

Community Pharmacy Essex

Virtual TEAMS meeting - Wednesday 18th September 2024

Present: Jon Lake (JL) Hussain Master (HM) Kevin Western (KW)
 Onome Sankey (OS) Mo Raje (MR) Sarah Read (SR)
 Christine Stafford (CS) Ivy Tuffour (IT)

Also present: Karen Samuel-Smith (KSS) Ashok Pattani (AP) Hema Patel (HP)
 Eddie Brown (EB) Evan Scheepers (ES)
 Angela Culleton (AC) part meeting

Apologies and Declarations of Interest

All members introduced themselves, as it was the first meeting for Christine Stafford, committee member, Evan Scheepers, Engagement and Relationship Officer and Eddie Brown, Business Intelligence Officer.

All declarations of Interest are up to date.

Action points from last meeting (July 2024)

The minutes from July 2024 were accepted as an accurate record and will be uploaded on the website.

Action plan tasks were reviewed and have mainly been completed.

Finance Manager Report

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

At the AGM taking place on 26th September 2024 Contractors will decide whether any excess levy should be returned as a levy holiday or invested in service training and development.

The audited accounts were presented for comment, these were accepted. (Proposed HM, seconded ??)

Expense Policy

MR had provided details from neighbouring LPCs on their attendance allowance. Members discussed the variations and considered the allowance for Essex, SR proposed £300 this was seconded by IT. The revised amount will take effect from the November 2024 meeting.

GSOC report

HM reported that GSOC had met on 2nd September 2024, there was a single agenda item which was a number of separate complaints received in regard to a pharmacy in Harlow. GSOC had requested KSS visit the pharmacy, terms of reference for the visit had been agreed.

ICB Matters

MSE ICB INT lead programme

KSS advised the committee that MSE ICB have agreed to funding for INT/PCN leads in each of the 24 networks. The current 6 PCN Leads will mentor 3 each of their neighbourhoods. The Memorandum of Understanding (MoU) with the ICB will be available from October 2024.

Respiratory Syncytial Virus (RSV) Vaccines

Pharmacies within MSE and SNEE will be piloting the RSV vaccine from October 2024. Pathfinder sites have already been notified.

Contract Changes

Responses for unforeseen benefits Third Avenue Primary Care Centre Canvey and the no significant change relocation for Day Lewis Kirby Cross have been sent.

AGM and conference

The Annual General Meeting will take place online on the evening of Thursday 26th September 2024. The annual reports are due to be sent to all Essex Community Pharmacies in the coming days in readiness for the meeting.

Details for the Conference that is taking place on Sunday 27th October 2024 will then be sent after the AGM.

The conference will consist of breakout sessions and workshops, including face to face vaccination training, Essex controlled drug "mini LIN" as well as Lifestyle training.

Any Other Business

ACTION LOG

Date raised	Action	Status
28.9.2022	KSS and AP to review rurality this year	PSRC on the 28 th August 2024 Notification letters circulated with regard to Great Baddow on 3 rd October, awaiting Beaulieu
13.9.2023	Schedule in members to attend some pharmacies in 2024. KSS to prepare checklist for members to discuss with pharmacies	
7.2.2024	All to actively work to the governance framework guidance to ensure adherence to all criteria	ONGOING

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 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
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 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 th February 2024)	Completed 7.2.2024
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	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
28.9.2022	KSS completed the environmental application on behalf of Community Pharmacy Essex. MR has a meeting with representative	
7.2.2024	Members expense claim form to be review, alternative to the Microsoft form	Being discussed AOB 15.5.2024
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	Complete
15.5.2024	HP to share contact details for GPs accuRX with KSS to invite to future meetings/conference	Complete
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	Complete
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 th October 2024
10.7. 2024	Office to circulate details of CPE contractor event on 30 th July 2024	Sent 16.7.2024
10.7.2024	Members to identify willingness and ability to attend CPE representatives' conference by 1 st September 2024	
10.7.2024	Meeting scheduled 20 th November 2024 to be moved to 21 st November 2024	Booked The Lion for the 21 st November 2024
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