

Community Pharmacy Essex Minutes
Wednesday 9th February 2022
The Lion Inn, Boreham, Chelmsford, CM3 3JA

Present:	Bina Patel Penny Skellern	Chirag Patel Sanjay Patel	Jon Lake Moksha Popat	Nyenyé Motsi
In attendance:	Karen Samuel Smith Hema Patel	Ashok Pattani Frank McLaughlan	Angela Culleton Bharat Patel	Mo Raje
Apologies:	Sarah Read	James Chaplin	Rajiv Sharma	Tunde Sokoya

Welcome & Introductions

Bharat Patel was welcomed to the meeting.

Apologies & Declaration of Interest

Short notice absences to be reviewed, as two apologies were received on the day of the meeting.

TS to complete and return his declaration.

Resignations and Appointments

PS is having to resign as a committee member, as she has recently given notice at Speedwell Pharmacy. KSS has checked the constitution and it states that the member needs to resign, but the committee can appoint her for the remaining term. Proposed – SP, seconded MP. Unanimous agreed. PS to continue as a committee member for the remaining year.

Action Points from last meeting

Minutes from the last Meeting – 17th November 2022

Checked for accuracy – no comments, therefore agreed they were an accurate record

Action Log

RSG – James Wood and Deep Sen Gupta attending via MS Teams later on in the meeting

GSOC and Executive meetings took place prior to the committee meeting

Fenn Wright - AC has contacted Fenn Wright, work will be commencing at Clematis Tye from 11th February, and there will be a site visit to the office on 15th February. Insurance claim still ongoing.

Summer party/BBQ to be arranged for July. PS to arrange.

Simon Moul, a gift has been purchased and it was agreed to invite him to attend the next meeting virtually.

GSOC report

PS provide the committee an update from the GSOC meeting that took place on 20th January 2022, discussions included:

- RSG management accounts
- PSNC LPC expense policy
- Fenn Wright (office) service bill
- Discuss levy holiday for February 2022
- Update on change of job description and roles of office staff

Update from Finance Manager

APat gave a finance update for Essex LPC. Currently holding approximately 5 months in reserve accounts. Will not go over 6 months and will continue to maintain between 4-6 months reserve. Consideration given for a levy holiday for March 2022. No feedback from contractors and some may not have even noticed February has been levy free. Agreed to utilise for training and support to contractors instead. Committee members to gain feedback from contractors to determine the best way to use the money instead.

APat explained currently some members receive expenses via their business accounts and others to their personal accounts. An expense policy from PSNC has now been approved for members, which meets HMRC requirements, for attendance allowances. Policies for travel and out-of-pocket expenses are unchanged.

Options for members; CCA multiples to claim from their employer; independent contractor paid to their business account; via PAYE through Community Pharmacy Essex; or via tax form individual submission. Nomination form included in pack, these are to be completed and returned to AC.

APat to update policy for CPE and the members expense claim form, effective from 1st April 2022, Proposed PS, Seconded BP, unanimous agreed.

Locum rates appear to have reduced since Christmas. GPhC were notified of excessive claims and unethical practice, such as demanding higher rate on day of booking.

PSNC update

Janet Morrison has been newly appointed CEO of PSNC.

MYS – entries made by 5th of the month will now be paid on the 10th of same month

Useful to include details in the next newsletter, also the need to highlight some pharmacies have not even signed up to MYS.

NHSE&I Matters

Contract Changes

One outstanding application, a change of relocation in Rayleigh. Response sent in January 2022, there were inaccuracies in the application brought to the attention of NHSE, but no objection to the relocation.

Performance cases

No new performance case since the last meeting.

KSS attended the NHS Resolution root cause analysis training session with colleagues from NHSE performance team recently, not always the best way to review a dispensing error but has its place. Lesson shared – reflection rather than learning. The manual and guidance are more appropriate for larger organisations not always applicable in smaller pharmacy settings.

PNA progress Essex, Thurrock and Southend

KSS reported back the numbers of completed PNA surveys.

We are requesting that some advanced services will be included as relevant services, however those that can only be provided by a pharmacy will be included as necessary services.

Community Pharmacy Contractual Framework

DMS Report

FMcL gave an overview of his work since the last meeting. He has noticed that there has been a significant increase in processing and maintaining numbers of DMS within pharmacies. He is concentrating on double number data and bringing these to the attention of the pharmacy.

Hypertension service

118 pharmacies have signed up as at 7th February 2022.

PharmOutcomes may be used as a standalone system, however does not populate data to MYS and data will be sent to GP practices via NHS mail rather than MESH.

We understand the service will move to Provider Pays in due course.

GP CPCS

MR updated members on progress being made within pharmacies and practices with GP CPCS referrals. However, there do appear to be several pharmacies still receiving “informal” referrals.

West Essex finally went live in December 2021.

MR will commence “train the Trainer” sessions with PCN community pharmacy leads in March.

