



# Community Pharmacy Somerset

## Exec Meeting 22 February 2024 (9am -4pm)

**Exec:** Peter Whitaker Chair, Mila Burke Treasurer, Shital Patel Vice Chair

**Officers:** Michael Lennox CEO, Yvonne Lamb Engagement Officer, Cathy Lawless Admon Officer.

**Apologies:** None

### 1. **Matters arising from Full Committee Meeting 17/01/24**

- Governance to be signed at next Committee Meeting 5<sup>th</sup> March – still waiting for signature version to become available. Paper copies to be distributed at March Meeting. Nicola McKay happy to sit on Governance Committee.
- Code of conduct for Governance – need to contact those who are not at the meeting.
- Yvonne to work on how many CCA's we have.

### 2. **Key Issues**

- What can we put together to help people stepping up into Committee roles i.e. Job description/ Functional roles. And is this part of Governance
- List of the most common services that we could offer in Somerset
- Any new materials from National Leadership Bodies – Draft coming out next week with opportunities

### 3. **Finance – Treasurer Report 21 February 24**

Balance in Account: £195,028.15

- **Incoming Monies:**

Contractor Levy £10,100 per month

Sponsor charge £250 per meeting every other month (conditional upon securing sponsor)



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- **Regular debits:**

CPE - £3,500 pcm

Avon Healthcare - £300 pcm – to stop in March

Payroll

- **Pot Expenditure:**

- **Winter Access £120K – Balance £52,047 as of 21/02/24**

**“Winter Access pot”**

- Money now out to all contractors –Total £64,380
- Otoscope training - £3546.00
- Not to be touched until specifically instructed. Speak to CCG?
- **CCG PCSF £51,400 (2022/23)- Balance £10,764.60 as of 21/02/24**

**“PCSF pot”**

- Peter PCN Coach £3,600K
- PCN Leads: any additional LPC instigated events beyond the NHSEI a day month coverage (circa £6000 if we do 3 x 0.5days x 13 in the year)
- ICS Locality Board work as emerges in year (circa £7,200 if we have 4Leads x6 eventsx1day @£300)
- Moneys for PCN work come out of this fund, but it will be reimbursed by ICB.  
Work in progress
- Some of Anne’s work is funded from this.
- **CCG Digital £65K 2022/23 – Balance £38,815.00 as of 21/02/24 - “Digital pot”**
- Yvonne (would be 25% of monthly salary and this should be at the on costed level ie not basic but we agreed to charge for £833 a month as 12th of the £10K allocated in fund.
- Rest of this fund will be for platforms and licenses etc and potentially more project work as it emerges when we would need additional resources
- Pharmalarm is to be paid from this pot (circa £11000?)
- Keep 15k for Yvonne and 25k towards contractors.



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- **CVD money 2021 – Balance £8,636.20**

- Potential to merge/redirect: this fund has not been in use for some time. We need to exercise good financial governance with it, care and diligence is prescribed. Decision yet to be made. Review MOU

**Core Balance: £84,765.35**

**Action** - Think about how we can support contractors with the winter Access fund.

#### 4. PCN's

ICB don't need to see the claim forms just an invoice.

**Action** – Yvonne to send Cathy an email with details of where the invoice is to be sent, then Cathy to raise the invoice.

#### 5. Contract Changes

An appeal can take 15 weeks.

Lloyds has now been sold off now.

We may not get a resolution on Glastonbury until the summer.

Delay on Allied in Wedmore- Yvonne is pointing them in the right direction for help with NHS claims etc.

Norton Fitzwarren may be looked at in March.

#### 6. 24/25 Draft Priority Planning

Focus on what we are delivering for contractors in 24/25. Be specific about what we want to achieve. Not done anything yet with Hypertension and Oral Contraception Focus on getting the admin right, but should be ready to go by the end of March for starting in April.

All Pharmacies should be offering Oral contraception with 12 months as part of the Pharmacy First contract. Training is available now via Webinars.

Pharmacies can use the admin button now but haven't been advised to do so. GP connect though Pinnacle.

**Action** – Yvonne to survey to find out when the contractors want to do it.



## Slides

- **Pharmacy First** – As Officers we support and encourage (Mila is doing her IP in Bridgwater, need to complete forms so Yvonne can do the training)
- **BP Case Finding** – 89/92 signed up but not much detailed data yet. Could be up to 1500 checks per month. Need to ramp up the conversion to ABPM involving PCN Leads to help coordinate with the BP
- **Oral Contraception** – Survey to see who wants to get involved and how they can get involved.
- **IP Pathfinding** – Nothing to report currently. Boots haven't signed it off yet, Quantock and Mancer have signed up but not done any training yet, Penn Hill not registered yet.  
Priority for 24/25
- **ICS Based Investment Innovations** – MAS scheme. Matt Mills making the case for Pharmacy First. Changes are coming within the structure of ICS. Revision of GP provider board. Gps are still dominant to taking funds out of the system.
- **Public Health Services** – Michael thinks that 5 and 6 are linked.

## 7. Core Activity

- Are there any webinars coming up for Treasurers, Chairs etc
- Pharmacies are having to reduce their costs by 30%
- There is an investment pot coming down, about to be announced. ICB to discuss what funding they can get and for what.
- **PCN Leads Development** – 1 vacancy in Taunton, 1 in West Somerset, 1 in Frome and 1 in North Somerset. Yvonne is trying to recruit but no interest to date. There may be some funding across the Country to improve the network. We need a Policy and Disclaimer to cover ourselves. Paying gross is against CPE Policy. Mila has emailed the CPE expenses policy.



**Action** – Peter and Yvonne to sort out expenses claim form with a disclaimer. Put on the agenda for March and send out prior to the meeting.

- **Workforce Development** – There is a 120k pot where/who 60k of which need a home.
- **Training** – with the exception of Boots no-one has a specified trainer.

8. **AOB** – None

9. **Dates of Next Meetings**

5th March Full Committee Meeting – The Shrubbery Ilminster 9am

21st April Exec Meeting - Zoom

15th May Full LPC meeting -The Shrubbery Ilminster 9am start