



Minutes of Full Committee Meeting 13th November 2024

Members present: James Nicholas (Chair) Peter Whitaker (Co Chair), Mila Burke (Treasurer), Nicola McKay, Charlie (Sarbjit Jhooty)

Guest: Sian Retallick (CPE)

Apologies: Shital Patel, Steph McKinnon, Greg Dzedzicki, Florina Loliu, Elin Palmer

Officers in Attendance: Michelle Allen (Chief Officer), Yvonne Lamb (operations Manager), Cathy Lawless (Administration Officer).

1. Welcome and introductions from James.

2. Minutes of last Meeting

The minutes of both the exec and FCM were discussed with some amendments needed and review of Actions to ensure all had been completed.

The minutes from Septembers FCM and October's Exec meeting were ratified.

3. Matters Arising

- **Action** – James to send CCA Pharmacy First insights to Officers/Sian
- **CCA Report – Action** James and Peter to complete
- **IPA** – Nothing to report
- **NPA** -Nothing to report – Ballot results to be announced this week. Ballot held by NPA to establish whether contractors were prepared to take action by cutting services in protest of current pharmacy funding

4. Finance

Balance in Account: £239,068.91

Incoming Monies:

Contractor Levy £10,100 per month

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

Regular debits:

CPE - £3,217 pcm

Payroll



POT Expenditure:

Winter Access £120K – Balance £51,454.75 as of 11/11/2024

“Winter Access pot”

- Money now out to all contractors –Total £64,380
- Otoscope training - £3546.00 + £619.25

CCG PCSF £51,400 (2022/23)- Balance £4,638 as of 11/11/2024

“PCSF pot”

- Peter PCN Coach £3,600K
- ICS Locality Board work as emerges in year (circa £7,200 Shital wasn't there - please remove
- Moneys for PCN work come out of this fund, but it will be reimbursed by ICB. Work in progress. Money due from ICB £3021 + £3487.50 – expected by mid-Oct and did not arrive
-

CCG Digital £65K 2022/23 – Balance £32,984 as of 11/11/2024

“Digital pot”

- Yvonne £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
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CVD money 2021 – Balance £8,636.20 as of 11/11/2024

- This can be used for the IP Pathfinder work

NEW POT IP training support fund – balance £65,000 as of 11/11/2024

- To be paid to HUC for DPPs' work as per Teach and Treat programme

Other updates:

Core Balance: £76,355.96 as of 11/11/2024

Remainder of CPCS balance has now been merged into Core.

Recently arrived:

+7,314.60 from Somerset Council

+7,314.60 from Turning Point

Recently gone out:

-14,629.20 to EMIS

Outstanding, as above:

- Expecting PCN Leads reimbursement from ICB £3021 and £3487.50.
- Expecting Project management support fund £27,747.60.
- Expecting CPIPP MOU - Professional, Digital and Clinical Support Fees £20,000.



5. Michelles Update

- Discharge medicines – (Taunton not currently participating) renumeration for DMS is around £35
- NMS – all three steps need to be completed for claim. Somerset numbers are quite low, so need to work on how we can get the numbers up. This service could work well if it was tied into other processes in the system.
- Pharmacy First Clinical Pathways – under the proposed NHS 10 year plan pharmacy first could potentially in the first instance include an additional 7 more conditions, we asked pharmacists how we could best support them, and the consensus of opinion was that they wanted the practices to be supplied with additional help to support referrals. We need to look at this, high turnover of reception staff means they may not always know how to refer. Could have 'Champions' re-introduced within practices to support reception teams and to be the main point of contact for referrals. Pharmacies did not request further training for their counter staff but there were still opportunities being missed and with some pharmacies so close to reaching their thresholds this could have meant they could be hitting their targets. Talking to customers about their needs helps to reach targets. Good idea to put a 'locum pack together'. A lot of patients don't answer their phones which is another barrier, could send texts but this takes time. Once we get the PCN leads off the ground they could help with this.
- Hypertension – Know we have a huge hypertension problem in Somerset. It has been highlighted in targeted workplace testing that around 40% of people have high BP but do not move forward with it. There potentially could be support to buy ABPM's but we are not at capacity yet with our existing machines. Working group discussions around this. A lot of people now use a BP App but instead of that could we book them into a pharmacy clinic.
- ABPM – is the NICE gold standard for establishing BP trends over an extended period. Nationally there is a 7% conversion rate when the aspiration is 20%. Currently in Somerset we are seeing a 6% conversion rate. If we run BP clinics from pharmacies how is this going to work? If patients go to a clinic to have the ABPM fitted could do 8-10 per clinic (would look to the ICB to fund buying the machines). But is this practical, will the patients return the machines to be used again at another clinic? What are the other issues and how can we support this?
- Furthermore, we cannot claim for patients who are already identified unless they are referred into the pharmacy. **Action: Michelle to form a workforce group, she will select 2 others to work with her (hypertension sub Committee – James, Charlie and Stephanie).**

