

Community Pharmacy Essex
Minutes of Meeting Wednesday 8th February 2023
Pontlands Park, West Hanningfield Rd, Great Baddow, Chelmsford CM2 8HR

Present: Bina Patel (BP) Jon Lake (JL) Penny Skellern (PS)
Chirag Patel (CP) Tunde Sokoya (TS) Hema Jetha (HJ)
Nyenye Motsi (NM)

Also present: Karen Samuel-Smith (KSS) Angela Culleton (AC) Ashok Pattani (AP)

Part meeting: James Chaplin (JC) Mo Raje (MR)

Apologies: Sarah Read (SR) Sanjay Patel (SP) Rajiv Sharma (RS)

1. Welcome and introduction

Apologies were received from Sanjay Patel, Sarah Read and Rajiv Sharma.

James Chaplin resigned from the committee. All the Lloyds instore pharmacies in Sainsburys are closing, and all other branches in Essex have been sold. (Clinical homecare will remain) he felt that he could not fulfil his role as a member.

Committee thanked James for his contributions to the committee, and will retain contact details.

2. Action points from last meeting

Minutes from last meeting, 16th November 2022 were checked, AC mentioned that the September meeting date should say 13th and not 14th, this to be amended. Other than this one correction the minutes were confirmed as an accurate record. Action log was updated.

GSOC report

There had not been a GSOC meeting recently, however a TAPR meeting took place on the 4th January 2023. The purpose of the meeting was to confirm the voting paperwork in readiness for the EGM on 15th January 2023. It was agreed to have a positive vote to federate/merge with our neighbours.

Update from Finance Manager

AP had circulated the financial activities for April to December 2022 to members prior to the meeting. There is due to be a substantial increase in levy in April 2023 for Community Pharmacy Essex, this should not affect the contractors nor create an increase in their levy at this time. Costs of meetings were low during the early part of the financial year due to them being via zoom/teams. The accounts show just over 6 months in reserve.

KSS and AP are due to prepare the budget for 2023/24. Will need to revise office costs for HLPartnership Ltd.

3. NHSE&I Matters

Contract changes

Local NHS team have been notifying the Office in advance of the Lloyds instore pharmacy closures which is assisting with the preparation. KSS is maintaining a spreadsheet to take into account the possible impact on neighbouring pharmacies. Meeting with Dipti Patel (Essex County Council) and the PNA steering group in April 2023, as the closures may also have an impact on the PNA.

PS noted the high number of pharmacies reducing their supplementary hours.

Performance cases

Temporal cluster of cases recently where similar circumstances have occurred relating to controlled drugs. Police, GPhC and NHS England are all involved and sharing information, these cases may meet the threshold for criminal proceedings.

Not sure whether this is three isolated cases or reflective of wider practice.

LPC to remind pharmacies of importance of CD recording and balance checks.

Officer reports

Mo Raje Progress report

Report circulated prior to the meeting.

Frank McLaughlan Progress report

Report circulated prior to the meeting. FM also mentioned he has been reviewing contractors engagement since 2019. 54 contractors have not attended any event Community Pharmacy Essex has hosted. FM asked committee members to contact pharmacies that have not engaged, (he will supply details of who), to try and find out why they do not attend meetings and how we can engage, he will also be contacting the pharmacies.

FM also said after some of the pharmacy visits, a few do not have their NHS website up to date, some show services that are no longer valid and/or show incorrect opening hours. This is an easy way for contract monitoring teams to check compliance remotely

4. Local Issues

Outcome of EGM held on 15th January 2023

Lots of discussions about working towards merging/federating with neighbouring LPCs. 75% contractor turnout for vote, majority in favour, however our constitution states 2/3 majority is needed to change the constitution, therefore cannot adopt the changes.

Elections will take place according to the existing constitution with a new committee appointed by 31st March 2023.

Bridge Building

JL wanted to note a few points following the EGM.

The voting for the CCA is made on the CCA members behalf who have maintained transparency throughout the process. CCA newsletter highlighted the mandate.

When the outcome of the vote was made he didn't feel that the actual numbers needed to be shared widely. KSS confirmed the voting preferences were only shared with committee members, any reports to contractors or wider audiences did not identify this.

The CCA LPC support manager would like to attend a future LPC meeting to discuss the CCA view and how to progress. JL propose him to attend the next meeting, CP seconded it.

TS would appreciate CCA to attend, he wanted to gain an understanding how and why the CCA block vote was taken without considering the Essex situation.

