**North Staffs and Stoke Pharmacy Committee**

Minutes of the meeting held on May 21st 2019 at meeting Thea Pharmaceuticals, IC5 Keele University Keele Staffs

**Present:**

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| Committee member | Present | Apologies  |
| Nita Allen (NA) - Chair | ✓ |  |
| Clare Stott (CT) - Vice Chair | ✓ |  |
| Sue Adams (SA) |  | A |
| Elliot Patrick (EP) | ✓ |  |
| Raj Morjaria (RM) |  |  |
| Hema Morjaria (HM) | ✓ |  |
| Harpal Bhandal (HB) |  | A |
| Becky Norton (BN) |  | A |
| Ellie Lawton (EL) | ✓ |  |
| Vicky Greenwood (VG) | ✓ |  |
| Peter Walker (PW) |  | A |

**In Attendance:** Dr T Cork (TC)

**In Chair:** Nita Allen (NA)

**Chief Officer:** Tania Cork

**Standing Items**

*0519-1* **Chair:** NA welcomed all members to the meeting

*0519-2* **Apologies:** as above

*0519-3-* **Governance/Declarations of Conflicts of Interest (DOI):** TC reminded members that these should be updated by themselves and checked at each meeting and to check the agenda for any conflicts. We will be continuing to use the DOI forms for 2019-20 and committee members should update accordingly.

*0519-4-* **Power to act:** Come to light during meeting agenda.

*0519-5-* **Minutes from previous meeting:** Incomplete sentence for the finance statement once competed all correct and signed off

*0519-6-* **Matters Arising:**

*0519-7-* **Finance:** TC gave figures of bank balances and informed the committee that the PSNC levy have been paid. TC informed the committee that the accounts are working with a 6 months floating balance as recommend by PSNC. All expenses were completed by the end of the finance year allowing for a smooth hand over to the auditors. There was a discussion around what the money would be used for and that our contractors levy may have to be increased to ensure the LPC can function. The was a discussion on what our contractors pay at the moment and what we could do to protect a levy increase. The PSNC need to inform the LPCs of their plans asap because of our financial planning. Members discussed that the PSNC should increase the levy if there is a good outcome from the contract negotiations.

