

Virtual Committee Meeting via Teams
Wednesday 13th September 2023

Present: Jon Lake (JL) Sarah Read (SR) Sanjay Patel (SP)
Ivy Tuffour (IT) Onome Sankey (OS) Mo Raje (MR)
Chirag Patel (CP) Kevin Western(KW) Hema Patel (HP)

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

Apologies: Ashok Pattani (AP) Frank McLaughlan (FM)

Welcome

Apologies were received from Ashok Pattani and Frank McLaughlan.
Several members are still to complete and return their declaration of interest. JL requested that everyone returns their forms to AC by 15th September 2023 at the very latest.

Action points from last meeting

The minutes from the last meeting held on 12th July 2023 were approved and agreed as a true record and will be uploaded onto the CPEx website.

Action log was updated and included at the end of this document.

JL said that he has had a conversation with Rachel Solanki, Chair at Community Pharmacy Hertfordshire and Richard Brown, from Community Pharmacy Avon, Richard will be facilitating the meeting that is taking place on Wednesday 22nd November 2023 at Waltham Abbey Marriott Hotel.

There seems to be an issue with Members accessing the Microsoft Expenses Claim Form, AC to investigate further and rectify.

Update from Finance Manager

MR has a lot of questions about the finance report, he will e-mail Ashok Pattani directly and copy in JL.

Field Officer report

No reports as FM has been inducting MR into the Field Officer role, following his appointment on 1st August 2023.

Public Health Accelerator Bids

Three bids to be submitted, vitamin D supplements in deprived areas; health checks in Benfleet PCN and joint working with the local optometry committee on a hypertension referral pathway.

Contract changes

No current applications.

Several Boots Pharmacies have recently closed, Regional Contracts team are now letting the Office know in advance which is useful so it can share with the neighbouring pharmacies in preparation of potential increase in their workload.

One performance matter is outstanding, normal practice is hopefully to resume in 1 year.

Feedback from Committees Members visiting Pharmacies

Members had been encouraged to visit pharmacies in their designated area, to introduce themselves

and discuss current issues as this was not a full face to face full day meeting.

Chirag Patel visited a couple of pharmacies in the South East area, he encouraged them to attend the Conference that is taking place on 1st October, discussed issues including flu vaccinations, out of stock items and the concerns that insulin is being stockpiled by patients as they are concerned it will be out of stock again this year. He found the visits really beneficial, and he felt the pharmacies appreciated it too. He also suggested that site visits could be built into the committee schedule next year.

Hema Patel visited a few neighbouring pharmacies in South East Essex, issues discussed included; oral contraceptive service, conference attendance, covid sites and communication and delivery queries from vaccine teams, pharmacies are not sure if they have been selected as a covid site.

Another pharmacy is experience difficulties with the SystmOne pilot.

The other pharmacy was asking about the pathfinder sites. These go live in November 2023, the national teams will share information this month. KSS has raised the question about what has happened with the money between June to November 2023 – the sites were meant to go live in June 2023, there has been a 5 month delay.

Onome Sankey visited 3 pharmacies in Witham/Maldon area in Mid Essex, Locums were at all the pharmacies so were not completely aware of all the struggles, other than stock issues, generally they seem happy. One pharmacy could not access CPCS, this may be they have not paid for the IT System. KSS to check even though there have been several reminders sent to pharmacies from the national team.

Sarah Read visited 3 pharmacies in the Chelmsford/Braintree area in Mid Essex. One pharmacy is receiving numerous informal referrals for CPCS, workload is possibly going to increase in coming months due to 2 local Boots closing near to the pharmacy, may need extra support.

Another pharmacy has not had a regular pharmacist since May 2023 and using Locums. KSS to contact their head office.

The other pharmacy has had problems with staff turnover, alongside long term sickness. Have not currently got a Health Champion but aware they do need one.

Ivy Tuffour will shadow a visit with FM soon in the Colchester area.

Jon Lake will visit some pharmacies later, he applauded all the visits that had taken place and felt it was a really good promotion of Community Pharmacy Essex.

A lesson learnt from the visits was, it's helpful to call prior to visiting pharmacy to ensure it's suitable to attend and the pharmacist is available.

KSS to prepare some guidance and headings for issues that could prompt discussions for future visits.

Community Pharmacy Essex Conference – Sunday 1st October

Members to prepare some questions for Ade Abimbola and James Wood, so these can be sent to them prior to the event, likewise the Office to request questions from Contractors beforehand.

Each member was allocated a task for the day; IT to meet and greet guests on arrival, CP, HP and SR to facilitate the workshops in the morning, JL to introduce guest speakers.

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 th September
17.5.2023	KSS to adopt the east of England strategy into CPE strategy	ongoing
12.7.2023	FM to share end of life slides to contractors for signposting	
12.7.2023	Use Community Pharmacy England toolkit for rebranding, make relevant changes to CPEsx website and documents.	Requested templates from CPE
13.9.2023	All members to complete and return declaration to Angela Culleton by Friday 15 th September 2023	
13.9.2023	AC to shared the link for members to use the expense policy. However, there appears to be access issues, investigate and rectify	
13.9.2023	Schedule in members to attend some pharmacies in 2024. KSS to prepare checklist for members to discuss with pharmacies	
13.9.2023	KSS to ask Community Pharmacy England for flexibility around the Pharmacy Quality Scheme gateway criteria dates	
13.9.2023	Three bids to be submitted, vitamin D supplements in deprived areas; health checks in Benfleet PCN and joint working with the local optometry committee on a hypertension referral pathway	

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
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	JL to contact Chair at Community Pharmacy Hertfordshire to clarify suggested facilitate meeting	Meeting to take place on Wednesday 22 nd 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	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.	At Conference on 1.10.2023
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	KSS to approach Janet Morrison at Community Pharmacy England to attend annual conference on 1 st 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
-----------	---	--