

Community Pharmacy Essex
Ivy Hill Hotel, Margaretting, Highwood Room
Wednesday 28th September 2022

Present	Bina Patel (BP) James Chaplin (JC) Tunde Sokoya (TS)	Jon Lake (JL) Chirag Patel (CP) Rajiv Sharma (RS)	Penny Skellern (PS) Nyenye Motsi (NM)
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Also present	Karen Samuel-Smith (KSS) Frank McLaughlan (FMc)	Angela Culleton (AC) Mo Raje (MR)	Ashok Pattani (APat) Hema Jetha (HJ)
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1. Welcome and introduction

Apologies received from Bharat Patel.

Moksha Popat left the committee in March 2022. No nominations have been received from CCA for a replacement. It is now over 3 months, and the constitution allows the committee to appoint a member instead. As Hema Jetha has been an active observer and is a Contractor it was suggest she stepped up into the role for the remaining term of the committee. PS proposed Hema to join committee and CP seconded.

NB The appointment of an independent contractor to replace a CCA representative is reflective of the current contractor breakdown in Essex.

2. Action points from last meeting

A few issues from the minutes from the last meeting in July 2022 were discussed, however it was agreed they were an accurate record.

Levy details still not yet received from PSNC, APat to follow up.

Levy income and payments relating to core business only will come from the LPC account, any other business will be through the HLPartnership account.

Regional Community Pharmacy Strategy will be issued soon

The anti-depressant pilot service launch meeting has taken place for ASOP PCN, additional training will take place soon. If the pilot proves to be successful it will be rolled out to other pharmacies.

Following on from Community Pharmacy Essex receiving the Family Friendly charter members agreed it would apply for an environmental (Green) policy, MR to submit application.

KSS informed members that the timing to notify NHSE for community pharmacies to reduce their supplementary will change from 12 weeks' notice to 5 weeks' notice instead, this is effective from October 2022. Also, to increase supplementary hours will be from immediate effect and will not require the 3 months' notice as before.

As soon as delegated responsibilities in MSE and HWE are in place, rurality outside the PNAs can be reviewed, APat and KSS to hold some time in their diary for April 2023

GSOC report

Not had a meeting since last committee meeting.

Update from Finance Manager

APat had previously circulated the finance report to members, accounts are looking robust, approximately 4 months in reserve.

Contractors received 3 months levy holidays in 2021-22, but many were not aware of it. Members need to ask Contractors what they want instead, one suggestion presented was to help Contractors with backfill costs when attending meetings. Would need to put cost limit on 2023 once the levy costs are known.

For several years HEE have offered funding for pre-registration pharmacy technicians, details are circulated to all Contractors in Essex but there is a small uptake.

3. NHSE&I Matters

Contract changes

Current application for unforeseen benefits at best estimate Mountfitchet Castle Street by Mountfitchet Partners Ltd, however it does not identify any different benefits in the PNA, nor offers a best estimate. JL clarified some points raised in the application, including the google reviews and e-mails. KSS to respond to the application.

There are two outstanding performance cases, disappointingly one of the cases has been going on for 3 years. KSS was not able to attend PAG in September due to it clashing with PSNC conference but will be attending the next on the 19th October 2022.

Local service contracting

JL asked how community pharmacy Essex are formalising and securing contracts with ICBs for commissioned services. KSS confirmed that a huge piece of work is underway in preparing policies with NHSE so that a standard short contract can be in place and securing services in the future may be more straightforward.

There are currently different contracts across Essex and the unitary authorities.

NHS guide to medicines assessment “What good looks like for assisted medicine taking”

This NHS document was circulated recently and compliments the essential guide that Essex LPC produced several years ago. Further details can be found on our website <https://cpesx.org.uk/wp-content/uploads/sites/124/2020/01/The-Essex-LPC-ultimate-guide-to-Monitored-Dosage-Systems.pdf>

Officer reports

Mo Raje Progress report

HJ shared with the members, that after train the trainer (GPCPCS) her pharmacy received over 80 referrals from one practice, but there was confusion over the types of referrals made. She

produced a simple step by step guide and spoke directly with the practice to explain further the process again.