 **Business Agenda**

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| *0519-8* | **Action sheet update**Questions have been sorted in the morning session and contractors will be asked if they have any further questions – PharmOutcomes or pharmacy visits by TCEL reported back her interpretation of the Competition Law and how the committee could work in line with this. EL will read the minutes to ensure they comply with this law and it was agreed that EL would sign off each minute going forward. In addition, the minutes should reflect if a committee member has removed themselves from the discussions due to conflict of interest. The new PSNC dash-board has not been launched yet.Flow charts for NUMSAS is now competed and is on the website |
| *0519-9* | **Provider Company report**RM attending the meeting on behalf of TC. RM reported the main outcomes of the meeting including that Gordon Hockey (GH) from the PSNC attended the meeting. There was a presentation from Len Dalton which showed that the provider company is not making any profit at the moment. There was a discussion that each contractor would pay £40 and that the loans should be written off as these do not sit well with tendering for services. The committee stated that these would not sit well with our contractors. The members decided that the loan should not be written off but could be repaid at any time in the future, this was voted as agreed by all members. There was also a discussion about an observer sitting at the CHSL meeting, this is likely to be an CCA and GH. GH would do this as part of his PSNC role however, we are unsure about the remuneration for the CCA. NA stated that more information needs to be brought back from the CCA and the CHSL meetings.RM discussed the flu training from the CHSL. TC discussed the issues from   |
| *0519-10* |  **JOMG**Waste – information from the patient group showed that posters and dissemination of these was not carried out as effectively as they should have. TC has spoken to Amit from Medicines Management about the report and that a meeting should take place to see how this topic can move forwardRepeat dispensing scheme – a new group to be set up as CSU are handing over to CCG. STI – free prescriptions from the 1st April. What do the patients sign on the backQIPP – COPD pathway is being targeted. Patient will be optimised for their treatments. Gluten free project – this will now go live in the south area soonSodium Valproate and child bearing age – remind pharmacist about their reasonability on counselling patients.  |
| *0519-11* | **Smoking cessation service**This was now being delivered better from our pharmacies due to SH (Simon Hay) work in supporting this. The service is commissioned by CHSL. The data entry is causing a slight problem and SH is working on this issue. VG also mentioned that SH has supported them to deliver the service |
| *0519-12* | **Freestyle Libre**TC updated the committee on the fact this product can now be dispensed in the area. There is difficulty in obtaining the product at times as the order has to come directly from Abbotts. Because of this direct supply from Abbotts pharmacist not obtaining their discount on the product. |
| *0519-13* | **New Members day**The committee members who attended this did, in general, not find this helpful or beneficial. The object of the LPC sending these new members should be that they can deliver some of the outcomes from the day, this was not the case. It seemed to be all about powerpoint presentations that could have been delivered in a manual. The committee was concerned at the amount of money it costs for this LPC to send members. The LPC may consider doing their own training in the future. NA also discussed the Chairs day and that it addressed how to be more effective in the role. It was discussed about a 360 review for both Chair and CEO. |
| *0519-14* | **VirtualOutcomes**TC showed the data from the latest results on pharmacies using the training IT platform. We have good results but could do with more CCA taking part. The future funding was discussed, and the committee agreed to fund again and that would be taken from unused allocated funds |
| *0519-15* | **PCNs and sSCO**NA and TC discussed the latest news about PCNs. The sites will be announced soon from the CCG. NA and Tc also mentioned the ICS sites.   |
| *0519-16* | **PCSE**There was a presentation from Primary Care Support England (Rob Andrew RA), who introduced himself as the pharmacy engagement officer. He would be looking after market entry, hour changes and new applications and explained that these would so be on-line applicants. He also explained the use of the on-line regulations manual that would be launched soon. It was also mentioned about community pharmacies being able offer patient’s pre-payment certifcates  |
| *0519-17* | **Pharmacy services update**TC confirmed that the Pharmacy First Common Ailments Service is now extended to 31st August 2019 and that the CCGs will be producing material to help inform the public about the changes to the service. Contractors will be receiving formal notice shortly. After the end of August there will be a two-tier Pharmacy First service for infections, which will run across Staffordshire and Shropshire.TC also explained that GPs will now be implementing NHS England’s advice on limiting prescriptions for over the counter medication and that contractors should be mindful of this when requesting repeat prescriptions on patient’s behalf or when servicing patients for OTC products. |
| *0519-18* | **Fentanyl planning**TC explained that this meeting is to prepare how we could be ready for a fentanyl incident. Manchester Metropolitan university will be used for testing drugs such as monkey dust, this usually gets a quick response. Distribution of additional Naloxone could be potentially via community pharmacies. The fentanyl group agreed that a list of key pharmacies could be identified (by location and those already dispensing opiate replacement therapy drugs/needle exchange). It was agreed that a list of pharmacies would be included in the fentanyl plan. The fentanyl group also recognised potential need for additional training – both in terms of administering Naloxone, as well as awareness raising of the harms associated with a the response pathway for fentanyl |
| *0519-19* | **Training events**TC gave a report on how the training events had gone and that the session was excellently delivered by a CVD consultant. There was a discussion again about the best way to deliver training events to the contractors in order to maximise attendance. |
| *0519-20* | **Social media**This was referred to the next meeting due to RN absence.  |
| *0519-21* | **Simon Hay report** |
|  | **Closed meeting** |
| *0519-22* | **Regulation**TC ensured that the committee understood about removing themselves from any discussion that directly affected them when the committee discussed applications, relocations and hour changes etc.There was a discussion around the revision of the Pharmacy Manual, effective 1 April 2019, has confirmed a relaxation of 100 hour pharmacies compliancy monitoring.  TC advised that effective from the 1stApril 2019 there is no longer a requirement for 100 hour pharmacies/RPs to submit returns on PharmaOutcomes in respect of opening hours. |
| *0519-23* | **AOB**EL discussed a service for IOW which entails child mental health treatment. TC to look for more information regarding this.  |
|  | **Next Meeting****30th July 2019** |

These minutes are signed as being a true record of the meeting, subject to any necessary amendments being made, which will, if any, is recorded in the following meeting’s minutes.

Signed: ………………………………………………Position:......CHAIR............. Date:............................

Signed: .................................................................Position:......CEO.................Date:............................

During this meeting, along with these minutes, there was a constant check to ensure no discussions could constitute to breaking competition law.

Signed......................................................position.............................................Date