

**Community Pharmacy Essex**  
**Pontlands Park Hotel, Great Baddow, CM2 8HR**  
**Wednesday 12<sup>th</sup> July 2023**

**Present:** Jon Lake (JL) Tunde Sokoya (TS) Sarah Read (SR)  
Sanjay Patel (SP) Ivy Tuffour (IT) Onome Sankey (OS)  
Husain Master (HM) Mo Raje (MR) Chirag Patel (CP)

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

**Apologies:** Kevin Western (KW)

Welcome and introduction

Apologies were received from Anil Sharma and Kevin Western.  
Declarations of Interest made by CP, the branch of Rowlands where he works has recently been bought by Allied. He remains employed at Rowlands and therefore will remain on the committee.  
No resignations or new appointments.

Action points from last meeting

The minutes from the last meeting held on 17<sup>th</sup> May 2023 were approved and agreed as a true record and will be uploaded onto the CPE website. Action log was updated, see at end of document.

Update from Finance Manager

Finance update was previously circulated, and AP summarised the details. Currently running on reserve. The revised levy is due to be paid in 2024 so consideration may need to be given nearer the time when more details are also available.

HLP Partnership Ltd Directors meeting taking place on 13<sup>th</sup> July 2023, and will be discussing finance arrangements between LPC and HLP.

AP also shared the formalised annual finance report year ended March 2023. He also gave clarity around the breakdown and income included in the document. KSS noted that the report did not state the Chief Officer salary, AP will ensure this is included. AP to also amend the details of the committee members and the officers. Subject to the amendments AP asked members whether they would then approve so it can be included into the annual report. Proposed by TS and second by MR.

Field Officer report

FM circulated his report prior to the meeting, and he summarised them to the members. He will share the end of life slides from the meeting to contractors for signposting patients.

Implementation Officer report

MR explained he has been working with pharmacies who have signed up to provide the Oral Contraception Service and has visited a few pharmacies. 30 pharmacies have signed up to provide the service, however, he has found out that the majority of these (80-90%) have signed up to the service, but no competent person on site or would not be able to supply.

Sign up fees may be clawed back from NHSBSA during post verification checks.

Training to be arranged, KSS to check whether this in-house training will be sufficient or do pharmacies still need to do CPPE training. KSS said the national material is now available for them to promote the service. Can be found on NHSBSA website <https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/dispensing-contractors-information/nhs-pharmacy-contraception-advanced-service-tier-1-ongoing-supply-oral-contraception>

### Community Pharmacy England Events

JL confirm he has registered to attend the National meetings of LPC Chairs on 27th September 2023. He also shared that CPE are also hosting LPC briefing sessions for new members on 19<sup>th</sup> July 10am-1pm and 2-5pm, 6<sup>th</sup> September 10am to 1pm, 12<sup>th</sup> September 2-5pm and 7-9pm. If members would like to attend a session, please book yourself on.

The Conference of LPC representatives is due to take place on 12<sup>th</sup> October, TS, SR, MR, JL and HM all expressed an interest to attend. AC to book all delegates onto the conference.

### Action Points from Office Team Meeting

Details of the recent Office team meeting action points were shared with the members.

### HR and health and safety seminar (Peninsula)

AC attended a seminar at end of June, details were shared with the members. There are several areas that need addressing in the Office and AC will share and seek further guidance from GSOC particularly around health and safety issues.

### Review of policies

AC created the Community Pharmacy Essex expense form and is now available as a Microsoft form, this was approved, and members can now use. This is the link to be used.

<https://forms.office.com/Pages/DesignPageV2.aspx?origin=NeoPortalPage&subpage=design&id=ZywJmMP7TEGb3WJYpG7ADXCJzTT-dJtpfcLGmHfgRUMU1VSjNSSOYOM1NXVIY1MEE1R1cyWFM3VC4u>

AC adapted the Declaration of Interest form, it is now replicates NHS version. Members agreed the form will now be used and everyone to complete and return to AC.

AC drafted a Social Media Policy, this is relevant for Office staff and members, it was approved for use.

### Sub-committee matters

SP relayed the outcomes from the recent GSOC meeting to committee members. Officers left the room for discussions to take place.