APat wanted to know how much involvement is needed with GP CPCS now that it has been delegated to PCN leads, MR thought to the end of this year, but support may still need to be offered. The next key factor will be the consultation stage, rather than how pharmacies get the referrals, including from the 111 service.

There are a few pharmacies that still not open their NHSmail accounts on a regular basis

Frank McLaughlan Progress report

FMc sends out DMS reports fortnightly or monthly to pharmacies, Princess Alexandra Hospital and Southend Hospital are active, nothing still from Broomfield.

Monkeypox vaccination service in 2 pharmacies, which have provided 33% of the vaccines in East of England.

LPC transformation toolkit & New LPC employment advice portal

PSNC conference took place on 22nd September and KSS and BP attended. The event concentrated on the LPC transformation toolkit and other factors that have come from the Wright review.

It was agreed that members of the GSOC will form a working group, (PS, JL, APat and TS) and will work collaboratively with Suffolk and Hertfordshire to attempt to agree on how the transformation will take place in Essex.

Having looked initially at the budget figures and data for LPCs within east of England, Essex is efficient and works in a cost-effective manner. Considerations could include either merger(s) or federations with other LPCs. [Template-options-appraisal-scoring-framework](#)

MR asked whether Essex LPC is getting near to VAT level, APat feels that if federation was an option, it may reach the VAT level.

An Extraordinary General Meeting (EGM) is likely to take place in January 2023, so that Contractors can vote.

Members will meet virtually in October 2022.

Contractor Issues

RS has had issues with PharmOutcomes recently, but that has been a national problem, should be resolved now.

TS is not receiving many CPCS referrals but will tackle it like HJ and speak directly with the practices.

CP have been advised that GPs have said that patients must have flu and covid vaccines together, he will follow up and see if he can produce some evidence of this claim.

Any other business

Pharmacy Integration Lead appointment's, SNEE have made an appointment. MSE not appointing a person to this role but will dedicate the funds instead to pharmacy issues. Concerns were expressed if this gets overlooked and recognition of community pharmacies. Committee members requested KSS to write William Guy and, Avni Shah to ask for transparent of how the funds are spent and to express the concerns raised.

AC/October 2022

ACTION LOG

Date raised	Action	Status
28.9.2022	AC to send HJ Member Pack and to inform PSNC that she will now be a committee member	completed
28.9.2022	APat to contact PSNC for levy details	
28.9.2022	MR to complete environmental application for Community Pharmacy Essex	
28.9.2022	KSS draft a response for Mountfitchet application to challenge best estimate and not identified unforeseen benefits.	
28.9.2022	KSS and APat to review rurality in April 2023	
28.9.2022	AC to upload the NHS document, "What good looks like for assisted medicine taking" onto CPEx website	completed
28.9.2022	HJ to send AC the flow chart she has produced to assist practices with GPCS, share with committee members and upload onto CPEx website	
20.7.2022	MR to contact Essex LMC regarding GP CPCS and give TS contact details for HWE	

COMPLETED

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	PS to arrange for Christmas meal for January 2022	Planned for July 2022
17.11.2021	KSS to follow up with James Sharp and Kaltrina Bajrami	Completed
9.2.2022	GSOC action points	Completed
9.2.2022	<ul style="list-style-type: none"> • APat to update Expense Policy • Members to complete and return nomination forms to AC asap. • Expense claim forms to be amended 	Completed
9.2.2022	Committee members to gain feedback from contractors to determine the best way to use the money rather than a levy holiday	Suggestions made
9.2.2022	MYS details to be included in next CPE newsletter	Completed
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	Part of PQS
9.2.2022	KSS to share details of who have made a PQS declaration on 3 rd March.	PQS completed
9.2.2022	Invite Oge Chesa, Simon Williams and Avni Shah to meeting in July	n/a
17.11.2021	<p>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.</p> <p>Chelmsford City Council are responsible for the tree causing the issues with the crack in the office</p>	Office met with Fenn Wright (managing agents and the landlords) in August. Issues around Clematis Tye have now been resolved.
9.2.2022	Short notice absences to be reviewed	
	Simon Moul's gift will be posted to him with letter from Bina, invite him to future meeting/conference, but Simon is not able to attend	Sent gift and he was very appreciative.
20.7.2022	AC to check hours in the PNAs and recent notifications received to ensure accuracy.	completed