

Community Pharmacy Essex  
Minutes of additional meeting Wednesday 29<sup>th</sup> March 2023  
The Lion, Boreham, Near Chelmsford, CM3 3JA

**Present:** Bina Patel Jon Lake Penny Skellern Chirag Patel  
Tunde Sokoya Sarah Read Nyenye Motsi Sanjay Patel  
Rajiv Sharma

**Also present:** Karen Samuel-Smith Angela Culleton  
Ivy Tuffour Kevin Western Onome Sankey Husain Master

**HLP Partnership Directors:** Bharat Patel, Hema Jetha, Ani Patel, Avi Gami, Ashok Pattani  
Natasha Jones (virtually)

**Apologies:** James Chaplin (JC) Frank McLaughlan

1. Welcome and introduction.

Result of election

Angela Culleton as returning officer announced the results of the election based on 4 CCA, 2 AIMp and 4 Independent positions available.

CCA members nominated were Jon Lake (Boots), Chirag Patel (Rowlands), Sanjay Patel (Boots) and Onome Sankey (Well Pharmacy)

AIMp members nominated were Ivy Tuffour (Tuffour Group) and Kevin Western (Day Lewis)

Independent nominations received from Tunde Sokoya (Easter Pharmacy), Sarah Read (Savages and Fiveway Pharmacy), Hema Jetha (Cross Pharmacy), Husain Master (Essex Pharmacy) and Mo Rajee (Shadforth).

There were only 4 places available however a proposal was put forward to the group that Hema Jetha who is a Healthy Living Partnership (HLP) Director, could sit on the Committee as a representative of HLP Ltd, without voting rights. Hema agreed with this proposal. Bina Patel proposed and Tunde Sokoya second.

All the above was formally accepted. PSNC to be notified.

2. Declaration of Interest

It was explained to members that the declaration of interest should include all activities outside their normal role that could influence financial gain or reward or influence.

Details of the guidance would be circulated together with the form for all members to complete and return to the Office.

### 3. Appointment of committee officer

#### **Appointment of Chair**

Jon Lake put his name forward for the Chair. (Chirag Patel proposed, Sanjay Patel second). Prior to the meeting, in the pack was also a proposal to appoint a non committee member chair, and Penny Skellern had put her name forward for the role too. (Kevin Western proposed, Tunde Sokoya second)

A discussion took place on the merits of each taking on this role, and after a paper vote Jon Lake was appointed as Chair

#### **Appointment of Vice Chair**

Mo Raje and Sarah Read both put their names forward for Vice Chair. Husain Master proposed and Chirag Patel second. After a paper vote Mo Raje was appointed as Vice Chair.

#### **Appointment of GSOC**

Sanjay Patel, Husain Master and Ivy Tuffour put themselves forward for GSOC. Sanjay Patel to chair this group.

#### **Appointment of Treasurer**

Ashok Pattani to be appointed and continue as Treasurer. Kevin Western proposed, Chirag Patel second.

### 4. Farewell and appreciation of retiring members

Karen Samuel-Smith showed her appreciation and gratitude to those members that were leaving the committee. And presented Rajiv Sharma, Bharat Patel, Bina Patel and Nyenye Motsi with engraved crystal tumblers.

Karen also welcomed our new members to the committee, Onome Sankey, Kevin Western, Ivy Tuffour and Husain Master and is looking forward to working with them over the coming years.

### 5. Committee Issues

Meeting dates for 2023-24 were shared, the meeting scheduled for 13<sup>th</sup> September will not take place as this may be substituted with a Teams meeting instead so that the Conference can take place on a Sunday, date to be confirmed. Other than this alternation the dates were confirmed and a calendar invite would be sent to all members.

### 6. Any Other Business

Angela Culleton said she had created a committee google group if everyone was happy to use it, agreed and she would invite members to join.

Action Points to be reviewed at or before the May meeting.

Mo Raje wanted to speak to voting committee members only and officers left the meeting.

### ACTION LOG

Date raised	Action	Status
28.9.2022	MR to complete environmental application for Community Pharmacy Essex	
28.9.2022	KSS and AP to review rurality in April 2023	
8.2.2023	Office to invite Rob Severn and Leyla Hannbeck, NPA representative to be invited to next meeting in May 2023	

**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"> <li>• AP to update Expense Policy</li> <li>• Members to complete and return nomination forms to AC asap.</li> <li>• Expense claim forms to be amended</li> </ul>	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 <sup>rd</sup> 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	AP 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
16.11.2022	TAPR working group to meet in December 2022 when PS returns from holiday	Completed
16.11.2022	KSS to respond to application, Borno Pharmacy, Braintree College, Church Lane, CM7 5SN	Completed
16.11.2022	KSS to send letter to Avni Shah about the HWE PCN Lead Proposal	completed
16.11.2022	KSS to contact Anurita to find out whether west Essex contractors will be involved in UTI treatment pilot	Completed
8.2.2023	FM asked committee members to contact pharmacies that have not engaged with CPE to find out why they do not attend meetings, what would encourage them to attend. FM will also contact pharmacies	Completed
8.2.2023	Lee Doherty would be welcomed to our future forum meetings and Angela to send Lee the committee meeting dates.	Completed
8.2.2023	Members to confirm with the Office whether the Conference and AGM should take place during an evening or on a Sunday	Discussed at additional meeting in March 2023