### Community Pharmacy Hertfordshire

Committee members were invited to join the Community Pharmacy Hertfordshire committee to discuss the Immediate Access to Emergency Medicines for Herts and West Essex (HWE). Helen Musson shared the service specifications. It was agreed everyone welcomed the movement made but still not enough, Helen and KSS to prepare letter to respond on the proposed specification.

### Contract changes

One current application, no significant change relocation to Harlow Healthcare, it is a straightforward application, however the new address was not clear from the application. KSS to send a response. Several permanent change to core hours for 100hrs pharmacies have been received. These reduction to hours should not have an impact on the PNA. KSS also explained she had offered a webinar at the beginning of June 2023 for Contractors; it can be found on the CPEx website.

No current performance cases, still in transition moving from regional performance panel to ICB.

### Long term workforce plan

IT was made aware via the AIMS WhatsApp group of the Long Term workforce plan, she summarised the outline the NHS plan on long term workforce. The Plan covers 3 fundamental points Train ( Grow

the workforce), Retain (Embed the right culture and improve retention, such as tying in Graduates for certain timespans, mental wellbeing) and Reform (New training opportunities (apprenticeships))

The report is endorsed by GPhC and Royal Pharmaceutical Society

#### Public Health Accelerator Bids

Essex Wellbeing Director Wellbeing Public Health and Communities (Lucy Wightman), has shared details for CPEsx about long term health wellbeing and the facility to apply for grants of £15k, either consortiums of organisation or if HLPartnership apply it would be as a non profit organisation with guarantee.

KSS happy to submit bids but request members to come up with suggestions. TS mentioned about vitamin D during pandemic and their health aspect and will provide further details KSS as a possibly opportunity.

#### PCN leads update

3 different models across Essex. HWE funded by HEE, funding for 10 days for first year Community Pharmacy Hertfordshire leading on this project. SNEE now going for 6 PCN Leads (2 funded by HEE and remaining funded by SNEE). MSE have 6 suitable applicant, ie 2 in each alliance. Training to commence for SNEE and MSE PCN Leads

#### Resilience funding

AC has circulated details for the resilience funding to all community pharmacies in Mid and South Essex, each pharmacy will receive £1500 when the MoU has been completed and returned to the Office. Payments will be made at the end of July 2023

Pharmacies in SNEE have received details from the ICB and payment will be made via NHSBSA.

HWE have yet to circulate the details in West Essex, there are some additional conditions being included.

Committee was pleased to welcome the following guests to the afternoon session

Rob Severn – CCA

Maggie Glover – Essex Local Optometry Committee

David Tamby-Rajah – Merton Sutton and Wandsworth LPC

Ade Abimbola – NHS England

Neha Soni – Boots

Tania Farrow – Community Pharmacy Suffolk

Helen Musson – Community Pharmacy Hertfordshire

Natasha Jones – GM Pharmacies, representing Healthy Living Partnership Limited

Kiran Cheema - Allcures

See attached notes produced from KSS from the discussions.

#### Contractor and Committee Member Issues

Conference and AGM due to take place on Sunday 1<sup>st</sup> October, Best Western Ivy Hill has been booked. Proposed to have several workshops running during the day including controlled drug with Jane Newman, developments for migraine by Pfizer, CPIPP with Ade Abimbola and NHS111 with Sanjeev Rana. Several pharma companies have already expressed an interest in sponsoring the event.

It was agreed that Janet Morrison from Community Pharmacy England would be approached to be a key note speaker. If she is not available representative from the Kings Fund.

Members agreed to hold Wednesday 13<sup>th</sup> September for the next meeting. Two weeks prior, it will be decided whether to have a whole day face to face meeting or a half day virtually. If the latter is decided, members will visit pharmacies in their area during the afternoon.

#### Draft Annual Report

The content of the annual report was agreed and as soon as the finance report has been amended and included it will go to print.

#### Issues raised in Mid and South Essex

SR is on a WhatsApp group that Paula Wilkinson created. She let the group know the committee was taking place and asked for any issues, several were raised as follows:

GP CPCS is not happening in lots of areas. Could the office give a forecast of the service and where are we now? ICB are really active however when it gets to the PCN level the momentum slows, however informal referrals still go through to pharmacies.