PS also felt it would be a good idea, Essex is unique footprint however CCA have a blanket viewpoint regardless. Five members voted for CCA to attend, 1 abstained.

To offer collective viewpoints, it was agreed Rob Severn (CCA), Leyla Hannbeck (AIMS) and possibly a representative from NPA would be invited to next meeting in May 2023.

Committee Elections 2023

This would be the last meeting for all the current members, an election will now need to take place

following the EGM.

KSS summarised the last few years in terms of what the members have encountered; the new committee was formed in April 2018, however representatives have changed over the years. 2019 saw the five-year community pharmacy contractual framework. 2020, Covid-19 and the pandemic. 2021 was trying to get back to "normal" and then 2022 the final published proposals for the Review Steering Group, voted in by contractors; workforce issues become more of a challenge in community pharmacy and the Integrated Care Boards established, CCGs dissolved. This committee has seen more changes than any other.

Member agreed the expression of interests to be sent out for the committee elections for 2023, and AC to be returning officer.

Consideration be made for an independent Chair for the next committee, however that will need to be decided by the new committee members.

Independent Prescribing Pathfinder proposals

Three ICBs have been sharing ideas across and show consistency throughout.

After the initial expression of interests, pharmacies will be contacted to complete the next stage including an outline plan and progress towards governance requirements.

Expressions of Interest need to be submitted to Region by the ICBs by end of February 2023.

Essex has been working collaboratively with colleagues in Herts and Suffolk on the details for the IP pathfinder sites.

Also, a pilot is running in NE Essex, a former community pharmacist now working in primary care in Tendring is offering to provide DPP support to 3 Independent Prescribing candidates. If the model works well this could be echoed across the County.

Members discussed an opportunity for community pharmacies to be involved with triage, everyone felt it would be a great idea as it could assist with appointments in GP surgeries and reduce patients going to hospitals.

PCN Leads updates

KSS explained the latest details for the PCN leads.

Hertfordshire and West Essex; HEE Funded position each PCN; CPH chief officer on secondment 1.5 days/week to manage project; Awaiting application process.

Suffolk and North East Essex; 2 PCNs HEE funded, and some non-recurrent funding may mean 6 PCNs across ICB

Mid and South Essex, still to be confirmed.

Regionally there is possibly some "resilience funding" (c £2k) similar to old PQS funding for ALL contractors to engage with practices.

Thurrock Hypertension pathway

ASOP and Stanford-le-hope PCNs and Thurrock council public health working together. 5-600 patients who have been identified as having high blood pressure but no follow up, lowest risk half will be contacted to go via pharmacy and the high risk will be referred to GP's. If higher risk DNA they will have an invite to pharmacies instead. Relationship building and if works well aid future services. Could roll out in the future to other areas.

David Webb visit

Attended pharmacy in NE Essex to have flu and covid-19 vaccines.

Lee Doherty from SNEE joined the committee virtually.

lee.doherty2@nhs.net mobile number 07947 658655

Lee provided members with information on projects he is currently involved with, including, UTI under 65 years old; Enhanced PCN leads; Independent Prescribing Pathfinders, causing more questions than answers at this stage, matching clinical models in a tight timescale.

BP asked whether refresher training would be offered to IPs, NHSE have few answers and that's why the pathfinder has been created. NHSE have designed suite of modules for those that have already qualified by means of a refresher. On going access and support for those prescribers, audit measures in place. All excited to make this work. Lee is attending a workforce strategy event and invites members to attend. End of life contract being reviewed, extending the service by 6 months at this stage.

Lee was invited to future forum meetings and AC will send him 2023 committee meeting dates.

5. National Issues

PSNC regional representative expression of interest

TS has expressed an interest, he feels that this is exciting and good time for pharmacies and want to be part of the developments.

Two others people have also expressed their interest in East of England region

6. Contractor Issues

Busy time completing the payment quality scheme (PQS) criteria, in particular finding the weight measurement challenging. General opinion that PQS uptake is lower and contractors more selective about which criteria to do.

End of Life medication – costly and limited shelf life, after March 2023 no longer required as part of PQS and therefore cannot be assured that pharmacies will continue to hold stock.

Staffing issues continue.

7. Any Other Business

Contractor Conference & AGM, the members were asked whether the Conference should take place in an evening or on a Sunday, to let the Office know.

8. Afternoon Session with Guests

Documented separately

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	
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	Office to invite Rob Severn and Leyla Hannbeck, NPA representative to be invited to next meeting in May 2023	
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	

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"> • AP 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	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 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	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