

Committee Meeting**Waltham Abbey Marriott Hotel, Old Shire Lane, Waltham Abbey, EN9 3LX****Wednesday 22nd November 2023**

Present: Jon Lake (JL) Sarah Read (SR) Sanjay Patel (SP)..
Hema Patel (HP) Onome Sankey (OS) Mo Raje (MR)
Chirag Patel (CP) Kevin Western (KW) Tunde Sokoya (TS)
Hussain Master (HM)

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

Apologies: Ivy Tuffour (IT)

Apologies and Declarations of Interest

Received apologies from IT. SP and OS arrived late.

It will be the responsibility for each member to let AC know if any changes to declaration of interest occur.

Action points from last meeting (September 2023)

HM mentioned a couple of areas that needed updating on the Minutes from last meeting, these will be amended and uploaded onto the website. These were accepted as an accurate record.

Finance Manager

AP explained the surplus cash has now been deposited and reported back on the latest financial situation for Community Pharmacy Essex. Community Pharmacy England will be reviewing the levy in January 2024.

A few members attended the Community Pharmacy England finance conference. JL asked if any members would be interested in shadowing the work that AP does. AP will provide a workshop at next meeting so that members will have more information prior to deciding, HP and MR expressed an interest immediately.

Field Officers

It was taken that the reports were read. MR elaborated on his report.

GSOC report

SP had a recent meeting with MR and discussed ways of working, matters covered included valid car insurance, licence and declaration of interest. MR is required to produce a list of pharmacies that he has worked for (i.e. locum), a template has been supplied. Guidance from ICB was sought prior to the meeting it will ensure transparency of working across his roles.

GSOC have not yet sent minutes of meeting to the office. However the following issues were discussed, costings for a new projector – decided not to purchase but to hire at venues instead. A note of the cost will be maintained. Hot water heater to be installed in kitchen and bathroom at the office. Not going to get a licence for copyright, requested library bank from contractors and members.

Future Committee Dates 2024/25

Dates were agreed and will be sent to Anil Sharma, all will be face to face day meetings, except where indicated below.

Wednesday 7th February 2024

Wednesday 15th May 2024

Wednesday 10th July 2024

Wednesday 18th September 2024 (Members site visits during the day and evening virtual meeting)

Sunday 29th September 2024 (Conference and AGM)

Wednesday 20th November 2024

Wednesday 5th February 2025

NHSE Matters

There are lots of activities with contract changes in particular closures. KSS working with MSE and HWE ICBs as several issues have been identified in neighbouring pharmacies where closures have occurred, including the increase numbers of PMR that need to be set up; new patient relationship; communication from practice and patient; workforce and quota issues. The office is creating a checklist for prompts including template letters for quotas to pharma companies.

Essex Health and Wellbeing board Pharmaceutical Needs Assessment (PNA) review steering group meeting taking place this month. The PNA will be revised and re-issued addressing any gaps that may have occurred in Essex, any gaps may be commissioning opportunities for additional directed opening hours or services rather than the need for an additional pharmacy.

JL will check with regional managers what the communication process is for patients when Boots pharmacies have closures scheduled. It does not always appear patients know in advance. Members felt it should be the "source" (the pharmacy that is closing, e.g. Boots) to inform patients and assist with the transition to the neighbouring pharmacies.

HM asked if the pharmacies that are due to close offer locally commissioned services, as it may be a factor to consider for neighbouring pharmacies. KSS to check (especially in Thurrock area).

One outstanding performance case. There is current confusion over who is responsible for PAG. The structure for the ICB will not be in place until the end of the year, this may create a flurry of new cases. KSS represents and supports contractors on PAG as and when required.

KSS said that she is working with various teams to get a QR controlled drugs/fridge supply magnets for pharmacies, further details will follow.

Richard Brown from Community Pharmacy Avon joined the members to have an open discussion about how Community Pharmacy Essex and Community Pharmacy Hertfordshire could work together. He explained the potential changes for Essex prior to the members only facilitated group that was due to take place later on in the day.