Stock shortages and lines over drug tariff and branded generics - ICBs are aware of the problem, so are GPs. Patients are given back prescription and told to sort it out with their own GP themselves. KSS has a meeting with a clinical PCN lead for Chelmsford to discuss branded generics and how to potentially move this forward. OS to get intel for Braintree PCN. It is hoped that the PCN Leads for MSE could also raise this type of issues going forward.

Hypertension service, including incentives for GPs in Mid and South Essex – when ICBs were being formed, a meeting took place in March 2023 on harmonisation of locally enhanced services (LES), no pharmacy representatives at the meeting. Historically there was an incentive for GPs to do APBMs for £43 in South East Essex, this was agreed to continue for this financial year. This will create an additional cost of £60k plus administration to the ICB, not needed, as hypertension service payments come from community pharmacy global sum. It was agreed KSS would write to the Chief Executive at MSE ICB.

#### Rebranding of Community Pharmacy Essex

Members agreed to adopt Community Pharmacy England logo and use the toolkit to revise all relevant documents etc.

## ACTION LOG

Date raised	Action	Status
28.9.2022	MR to complete environmental application for Community Pharmacy Essex	Link is on Chelmsford City Council
28.9.2022	KSS and AP to review rurality this year	CPE session 26 <sup>th</sup> September
17.5.2023	AP to contact Treasurer colleagues for comparison with attendance, meeting allowance and Honoria payments	CPE survey conducted
17.5.2023	Resilience funding, KSS to find out what is happening in HWE	CPEsx contributed to draft MoU
17.5.2023	KSS to adopt the east of England strategy into CPE strategy	ongoing
17.5.2023	JL to contact Chair at Community Pharmacy Hertfordshire to clarify suggested facilitate meeting	Meeting to take place on Wednesday 22 <sup>nd</sup> November at Waltham Abbey Hotel
12.7.2023	AP to make amendment to the end of year March 2023 financial report prior to submission to the annual report	Complete
12.7.2023	FM to share end of life slides to contractors for signposting	
12.7.2023	LPC to commission HLP to offer training to all contractors on the oral contraception service, particularly targeting those that have signed up and not offering the service.	
12.7.2023	Members to register themselves onto a CPE briefing session in July or September if they would like to attend	Reminder sent 14/8/23
12.7.2023	AC to book those members who expressed an interest onto the Conference of LPC members	Complete
12.7.2023	AC to share the link for members to use the expense policy <a href="https://forms.office.com/Pages/DesignPageV2.aspx?origin=NeoPortalPage&amp;subpage=design&amp;id=ZywJmMP7TEGb3WJYpG7ADXBCJzTT--dJtpfclGmHfgRUMU1VSjNSSOY0M1NXVIY1MEE1R1cyWFM3VC4u">https://forms.office.com/Pages/DesignPageV2.aspx?origin=NeoPortalPage&amp;subpage=design&amp;id=ZywJmMP7TEGb3WJYpG7ADXBCJzTT--dJtpfclGmHfgRUMU1VSjNSSOY0M1NXVIY1MEE1R1cyWFM3VC4u</a>	Contained in the minutes and action log
12.7.2023	All members to complete and return updated Declaration of Interest form	
12.7.2023	KSS to approach Janet Morrison at Community Pharmacy England to attend annual conference on 1 <sup>st</sup> October 2023	James Wood to attend
12.7.2023	Finance report to be included into AC to send annual report to printers	Complete
12.7.2023	KSS to write to MSE Chief Executive about additional unnecessary payments being made to GPs for APBM readings	Discussed with PCCC, some amendments made to LES
12.7.2023	Use Community Pharmacy England toolkit for rebranding, make relevant changes to CPEsx website and documents.	Working through toolkit

## COMPLETED

8.2.2023	Office to invite Rob Severn, Leyla Hannbeck and Michael Lennox to next meeting in July 2023	Invited to the July 2023 meeting. 9 guests attending
17.5.2023	AC to create a Microsoft form for the expense claims for members	Approved by members 12.7.2023 and will start using. AC to send link
17.5.2023	AC to update the declaration of interest form to be inline with NHS template form	Approved by members 12.7.2023 and will complete and submit
17.5.2023	Circulate Anil Sharma's contact details	On website (Minutes from Meeting)
17.5.2023	Communication Policy AC to look at Suffolk policy and bring back to next meeting	Approved by members 12.7.2023
17.5.2023	Speak to MSE ICB comms team to develop CPEsx	completed

