

Community Pharmacy Essex
Minutes of Meeting (via TEAMS)
Wednesday 16th November 2022

| | | | |
|--------------|---|---|--------------------------------------|
| Present | Bina Patel (BP) Tunde Sokoya (TS) Sanjay Patel (SP) | Jon Lake (JL) Rajiv Sharma (RS) | Chirag Patel (CP) Hema Jetha (HJ) |
| Also present | Karen Samuel-Smith (KSS) Frank McLaughlan (FMc) | Angela Culleton (AC) Sarah Read (SR) | Ashok Pattani (AP) |
| Apologies | Penny Skellern (PS) Mo Raje (MR) | James Chaplin (JC) | Nyenye Motsi (NM) |

1. Welcome and introduction

Apologies received from Penny Skellern, James Chaplin, Nyenye Motsi and Mo Raje.

A number of members still had not returned their declaration of interest, however, going forward it was agreed that at face-to-face meetings members would update their records only when changes have occurred.

Sarah Read was welcomed back having recently returned from maternity leave.

2. Action points from last meeting

The minutes from the last meeting in September 2022 were discussed and agreed they were an accurate record. The action points were also updated.

GSOC report

GSOC have not met formally since the last full committee meeting.

Update from Finance Manager

AP had previously circulated the finance report to members, accounts balance remains to look robust.

3. NHSE&I Matters

Contract changes

Current application for offering unforeseen benefits at Borno Pharmacy, Braintree College, Church Lane, CM7 5SN. This is a duplicate of a previously-approved application that had time-expired. KSS to respond to the application.

The outstanding performance case that has been ongoing for 4 years went to PAG in September 2022, where it was agreed that the performance case will close, however the separate counter fraud case will remain open.

Officer reports

Both Mo Raje and Frank McLaughlan's reports had been previously circulated. No questions raised.

4. Local Issues

SNEE Joint Forward Plan

KSS explained the plan. Members approved the document.

As an aside there is a meeting taking place on 28th November in Colchester looking at first prescriptions for type 1 diabetics. Ed Garratt, Chief Executive from SNEE ICB is hoping to attend. It will be Oge Chesa's last meeting prior to leaving her job role as Deputy Director of Primary Care and Medicines.

Regional Community Pharmacy Strategy Group Meeting

2 representatives attend this meeting, Karen Samuel-Smith and Tania Farrow

There are additional Pharmacy Workforce strategy groups in SNEE and HWE, there is not an equivalent yet in MSE

Several recruitment and retention schemes are in place, including newly qualified pharmacist and technician's pathway.

Essex has requested additional funding for NVQ level 2 conversion to NVQ level 3 in line with the changes to advanced service specifications allowing registered technicians to perform certain services.

There will be a pilot commissioning independent prescribers in pharmacies through the integration team.

Winter Pressures

Suggested ideas were circulated to members prior to the meeting. Mark Gregory from MSE is pulling together all the details to present to the ICB, however this work will also be used to prepare for Winter 2023/2024.

HWE PCN Lead Proposal

HWE put in a bid to HEE and were successful to secure c£6k for PCN leads, to cover 2 days per month for a year. As the leads do not feature in PQS this year, there will be a recruitment process for appointing to the role. HWE also wish to appoint a project manager to implement this work, with possible ongoing programme manager support.

Herts LPC have drafted a specification for the project manager role, and have indicated an interest in project managing the work. A discussion took place with members around the proposal and whether there would be a conflict of interest if fulfilled by an LPC officer. It was agreed KSS would draft a letter to Avni Shah at HWE to raise this concern and to ensure checks and balances would be put into place to avoid any possible conflict of interest.

Herts LPC

TS attended the Community Pharmacy Hertfordshire committee meeting on the 16th November 2022 and gave verbal feedback;

PGDs are to be made available for UTI treatment pilot, how did they reach the decision for the sites in Hertfordshire and will the offer also be made to West Essex contractors? Action KSS to raise with Anurita.

A Healthwatch survey is underway for the public to express their perception on community pharmacies via social media, libraries and doctor's surgeries.

TS also shared with the members that he had attended a west Essex forum meeting recently with HUC (Herts and West Essex 111 providers) and he explained that as healthcare professionals you can contact a dedicated healthcare professional line through 111 whereby a prescription can be issued for a patient if necessary.

KSS said that Sanjeev Rana has offered to provide a series of workshops similar in mid and south Essex in the new year.

Contractor Issues

RS attended a multi-disciplinary meeting in Basildon which he found to be good. This was a new venue and there were some teething problems, but it could be an alternative for meetings in SW Essex.

CP busy with flu and covid vaccines, where some doctors have run out of vaccines they are referring patients to the pharmacies. He had also noticed a shortage of baby milk stock recently.

HJ difficulties in getting through to some GPs, she was reminded about the NHS service finder, where pharmacies can access an alternative non-public number for GPs

JL mentioned the premium cost of locums, circa £55 per hour.

SP shared workforce and locum issues.

SR recently returned from maternity leave and raised a UTI partnership opportunity. KSS to raise with Paula Wilkinson.

TS receiving some CPCS referrals but many are complex cases. He will complete an audit for a week so he can review the referrals being sent both informally and through CPCS and liaise with local practice(s)

BP raised a concern over an individual that she had referred to hospital due to having high blood pressure (187/100) but the hospital sent the patient away, this goes against the national specification guidelines and agreed pathway. BP to find more details about the case.

Any other business

KSS circulated a document regarding the PSNC vision. PSNC have been asked about members of the steering group and advisory group and how these have been selected.

Committee dates for 2023

AC proposed the following dates for 2023, member agreed and they will all take place during the daytime.

Wednesday 8th February 2023

Wednesday 17th May 2023

Wednesday 12th July 2023

Wednesday 13th September 2023

Wednesday 15th November 2023

The EGM and training carousel will be taking place on Sunday 15th January 2023

LPC transformation toolkit & New LPC employment advice portal

JL gave a brief summary about the TAPR meeting that recently took place. JL and AP attend the meeting to present the committee decision to move forward and federate with neighbouring LPCs. JL felt that Essex is an outlier as other East of England LPCs are looking at aligning to just one ICS, however, this could possibly be a 2 step process. He added he felt underrepresented as all other Chairs were at the meeting.

JL confirmed that the CCA view is that they want one LPC aligning to one ICS.

Another meeting will take place when PS has returned from holiday in December 2022

ACTION LOG

| Date raised | Action | Status |
|-------------|---|--------|
| 28.9.2022 | MR to complete environmental application for Community Pharmacy Essex | |
| 28.9.2022 | KSS and Apat to review rurality in April 2023 | |
| 16.11.2022 | TAPR working group to meet in December 2022 when PS returns from holiday | |
| 16.11.2022 | KSS to contact Anurita to find out whether west Essex contractors will be involved in UTI treatment pilot | |
| 16.11.2022 | KSS to respond to application, Borno Pharmacy, Braintree College, Church Lane, CM7 5SN | |
| 16.11.2022 | KSS to send letter to Avni Shah about the HWE PCN Lead Proposal | |

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 |
| 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 | completed |
| 28.9.2022 | KSS draft a response for Mountfitchet application to challenge best estimate and not identified unforeseen benefits. | Completed |
| 28.9.2022 | AC to upload the NHS document, "What good looks like for assisted medicine taking" onto CPEsx 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 CPEsx website | HJ has spoken with MR and no longer needed |
| 20.7.2022 | MR to contact Essex LMC regarding GP CPCS and give TS contact details for HWE | completed |