



Minutes of Exec Committee Meeting 12th February 2025

Location: Zoom

Members Present: James Nicholas (Chair), Peter Whitaker (Co Chair), Mila Burke (Treasurer) Shital Patel (Vice Chair)

Officer's Present: Michelle Allen -CEO and Yvonne Lamb -Ops Manager

Apologies: Cathy Lawless -Admin Officer

- **Chair welcome and introductions -JN.**
- **Agenda Items and Actions discussed below.**
 - The minutes process was discussed -For future meetings minutes wherever possible will be typed and sent to members for review within one week of the meeting, this is to ensure any actions that need completing before the next FCM will have the time needed to action.
 - FCM minutes will be sent to Michelle for review and then will be forwarded to all members.
 - Exec Minutes will be reviewed by Michelle and then sent to Exec members for review/amendments.
- **Treasurers Report**
 - Mila will continue to work updating the report and the dedicated funding pots as needed.
- **PCN Leads-**
- Outstanding two invoices for PCN Lead work for 2023-2024 will be paid.
- Cathy to Invoice ICB team for the PCN work that has been conducted from April 2024 till January 2025.
- Michelle/Yvonne to email Matt Mills and determine when their end of year cut off for invoices is- Following the response -Yvonne to inform PCN leads to submit any outstanding Invoices to Cathy in time.
- Cathy to then send final Invoice to ICB team for PCN works completed Feb 2025-March 2025.
- PCN meeting on the 12th of February-PCN Leads will be given their next tasks/focus areas for the next 4 weeks- contacting and visiting surgeries-offering support.
- Yvonne and Michelle to establish the content for Leads focus for meeting on 12th March 2025.



- **IP Pathfinder Service.**
- IP Pathfinding service was discussed and what can be done to move this forward, Michelle to contact Jason Peet and Matt Mills to discuss what is happening next.
- The Platform on Pharmoutcomes will cost £6k plus VAT- Who will pay for this if we wish to buy this? - Michelle to approach ICB team to pay this.
- IP pathfinding Support Officer- Discussions around funding and support for this role-Michelle to continue strategic discussions with ICB team.

- **Officers focus work.**
 - **4 WEEKS -Officer -Actions completed**
 - Support PCN leads - check if any additional help is required with contacting pharmacies etc.
 - Contact ICB to establish surgery contacts for setting up reception team training sessions.
 - Contact all pharmacies regarding contraception /hypertension services.
 - Chase PCN leads for questionnaire responses.
 - Set up drop-in sessions - WhatsApp to all contractors about the sessions.
 - Look at each PCN and highlight the worst performing pharmacies to offer targeted support.

- **DMS -Musgrove**
- Michelle, Yvonne, Andrew Prowse and ICB team to establish a way forward to try and get this resolved.

- **Workforce**
- David Bearman will be looking after the workforce -Oriel applications for the Southwest region.

- **Post Payment Verification**
- Michelle updated Exec on the work by NHSBSA regarding Pharmacy First and the PPV- focusing on pharmacies who have claimed for PF service and the patient was not eligible.
- **CPAF**
- The ICB team have selected three Pharmacies for CPAF visits, Yvonne reached out to contractors to offer support before the visit, during the visit and if anything was needed after the visit – Visits to take place on 19th March. Shital has offered to support contractors where needed -Yvonne to send Shital the full CPAF questionnaire -Done.
- **Committee Members- Code of Conduct and Non-Attendance**
- Exec discussed the lack of attendance and poor time keeping and focus while attending meetings-Michelle to reach out to IPA regarding vacancy -Done.
- JN and PW to establish a way forward for committee around obligations while attending meetings.



- **AOB**
None
- Meeting Dates
 - Full Committee 9am – 4pm**
 - Wednesday 19th March 2025 – Mount Somerset, Henlade, Taunton, TA3 5NB
 - Wednesday 14th May 2025 – Mount Somerset, Henlade, Taunton, TA3 5NB
 - Wednesday 16th July 2025 – Mount Somerset, Henlade, Taunton, TA3 5NB
 - Exec 9am Zoom**
 - Wednesday June 11th 2025
 - Wednesday 23rd April 2025
 - Wednesday 19th June 2025