

Your reference  
Our reference      CB/DW  
Date                    11 June 2020

**Public Health Directorate & Adult  
Social Care  
City of Stoke-on-Trent**  
Floor 1, Civic Centre  
Glebe Street  
Stoke-on-Trent  
ST4 1HH

Dear Practice Manager

**Re: 2020/21 Emergency Hormonal Contraception Agreements**

Please find attached updated Service Specification/s and new 2 year Agreement/s for the Provision of Emergency Hormonal Contraception Service under the Patient Group Direction (PGD). The new Agreements run from 1 July 2020 to 30 June 2022 (with the option to extend 2 years).

If you would like to provide this service under our Agreement, please follow the instructions below;

**Emergency Hormonal Contraception**

- Read the relevant Service Specification and Agreement to ensure that you meet the requirements to deliver this service
- Complete the "BETWEEN" "(2)" Section on page 3 of the Agreement with the Company name, Company number, and Company address wishing to contract with us for this service, print and scan.
- Print off, date and sign **1 copy** of page 19 in the Agreement.
- Print off, complete **1 copy** of the 'representative' section located on page 25 in the specification.
- Print off, date and sign **1 copy** of **each** PGD Declaration.
- All signed pages need to be scanned and emailed to [deon.wynter@stoke.gov.uk](mailto:deon.wynter@stoke.gov.uk)  
**Please ensure that this email also includes a copy of the full Agreement and Specification and both PDG documents that were sent to you.**
- In order to continue delivering the service in accordance with our Agreement, **please ensure you return your signed documents by Tuesday 30<sup>th</sup> June 2020**

Please tell us if you need this letter in an alternative format

**contacting the council:**

Telephone 01782 23 4234    Text: 07786 200 700  
Email: [Enquiries@stoke.gov.uk](mailto:Enquiries@stoke.gov.uk)

**stoke.gov.uk**



City of  
**Stoke-on-Trent**

### 2020/21 Invoice dates

Costs will be paid to the practice quarterly in arrears. We must receive your invoice, addressed to Stoke-on-Trent City Council, by the dates below; if your invoice is not received by the deadline then payment will be delayed until the next quarterly payment date.

Quarter	Weekending*
2 (1 July – 30 September 2020)	16/10/2020
3 (1 October – 31 December 2020)	15/01/2021
4 (1 Jan – 29 Feb 2021) (1 – 31 March 2021)	19/03/2021 16/04/2021
1 (1 April – 30 June 2021)	17/07/2021

\*please note these dates may be subject to change

Please note, as part of the covid19 response it was agreed that consultations for clients aged 16 and over can be made over the telephone, and then either the client can come and collect the medication / or if they are self-isolating a nominated individual can collect on their behalf (as per the letter from Jacquie Ashdown Assistant Director, Wellbeing and Director of Public Health and Andrew Pickard Pharmacy Advisor and PGD Author NHS England and Improvement: 03 April 2020- also attached for your reference). This way of working is to continue in the short-term whilst a review is undertaken on future service delivery; to commence imminently. Further communication on this matter will be issued in due course.

### Who should we contact if we have any issues with this service?

Eric Ayesu-Boapeah – Public Health: 01782 23 7751 [eric.ayesu-boapeah@stoke.gov.uk](mailto:eric.ayesu-boapeah@stoke.gov.uk)

Claire Bradley - Commissioning: 01782 23 2063 [claire.bradley@stoke.gov.uk](mailto:claire.bradley@stoke.gov.uk)

Deon Wynter – Commissioning Support: 01782 23 7789 [deon.wynter@stoke.gov.uk](mailto:deon.wynter@stoke.gov.uk)

Heather Sherwin – Quality monitoring and Improvement 01782 236871

[heather.sherwin@stoke.gov.uk](mailto:heather.sherwin@stoke.gov.uk)

Yours faithfully

**Claire Bradley**  
**Commissioning Officer**

Email [Claire.Bradley@stoke.gov.uk](mailto:Claire.Bradley@stoke.gov.uk)

Telephone 01782 232063

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