6. Services Role

- At the last meeting we discussed the possibility of a pharmacist filling this position. The ICB have agreed that they could potentially fund it further to cover this. Currently we now have 2 interested parties, Elin and Donna who is a technician. Hope that the role will start from January. The line management will run in line with the current officers and Michelle will continue to be the line manager. **Action – Michelle to speak with both Elin and Donna.**



7. Future Expansion of Pharmacy First

Under the NHS 10 year plan there is hope that 7 more conditions to include RTI's/ Acne/ Minor skin infections/ Eczema/ Psoriasis/ Acute Otitis Externa/ Bacterial Conjunctivitis. Pharmacists may require further support for this to increase referrals.

8. **Contraception** – Gaining in service but slow. CPPE are offering a training session and would like the LPC to contribute a venue and speaker. Contraception service flyers have been offered by Somerset Council, who will send to pharmacies to attach to bags. Action – Michelle to do a WhatsApp poll to see what contractors want the training to look like i.e. 2 hours, evening or Sunday? **Action – Michelle to run the poll.**

9. Committee Membership

- Due to a change in ownership of SD, Vic is no longer able to be on the Committee. Constitutionally we can appoint any suitable applicant, but would like the committee to be balanced and as such the initial communication will go out to Independent contractors to see if we get any nominations. Email to go out with a deadline for applications of 7th Dec to be discussed at exec on the 11th Dec. **Action – email out to all contractors in the hopes of getting a new member for January. Michelle and Yvonne to action this.**
- We need to monitor attendance to ensure that current committee members are attending the majority of meetings over a given period.

10. Constitution Docs

- Some posts on Social Media and WhatsApp group can be inappropriate so this needs to be monitored, comments removed and possibly the individuals removed from the group.
- **Demonstrating Professionalism** document – this needs to be read and then sent out on WhatsApp group. **Action – Cathy to put this on the website.**

11. PCN Lead Role

- Shital has recently agreed to be the PCN Lead for Yeovil although we do have some other interest for this area. If Shital moves to West Somerset then that frees up the Yeovil area, this is to be taken into consideration.
- Need to ensure PCN Leads adhere to our code of conduct and we need to be very clear about what they are doing and what they can claim for. Yvonne and Michelle had a PCN Lead meeting last month and set some goals for them to achieve.
- Expression of interest closes on Monday 18th November and we will consider all applications after then.

12. NHS/ICB Transformational Missions

- Event in April with LPC's and Social Care to be involved. The 3 missions are 1) Hospital to Community 2) Analogue to digital 3) Sickness to Prevention in line with



the NHS 10 year Plan. It would be a good idea to have someone on the Committee to deal with each of the 3 areas of work.

- There is discussion nationally that the current GP Record could become the Patient Record, this could then result in health care professionals who provide care for the patient gaining access to the Record.
- ICB Big Tent Event

Action – Michelle to give feedback from NHS/ICB meeting

13. Working Groups/Sub committees

- Finance – Mila, Peter, James
- Work force – James
- Contact Application – Shital, James, Independent Rep
- Governance – Nicola, Shital
- Prescribing – James, Shital
- PNA – Peter, (Michelle)
- PCN Lead – Peter
- Hypertension – James, Charlie, Steph
- Contraception – Greg, Florina
- Pharmacy First – Greg, Elin

Action – James to communicate this to those not at the meeting.

Action – to be followed up in January at next FCM.

14. AOB

- **CPE KPI's** – up to individual LPC's if they adopt these or not
- Thank you to Sian Retallick for attending the meeting.

15. Meeting Dates

Full Committee 9am – 3.30pm

Wednesday 22nd January 2025 - Mount Somerset Hotel, Henlade, Taunton

Wednesday 19th March 2025 – Mount Somerset Hotel, Henlade, Taunton

Wednesday 14th May 2025 – Mount Somerset Hotel, Henlade, Taunton

Exec 9am Zoom

Wednesday 11th December 2024

Wednesday 12th February 2024

Wednesday 23rd April 2024