CPEsx have already considered being an affinity group for PharmOutcomes provider pays, but decided it would not be beneficial. There is a great deal of administration involved, there is no real benefit to the organisation, and there is a risk that most beneficial terms may not be realised if the service was paused locally.

SystemOne pilots

Two areas have been identified as pilot sites, Ranworth (except Boots) and Chelmsford West. Pharmacies will have read/write access to patient records. First mMeeting to taking place on 22nd February 2022 at Kingscliff Hotel, Holland on Sea, in Ranworth PCN area.

PSNC/RSG

James Wood and Deep Sen Gupta joined the meeting via MS Teams at 12.00. Please see attached presentation notes.

Summary: review group have accepted 23/33 recommendations, 5/33 are not being followed up or have been addressed elsewhere and 5/33 are in progress.

Members were grateful for the transparent and open discussion and for James for sharing details.

Community Pharmacy in the new NHS structures

Oge Chesa (SNEE) and Simon Williams (MSE) joined the meeting and assisted with answering the following questions

- What is your understanding of neighbourhood placement and system base care?
- What do you think should be key focus for Essex LPC for next 6 months?
- Challenges and obstacles?

Some valuable areas to build upon in coming weeks and months are:

- Building relationships and credibility.
- The “patient voice”, understand and come from the same script.
- Agree pathways together.
- Focus on the good news
- Get pharmacies “visible”

- Be creative where there are gaps

Covid-19 vaccination

KSS updated committee members about the possibility of vaccinating 5-11 year olds. Issues remain around safeguarding, child protection and person authorised to consent. Need more clarification from NHSE.

Service proposal – TympaHealth earwax removal service (MSE)

George Whitley presented details about the TympaHealth earwax removal service. He will provide us with a dummy training package and see whether the kits can be used for private patients as well with a view of us putting out an expression of interest.

Pharmacy Quality Scheme

Updated status

Service/criteria	Status	lead
Hypertension	Office to update PharmOutcomes with those that have signed up to service.	Tunde
Smoking Cessation	No more details available	Penny
PQS gateway	PQS window open for declaration. Evidence will be required by June 2022	Sanjay
Anticoagulant audit	Details shared at SW Essex Forum Meeting on 22 nd November 2021	Moksha
Respiratory	Meeting took place 30 th November in North East Essex	Karen
Digital	Has looked through details on the CPPE website	John
PCNs	Completed	James
AMS	Resources can be found on “e-learning for health” website. Office to cascade to PCN Leads	Motsi
Health Inequalities		Hema/Bina
NMS	25 contractors showing no activity, assuming these are not participating in PQS. Contacted 18 pharmacies showing 10-19 NMS as a reminder to complete by 5 th April 2022	Chirag
Weight Management		Rajiv
GP CPCS	Working on “Train the Trainer” package for PCN Leads	Mo
DMS		Frank

ACTION LOG

Date raised	Action	Date completed and action taken
17.11.2021	PS proposed, NM seconded for a letter to be sent to the newly appointed Chief Executive and to RSG expressing the disappointment from Community Pharmacy Essex and to include that until we have received satisfactory answers it will withhold the funding requested for RSG. KSS to draft letters for the committee's approval.	James Wood and Deep Sen Gupta attending meeting on 9.2.2022
17.11.2021	GSOC to meet before the next CPE Committee Meeting and to agree when the previously approved levy holiday for contractors would take place	20.1.2022
17.11.2021	JL would like an Executive Team to meet prior to the next CPE Committee meeting too. Members would include Chair, Chief Officer, Vice Chair and Finance Manager)	27.1.2022
17.11.2021	AC to contact Fenn Wright on the committee's behalf stating that service charge will not be paid until CPE receive a satisfactory update on the potential insurance claim they were pursuing.	Car park repairs 11.2.2022. Site visit 15.2.2022
17.11.2021	KSS to follow up with James Sharp and Kaltrina Bajrami	Completed
17.11.2021	PS to arrange for January 2022	Plan for July 2022
9.2.2022	Short notice absences to be reviewed	
	Simon Moul's gift will be posted to him with letter from Bina, invite him virtually to the next meeting 18 th May 2022	
9.2.2022	GSOC action points	
9.2.2022	<ul style="list-style-type: none"> • APat to update Expense Policy • Members to complete and return nomination forms to AC asap, so appropriate action can be taken before next meeting. • Expense claim forms to be amended 	
9.2.2022	Committee members to gain feedback from contractors to determine the best way to use the money rather than a levy holiday	
9.2.2022	MYS details to be included in next CPE newsletter	
9.2.2022	Office to include all pharmacies that have signed up to the Hypertension case finding service onto PharmOutcomes	15.2.2022
9.2.2022	SP to share template he has created with the committee	
9.2.2022	KSS to share details of who have made a PQS declaration on 3 rd March.	
9.2.2022	Invite Oge Chesa, Simon Williams and Avni Shah to meeting in July	