

| | | | |
|------------------|---|--|--|
| Date Time | Monday Dec. 8 th . 2025, 7.30-9.00pm | Chair | Harpal Bhandal (Mob: 07834 015500) (harpalbhandal@hotmail.com) |
| Venue | Zoom | Chief Officer | Stephen Noble (Mob: 07856 309573) (ceo@cpblackcountry.org) |
| Members | Harpal Bhandal (HB) Stephen Noble (SN) Alison Crompton (AC) | Rifat Asghar-Hussain (RA) Scot Taylor (ST) Indy Grewal (IG) Sukhy Somal (SS)- ICB | Bhupinder Malhi (BM) Arvinder Sagar (AS) Rimi Baden (RB) Nick Holden (NH) |

Details

| | |
|----------------------|--|
| Open section | <ol style="list-style-type: none"> Welcome, apologies and Declarations of Interest (HB) Apologies from Jas Pannu, Nav Matharu and Olutayo Arikawe Last meeting's notes were approved |
| Action Points | <ul style="list-style-type: none"> No action points |
| Quick recap | <p>The meeting covered several key operational updates, including Harpal's acquisition of Murrays branches and discussions about new staff roles and recruitment processes. The group addressed various administrative matters including team bonding activities, waste management concerns, and the implementation of community pharmacy representatives within integrated neighbourhood teams. Financial discussions focused on reserves, spending, and future meeting arrangements, with the committee agreeing to hold bi-monthly full-day face-to-face meetings starting in January.</p> |
| Next steps | <ul style="list-style-type: none"> Stephen: Send calendar with proposed bi-monthly meeting schedule (second Thursday, alternating face-to-face and virtual) to all committee members for approval, and incorporate feedback from absent members. Stephen: Ask ICB if meeting space is available for face-to-face meetings to potentially reduce costs, and report back to the committee. Stephen: Contact Nav for the contact to do with screens (as Nav was not present to provide it during the meeting). Stephen: Contact Morrison's (and any other outstanding major pharmacies) to obtain Christmas and New Year opening hours for inclusion in the rota and distribute finalised rota when complete. Stephen: At next meeting, invite Jas (CPE regional representative) and ensure he is included in discussions, particularly regarding CP levy increase. Stephen/Sukhy: Seek legal advice (e.g., from Clyde & Co or CPE) regarding the employment/self-employment structure, pay differentials, and potential legal risks for the CPLO roles, and report findings to the committee before roles are finalized. Stephen/Sukhy: Inform CPLO candidates of the need for confidentiality regarding their individual pay rates to avoid potential friction. Stephen/Sukhy: Finalize mapping exercise of PCN/INT meeting dates and locations and align CPLOs to those areas. Stephen/Sukhy: Share list of appointed CPLOs, their bios, and assignments with PCN CDs by end of week (as per Sukhy's update). |

- *Stephen: In January meeting, provide a session/update to the full committee on the CPLO roles, including governance, training, management, and metrics.*
- *Stephen: In meeting with Director of Public Health in Wolverhampton, ask about the status/repurposing of the EHC money from October to March, and report back to the committee.*
- *Subcommittee (Nick, Rifat, Scot, Indy): Oversee future AGM/event sponsorships directly to streamline payment tracking and communication.*
- *Stephen: Schedule and send out details for the January 26th training event, and ensure all interested pharmacists have access to booking details.*
- *Stephen: Monitor progress of the LARC pilot at Bloxwich Pharmacy and update the committee on outcomes and potential rollout.*

Summary

Acquisitions, Interviews, and Team Bonding

The meeting began with Harpal discussing his recent acquisition of three Murrays branches, which will be rebranded under PCT Healthcare. The group then discussed the recent interview for an INT role, with Rimi and Stephen expressing positive impressions of the candidate, Sandeep. The meeting continued with various participants joining, including Sukhy, who was expected to provide updates on the new CPLO roles. The group agreed to consider organizing team bonding activities in the new year, such as a meal or exercise, to foster better teamwork.

Community Pharmacy Lead Officer Recruitment

Sukhy provided an update on the recruitment for Community Pharmacy Lead Officer roles, noting that 12 candidates have been selected, with potential for additional coverage. The positions will be self-employed, and Sukhy and Stephen will co-manage the team. The LPC will fund the roles, with ICB contributing a like-for-like match. Sukhy outlined plans for a training event next Tuesday and emphasized the importance of building relationships with PCNs and INTs. The roles are set for 15 months, with quarterly reviews and data tracking to ensure accountability.

Pharmacy Staff Roles and Initiatives

The team discussed the roles and responsibilities of new pharmacy staff who will support ICB and LPC initiatives, with Sukhy clarifying that their primary focus is to increase PCARP figures and assist with NHS App ambassadors and DMS processes. Nick raised concerns about invoice handling, and it was decided that invoices will go to Sukhy and Stephen before being sent to Nick for approval. The team also addressed concerns about the balance between ICB and LPC responsibilities, with Sukhy emphasizing that while contractors cannot be forced to engage with initiatives, early adoption can provide benefits like being selected as nominated pharmacies for new features.

Pharmacy Waste Management Safety Concern

The group discussed issues with pharmacy waste management and controlled drug (CD) disposal. Sukhy explained that while waste collection and CD disposal are covered in the contract, pharmacies can request more frequent collections or additional bins if needed. They discussed concerns about patient and staff safety, particularly regarding the handling of sharp objects in waste bags. The group agreed to challenge CPE about the safety of certain waste processing requests and to prepare arguments for a meeting with Jas, the CPE Regional Representative, scheduled for January.

Community Pharmacy Representative Implementation

Stephen discussed the progress and challenges of implementing community pharmacy representatives (CPRs) within integrated neighbourhood teams (INTs) and primary care networks (PCNs). He emphasized the importance of selecting individuals with strong communication skills rather than clinical expertise, as the primary role is to advocate for community pharmacy. Stephen explained that the funding for these roles is being matched by the ICB up to 40K, and training for CPRs is planned for January, with a focus on soft skills and personality types. The exact start date and meeting schedules for PCNs are still unclear, as Stephen and Sukhy are working to gather this information from PCN clinical directors.

Pharmacy Estate Audit Planning Discussion

Stephen discussed plans to employ Community Pharmacy Lead Officers (CPLOs) to conduct estate audits in pharmacies, mapping available spaces for potential use as meeting hubs. Ali raised concerns about the need for explicit decision-making and financial oversight regarding LPC funds. Nick questioned the fairness of paying pharmacists and non-pharmacists differently for the same role, highlighting potential legal risks and HR issues. Scot suggested seeking legal advice to avoid future complications.

Contractor Risks and Financial Review

The committee discussed concerns about employing self-employed contractors, with Nick warning about potential legal risks and liabilities. They agreed to seek legal advice from Clyde & Co and review the situation further at the January committee meeting. Nick presented financial updates, revealing reserves of around £100,000 and monthly spending of £5,200-5,800, with approximately £10,000 unspent levy each month. They decided not to increase the levy fee in January, but to review spending in the last quarter of the financial year before considering an increase for the new financial year.

Financial Forecasting and Reserve Updates

The meeting focused on financial forecasting and reserves. Nick presented updated figures showing a surplus of around £19,891.43, significantly better than the original forecast deficit of £3,748. The group discussed using MOU money, approximately £78,000, to fund new roles, with

