

**Community Pharmacy Essex**

**Lion Inn, Boreham, CM3 3JA**

**Wednesday 10<sup>th</sup> July 2024**

**Present:** Jon Lake (JL) Hussain Master (HM) Kevin Western(KW)  
Onome Sankey (OS) Mo Raje (MR) Sarah Read (SR)  
Tunde Sokoya (TS)

**Also present:** Karen Samuel-Smith (KSS) Ashok Pattani (AP) Hema Patel (HP)

**Apologies:** Zhya Said (ZS), Christine Stafford (CS), Ivy Tuffour (IT)

Apologies and Declarations of Interest

Apologies received from Ivy Tuffour.

Apologies and a request to pause membership received from Zhya Said, who has recently been appointed as a CCA representative member. JL is discussing this with Rob Severn from CCA.

Apologies received from Christine Stafford (CS) who has been appointed as a new CCA member to replace Sanjay, but her appointment was too close to the meeting date for her to be able to attend. CS is also a member of Cambridgeshire and Peterborough LPC, KSS has confirmed with James Wood from CPE that there are no additional governance or confidentiality requirements for members who are on more than one LPC.

AP commented that his Declaration of Interest was missing from the summary.

Action points from last meeting (May 2024)

The minutes from May 2024 were accepted as an accurate record up to the stage that officers were asked to leave. The minutes will state that "A private session of the committee then took place" and these can be uploaded onto the website.

The Action plan was updated, JL suggested that closed items should be on a separate page and outstanding items RAG rated. Members with agreed actions would welcome a prompt between meetings where appropriate.

Recruitment is underway, 9 candidates have been shortlisted for each post and interviews will take place w/c 15<sup>th</sup> and 22<sup>nd</sup> July

Finance Manager Report

Finance report had been circulated prior to the meeting, but AP explained the details further.

GSOC had agreed to propose to Contractors at the AGM whether any excess levy should be returned as a levy holiday or invested in service training and development.

The draft annual accounts were presented for comment, there were some grammatical errors but otherwise the accounts were accepted, and will go forward into the annual report. (Proposed KW,

seconded TS)

### GSOC report

HM was congratulated on his appointment as GSOC chair. He reported that outstanding matters from the May meeting had been addressed through two GSOC meetings, ie clarity on the process for approving expenditure both within and outside of budget, recruitment to the two new posts and the transfer of funds from HLP Ltd to Community Pharmacy Essex.

### Office Manager Report

AC had submitted a report following attendance at a Community Pharmacy England Digital Training Event. This work will be progressed by the Engagement officer when appointed. MR had also attended the training and concurred with AC's report.

### NHSE Matters

#### Contract changes

KSS advised the committee that no member training dates regarding market entry had been arranged by CPE, and that this had also been raised by LPC chief officers. An action is to raise this with CPE, with reference to the additional levy that is now being paid. SR will be notified of any suitable training that becomes available.

KSS presented the suggested response to an Unforeseen Benefits application in Chelmsford, which was for premises previously occupied by a branch of Boots. Of interest in this application was that it was within a mile of a controlled locality, and the nearby dispensing practice had been actively recruiting patients to the dispensing list since the boots closure: Community Pharmacy Essex has separately requested a review of the controlled locality.

There were some inaccuracies in the application, including details of nearby pharmacies, and misleading information regarding a neighbouring pharmacy's service provision: The recommendation was to refuse as the applicant had not demonstrated any unforeseen benefits.

A further Unforeseen Benefits application had been received on the morning of 10<sup>th</sup> July, the response to this will need to be considered virtually due to timelines.

There was a good discussion regarding rurality issues, dispensing rights and gradualisation.

#### Performance Cases

No new cases, however there is a GPhC enforcement action against one pharmacy. There is a limit to what CPEx can do with regard to professional regulator enforcement as our constitution relates to NHS contract, however support has previously been offered to this pharmacy.

Visits have been made by the regional contracts team to 2 of the 3 pharmacies with contractual contingent removals in place, and progress against action plans is encouraging. There is a third pharmacy who have disengaged from support, KSS has concerns about the contractor's health which has been fed back to the contracts team.

#### Healthy Living Partnership (HLP) report

HP gave a verbal report on the current HLP projects, which include taking on sub-contracting of wellbeing services from 1<sup>st</sup> July 2024. Stop smoking and NHS healthcheck services are now sub-contracted on an “any willing provider” basis. The stop smoking service is developing to include harm reduction and specialist support in pregnancy and mental health, and the healthcheck service will no longer specify equipment providers.

