPR - Sub-committee feedback</p> <p>CS has spoken to Lisa Fisher from Community Pharmacy Avon - nothing further will happen on this until April.</p> <p>11<sup>th</sup> April a joint sub-committee meeting has been planned to discuss this. CS, PG and RT will meet next week to review the structure ready for the sub-committee meeting.</p>	
4.	<p>Items requiring Discussion/Decision</p> <ul style="list-style-type: none"> <li>Governance</li> <li>Vote on CPE documents</li> </ul> <p>SC has updated the documents with the CPSW logo. SC updated PG and AJ on the discussion at the previous meeting as they were not present. If a governance sub-committee was needed in the</p>	

	<p>future this would be set up at the time. The committee unanimously voted to approve and accept these CPE documents.</p> <ul style="list-style-type: none"> <li>• Review of Finance Procedures</li> </ul> <p>The committee went through the document and made some amendments. Discussion around holidays and sick pay rules for employees.</p> <p>Bank account signatories. The committee discussed this and agreed that 3 signatories is sufficient on the bank account. RT will bring the paperwork to the next face to face meeting to get this actioned. Discussion around the treasurers email address to be used. The committee agreed unanimously to sign off on the document.</p> <ul style="list-style-type: none"> <li>• CPE Expenses Policy decision</li> </ul> <p>The committee agree to use the CPE template for the expenses policy. This will be signed off in the April meeting.</p> <ul style="list-style-type: none"> <li>• Budget - Final sign off</li> </ul> <p>Wiltshire Council have sent further funds to the LPC account in error. SC contacted the finance team at the council to discuss this and the 2 payments will be returned. RT is going to get clarification before he sends the funds back as the account is not verified when he has checked online. SC and RT are going to review the CPE budget template next week to see if they will adopt it. The committee discussed the issue of overtime hours that have been worked and the impact this has on holiday hours and payments. <b>AP: CS will look into this, to see the best route forward.</b></p> <p>CB will send the overtime hours to SC and RT to get this paid. RT shared the finalised budget with the committee, this has been agreed and signed off.</p> <p>AC asked what the procedure is if a patient attended with a prescription for a controlled drug when they usually use a DSP. PG stated that the DSP should fulfil the request but if they attend the pharmacy with the prescription they should be fulfilled also.</p>	
5.	<p>Officer Reports – questions</p> <p>CS thanks CB and SC for all their work with pharmacy first.</p> <p>CB visits pharmacies that haven't engaged with GP CPCS recently and who may struggle. She has also received issues from the ICB where practices have raised a problem, she follows these up and contacts the pharmacy to offer assistance. Discussion around the level of support that should be offered.</p>	

	<p>Discussion around pharmacy first consultations, payment for these and walk in patients.</p> <p>Updates</p> <ul style="list-style-type: none"> <li>• ICB updates</li> </ul> <p>The ICB are waiting for an announcement regarding a restructure, SC still hasn't heard the impact this may have on pharmacy yet.</p> <p>Helen Wilkinson (HW) has been off work and won't be back until 25<sup>th</sup> March. This has halted the contract discussions slightly and may result in an extension on the old one in the interim period. SC has raised the risks with the ICB. The committee discuss the risk this holds for patients.</p> <p>The committee wish HW well.</p> <p>Uzo has started as Chief pharmacist at the ICB and will attend the April meeting.</p> <p>Teach and treat has been given more funding.</p> <ul style="list-style-type: none"> <li>• Turning Point contracts</li> </ul> <p>SC pushed back on funding and have secured a rate much nearer the committee request. Committee were pleased with this success for contractors.</p> <ul style="list-style-type: none"> <li>• Member feedback - Concerns on the ground</li> </ul> <p>SC has asked for specific feedback on any of the services which she can then refer back. Discussion had by committee.</p> <p>Hypertension Case Finding Service - SC has a meeting regarding this coming up. PG has positive feedback on this, he has had a focus on this and has managed to increase the uptake.</p>	
6.	<b>AOB</b> - None	

**Meeting Dates:** 18th April (F), 16<sup>th</sup> May, 20<sup>th</sup> June (F), 18<sup>th</sup> July, 19<sup>th</sup> September (F), 17<sup>th</sup> October, 21<sup>st</sup> November (F)