The outcomes of the facilitated session were fed back to the officers. Will need to investigate the potential implication for West Essex contractors, as well as whether Essex will remain viable,

implications with levy and possible increase (against the Wright recommendations). Seek legal advice from solicitors about office lease as the office is held in trust of all the contractor in Essex. Speak to accountant regarding financial position in preparation of the potential reduction in number of pharmacies in Essex.

Agreed a virtual meeting will take place on Wednesday 13th December 2023 so members can explain exactly what details they need and how they are suggesting this is taken forward.

When legal and financial advice has been received AP will present back to members on 10th January 2024. After the details have been given to the members, they then need to decide and vote.

Committee Members

CP reported back details from Maldon & Witham PCN meeting held early in November 2023, the bottom line is that doctors' surgeries are looking to free up appointments. CP presented to the PCN the areas that pharmacies can do, which were well received. Suggested Dr Mayet be invited to a meeting on 31st January 2024 at Lian Restaurant. KSS to give CP details.

TS also has good working relationships with local GP surgeries and has positive discussions.

Branded generics

SR asked for update. MSE and HWE have agreed to stop new branded generic switches initially, and will reverse switches in the new year. This has been achieved by highlighting workload in practices and shortage (i.e. Zapain has a limited supply) as the basis for the argument, rather than pharmacy funding.

Meds Ops Team provide a weekly update but this doesn't seem to be circulated widely. If KSS receives details from contractors she will forward it on, suggests pharmacies to do the same.

Community Pharmacy Essex Strategy

Four pillars of the strategies and build on.

Pharmacy First now has taken precedence. Need to have some resource for training. CPPE hosting 1 meeting per region (14th January 2024 at Welwyn Garden City), and KSS thought development day would be appropriate and available for all Essex Contractors. Ivy Hill Hotel has been provisional booked for Sunday 28th January 2024. The event would include CPPE ENT consultations workshop; RCGP Antimicrobial Stewardship Programme; Initiating Oral Contraception; and Practical and Operational aspects of delivering the services.

Brian Balmer from Essex LMC already expressed interest in assisting with the event and CPPE and EQIP to assist with the training. Members happy with proposal.

GP Connect – KSS put 2 pharmacies forward for this pilot.

New model constitution

Will have to put on hold until we know what is happening more with Hertfordshire. It will go out to vote when we also go out to vote about the Herts/West situation.

Support network for student Pharmacy Technicians and Apprentices

SR preparing for her maternity leave, preparing notes of guidance and support. KSS has a contact so will share with SR.

ACTION LOG

Date raised	Action	Status
28.9.2022	KSS completed the environmental application on behalf of Community Pharmacy Essex. MR has a meeting with representative	Link is on Chelmsford City Council
28.9.2022	KSS and AP to review rurality this year	Meeting scheduled in January 2024
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	
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	
22.11.2023	MR to update his declaration of interest and return to the office	
22.11.2023	GSOC to send minutes of their November meeting to the office	
22.11.2023	AC to send Anil Sharma 2024/25 dates	Completed 22.11.2023
22.11.2023	AP to explain the financial reporting to members at the next meeting (7 th February 2024)	
22.11.2023	JL to check with Boots regional managers what the communication process is for notifying patients when Boots branches are closing.	
22.11.2023	KSS to find out what services the pharmacies that are scheduled to close currently offer – filling the gap with neighbouring pharmacies	
22.11.2023	Share the meeting details for Lian Restaurant, Witham on 31 st January 2024 with Chirag Patel so that Dr Mayet can also attend	

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 in line 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 Honoraria 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
12.7.2023	Use Community Pharmacy England toolkit for rebranding, make relevant changes to CPEsx website and documents.	Adapted documents
13.9.2023	All members to complete and return declaration to Angela Culleton by Friday 15 th September 2023	Completed
13.9.2023	AC to share the link for members to use the expense policy. However, there appears to be access issues, investigate and rectify	Corrected and resent