Healthy Living Partnership is also holding the contract with Essex County Council for the development and expansion of the Healthy Living Pharmacy L2/3 framework: The three-year funding has been received by HLP Ltd, which allows for greater flexibility in how the project rolls out. Lisa Lovell has been engaged as project manager.

#### AGM and conference

The format will be different this year due to availability of key individuals and venue.

In order to comply with constitutional requirements the AGM will take place online on the evening of Thursday 26<sup>th</sup> September 2024, and the Conference will take place on Sunday 27<sup>th</sup> October 2024. A range of potential breakout sessions/workshops were suggested, and it was agreed to consider keynote speaker, mindful that names may come to the fore following the previous week’s General Election.

#### Mid and South Essex Integrated Care Board (MSE ICB) Primary Care Strategy

The committee welcomed William Guy (WG), Director of Primary Care and Paula Wilkinson (PW), Director of Pharmacy and Medicines Optimisation, from MSE ICB.

WG introduced the strategy by way of scene setting and reference to key documents including the Fuller Stocktake report, which highlights a shift towards prevention. He acknowledged that the organisation had a historic focus on primary medical services, and needed to better integrated other contractor groups. This had commenced with, for example, CPEx representation at the primary care commissioning committee, and clear plans to develop a community pharmacy commissioning group, but further work was needed.

The financial pressure that the ICB was under was also reported, however KSS highlighted developments that would be cost-neutral to the organisation, such as diverting Ambulatory Blood Pressure Monitoring to the national Community Pharmacy Advanced Service, and improving service referrals and integrations with PCNs and Integrated Neighbourhood Teams through approval of limited permitted closures for pharmacies to participate in practice meetings/TTL.

SR compiled a more detailed set of notes and these will be circulated to members alongside the minutes.

#### Centre for Pharmacy Postgraduate Education (CPPE) update

Nicki Joy (NJ) gave a detailed presentation of the current learning resources available through CPPE which are relevant to current developments in community pharmacy.

There will be an antimicrobial stewardship session in Colchester in October, and CPEx are hoping to partner with this following the success of the inhaler workshop earlier in the year.

Committee members commented on the Pharmacy Technicians: advancing your role programme, given the recent change in legislation to enable registered pharmacy technicians to supply medicines under PGD arrangements.

The leadership programme will be highlighted to pharmacies who may no longer be meeting the HLP

#### L1 Terms of Service criteria

HP enquired about the availability of the more advanced consultation skills training that had been made available through the Primary Care pharmacist programme: Action KSS to liaise with NJ to explore commissioning this as a standalone training.

#### Members queries and reports

CCA members submitted quarterly questions, KSS responded to these by way of a powerpoint presentation which is circulated separately to members with the minutes.

HM reported that he had been visited in the pre-election period by the previous MP, who was a former chair of the All Party Parliamentary Pharmacy group. She had not fully appreciated pharmacy funding and the current pressures prior to the visit, and promised to follow up if elected, however she did not regain her seat at the general election on 4<sup>th</sup> July.

HM had also been invited to the launch of his Integrated Neighbourhood Team (INT), which initiated a discussion regarding the structure and functions of INTs. This may be an agenda item for a future meeting.

OS had attended the North East Essex forum and reported on the presentation given by Helen Clegg from Community 360 on the impact of lifestyles and behaviours on dementia.

HP reported on the launch of the Benfleet and Rayleigh Lipid project, identifying reasons for poor treatment to target rates in those two PCNs and providing support for patients who were not adhering to stating treatment due to poor understanding of their condition or the medications.

KW had attended a cardiovascular network event, low uptake of DMS and transfer of care incidents had been raised. KW due to meet with Healthwatch to discuss further.

TS had attended a joint West/South West Essex forum and agreed venue was convenient for both. TS has been PCN lead for two PCNs as part of the Hertfordshire and West Essex programme, this has given him valuable experience in understanding issues from a range of perspectives and has seen a positive growth in Pharmacy First referrals in an area dominated by dispensing practices.

#### Community Pharmacy England (CPE) matters

The Terms of Reference for the CPE Forum of Chairs were presented. There was disappointment that the CPEs recommendation that the forum chair should be independent of the CPE chair had not been accepted. The first meeting will take place 25<sup>th</sup> September 2024

JL highlighted three upcoming CPE events which required the committee to agree on attendance.

30<sup>th</sup> July 2024 there is a daytime regional meeting for LPC chief officers and chairs in Cambridge, with a contractor event in the evening. Committee members felt that the location was not particularly convenient other than those arriving by train, which would not be practical for Essex contractors. KSS and JL to attend daytime meeting, office to circulate details of evening event to contractors.

7<sup>th</sup> November 2024 the Conference of LPC Representatives takes place in London, Essex has up to 5 places available. The committee agreed priority should be for those who have not previously attended. Members should confirm to the office if they wish and are able to attend by 1<sup>st</sup> September 2024.

20<sup>th</sup> November 2024 Chairs and Chief Officers invitation to attend CPE committee meetings and sub-committee meetings. There are a total of three places across Hertfordshire and Essex, JL is unable to attend so proposal KSS attends and other two places are offered to Hertfordshire. It was agreed KSS should attend Policy subcommittee.

There is currently a committee meeting diarised for 20<sup>th</sup> November, this will now be moved to 21<sup>st</sup> November.

#### Any Other Business

JL reported receipt of an email from Rachel Solanki (RS), the Chair of Community Pharmacy Hertfordshire, making two requests. RS asked for a formal response from Community Pharmacy Essex rejecting the proposed restructure following the facilitated joint meeting last November. The committee agreed that JL will respond accordingly.

RS also asked if CPEsx had considered their suggestion of a MOU and funding regarding representation of West Essex contractors at external meetings. The committee agreed that JL will respond to state that CPEsx do not believe a MOU is necessary as we will ensure our West Essex contractors are fully represented.

With no further business the meeting closed at 4.30pm.

## 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	
28.9.2022	KSS and AP to review rurality this year	PSRC on the 28 <sup>th</sup> August 2024
13.9.2023	Schedule in members to attend some pharmacies in 2024. KSS to prepare checklist for members to discuss with pharmacies	
22.11.2023	JL to check with Boots regional managers what the communication process is for notifying patients when Boots branches are closing. SP said the posters appear 12 weeks prior to the closure. KSS to share checklist with SP	Need to look into further.
22.11.2023	KSS to find out what services the pharmacies that are scheduled to close currently offer – filling the gap with neighbouring pharmacies	No closures recently
7.2.2024	Members expense claim form to be review, alternative to the Microsoft form	Being discussed AOB 15.5.2024
7.2.2024	<b>All to actively work to the governance framework guidance to ensure adherence to all criteria</b>	<b>ONGOING</b>
15.5.2024	MR to raise a paper for GSOC regarding the attendance allowance	
15.5.2024	Sarah Read to attend the next Market Entry training session	Awaiting dates from CPE
15.5.2024	KSS to prepare a response for the Forum of LPC Chairs in England Terms of Reference	Complete
15.5.2024	KW to invite NHS111 representative to next North East Essex Pharmacy Forum Meeting	
15.5.2024	HP to share contact details for GPs accuRX with KSS to invite to future meetings/conference	
15.5.2024	GSOC action points as discussed when office staff were out of the meeting	Complete
10.7.2024	Re-format action log to hide completed items, RAG rate outstanding items and schedule prompts for members: Office	
10.7.2024	KSS to correct typographical and grammar errors in annual accounts and return to AP	complete
10.7.2024	KSS to liaise with Nicki Joy regarding leadership training and consultation skills bespoke training	Taking place on 15 <sup>th</sup> October 2024
10.7.2024	Office to circulate details of CPE contractor event on 30 <sup>th</sup> July 2024	Sent 16.7.2024
10.7.2024	Members to identify willingness and ability to attend CPE representatives' conference by 1 <sup>st</sup> September 2024	
10.7.2024	Meeting scheduled 20 <sup>th</sup> November 2024 to be moved to 21 <sup>st</sup> November 2024	Booked The Lion for the 21 <sup>st</sup> November 2024

**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 CPExs	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	CPExs 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 <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	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 <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 CPExs website and documents.	Adapted documents
13.9.2023	All members to complete and return declaration to Angela Culleton by Friday 15 <sup>th</sup> 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 Action Plan to contact Chiesi about asthma action plan.
13.9.2023	KSS to ask Community Pharmacy England for flexibility around the Pharmacy Quality Scheme gateway criteria dates	No flexibility
22.11.2023	MR to update his declaration of interest and return to the office	Received
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 <sup>th</sup> February 2024)	Completed 7.2.2024
22.11.2023	Share the meeting details for Lian Restaurant, Witham on 31 <sup>st</sup> January 2024 with Chirag Patel so that Dr Mayet can also attend	Neither attended
12.7.2023	FM to share end of life slides to contractors for signposting	
17.5.2023	KSS to adopt the east of England strategy into CPE strategy	Ongoing. Away day took place 22.4.2024
22.11.2023	GSOC to send minutes of their November meeting to the office	IT to forward to the office
7.2.2024	AC to upload the Governance Framework onto the website	uploaded
7.2.2024	Top tips from the members discussions around Pharmacy First to be shared in newsletter, website and forum meetings	NONE received

