

Community Pharmacy Essex Committee Meeting

Wednesday 12th November 2025

Mulberry House, Chelmsford Road, High Ongar, CM5 9NL

Attendance

Ivy Tuffour (IT) Sanjay Patel (SP) Sarah Read (SR)
Onome Sankey (OM) Jon Lake (JL) Tunde Sokoya (TS)
Husain Master (HM) part meeting

Also attended

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

James Halden and Nikki Joy for part of the day

Apologies

Kevin Western (KW) Mo Raje (MR)

Apologies and Declarations of Interest

Apologies were received by Kevin Western and Mo Raje

Resignations

Christine Stafford has resigned from the committee due to alterations in her job role.

Values, Behaviours and expectations

The values, behaviour and expectations of members were shared again.

These have also been adopted at the collaboration meeting between Essex LPC, Essex LOC, Essex LDC and Essex LMC

James Halden, Chief of Staff for Essex ICB joined the meeting, and by way of introduction the committee members also showcased their recent activities and the input these are having on the local community.

Committee Pledges and reports

JL originally pledged to get more involvement, he attended the annual conference, of which he gave his appreciation and thanks to KSS and AC for organising. He also attended CLuBB meeting, (Essex LPC, Essex LOC and Essex LMC) with their provider and collaborative organisations. Next meeting is in February 2026 and will be discussing respective NHS contracts, core funding, and eligibility criteria.

TS explained that a member of public had put a bad review on his website regarding covid vaccination eligibility, due to unclear information on the National Booking Service. He has worked hard to restore his reputation and to overcome the confusion of the eligibility criteria.

He attended the National health improvement programme in Leicester, care closer to the patient, avoiding over medication and the need to see patients as people first. Highlighted why people are on the medication that they have been prescribed: He gave an example of his mother-in-law not taking her medication for several months due to an oversight however all her test results came back satisfactory.

TS has also been selected to attend and present at the World Antimicrobial Week event, looking at ear infections.

TS also ran the New York marathon recently, all congratulated him on his achievement.

There was an ear microsuction pilot that did take place in mid and south Essex for about a year with pharmacies, no outcomes. James Halden has noted this and will find out what happened to the pilot.

HM said that Covid and flu vaccinations have taken up most of the time recently. He is one of the Independent Pathfinder sites seeing 150 -200 patients a month for minor ailments. He asked what is going to happen with these patients after December as funding will stop? May have been extended to March 2026. Clarity needed for what is happening afterwards.

Essex Pharmacy, Easter Pharmacy and Cross Pharmacy are a few of the pharmacies that are IP Pathfinder sites.

HP explained she sits on the committee as a Healthy Living Partnership representative. She has also seen approximately 200-300 patients each month as an IP pathfinder site. She is also a PCN Lead for the Benfleet area and attended the recent CLuBB meeting in her capacity as HLP director.

Office team, Angela, Ashok, Evan and Eddie all introduced themselves to James.

ES also showcased some key events that have taken place recently and delivery by pharmacy teams, including Rayleigh Megacentre, MP engagements, Basildon and Broomfield Hospital for flu vaccines and Southend Forum Library again for staff flu vaccines. Community Pharmacy Annual conference.

OS attended annual conference and was involved with several sessions.

SR also attended the annual conference, and assisted with funnelling questions, longer term, SR and OS are working on a Mid Essex project about health promotion and trying to work with dental teams and oral health. SR is also working on a project with Jane Newman, regional controlled drug accountable officer, regarding private prescribing and controlled drugs.

SP, this is the second meeting he has attended, involved locally with flu vaccinations and having to redirect people to various branches of Boots to ensure vaccines are available for them.

IT pledged to be more engaging with contractors and has progressed this. Issues on the first day of flu and Covid roll out around lack of clarity of eligibility put a lot of pressure on pharmacy teams. A local GP had published an article in a local magazine telling residents not to go to pharmacies for their vaccines. IT was involved with speaking to Practice Manager, and the situation was dealt with, however message not appropriate as GP and pharmacies should be working together. KSS requested any letters, articles etc should be forwarded to the office to discuss via the LMC.

James Halden explained a bit of his background, portfolio holder for health and social care in Thurrock for 6 ½ years before appointment as Mayor of Thurrock. Went to Ambulance service for about 4 years working to get the service out of special measures. Various assignments in the private healthcare sector, including research lead for the National Pharmacy Association for a year.

Appointed to Chief of Staff about 6 weeks ago.

The two big things are; the creation of the neighbourhood model. Not helpful by no clear definition of a neighbourhood.

Essex right now, building the neighbourhood model which has to sit at about a “population” of 50,000.

“multi” neighbourhood which sits at about 250,000.

“place” which sits at about 500,000.

When the neighbourhood plan is published, people will recognise the neighbourhood as the place that your family lives in, not some other terminology.

Secondly trying to get the ICB out of the business of the things that they don’t do well.

Mid and South Essex alone has got well over 1000 community contracts that are impossible to monitor.

Unhealthy competition in a system overly prescriptive with tenders, which restrict innovation.

It's resulted in innovation not being able to come forward because you can't tick every single one of our highly prescriptive boxes.

Plan to look at a model that will sit at that "place" level. A mixture of the community voluntary sector, local government and ICB.

A Healthwatch England report showed 78% of all people said they trust their pharmacist versus 58% local authority social care and 49% for general practice.

Different structure one ICB covering the whole Essex footprint.

James wants to be out and about in the community, not behind a desk in the office, offered to visit pharmacies. He has already committed to attend the NEE forum meeting on the 27th November, Pam Cox (MP for Colchester) also attending.

Committee members had an opportunity to ask James questions, it was a valuable discussion, and it definitely appears that community pharmacy is on the new ICB agenda.

Support for dealing with complaints about Committee Members and Chairs in Need Support Service

Drawn up an agreement with the association of Chairs. JL has now registered, will assist with any support needed for Chair and Vice Chairs

Complaints regarding committee members, reference also to be include on CPEsx website.

Members agreed with the template and agreed it should be adopted.

Event to support LPC Treasurers, Members and Teams in January 2026

14th January 2026, CPE Finance Briefing in the morning and Finance background and update training in the afternoon.

If members want to attend, they should register their attendance on the CPE LPC members' page.

Conference of LPC Representatives 2025 – Tuesday 25th November Invitation for LPC discussion topics and registration

Following the last committee meeting there was a regional LPC meeting, and they discussed the proposed questions to be raised by the meeting on the 25th November at the conference. Sarah Read, Ivy Tuffour, Tunde Sokoya, Jon Lake and Eddie Brown attending. It was agreed at the regional meeting the following will be discussed:

Given contractors are consistently telling LPCs, commissioners and elected members that the underpinning national core funding mechanism for medicines supply and reimbursement is no longer fit for purpose, should CPE negotiations concentrate on this core national function as a priority to ensure a viable community pharmacy sector which is able to support Neighbourhood Health and the three "shifts" in the 10 year plan?

Provisional date of Sunday 13th September 2026 for annual conference

Members agreed on the date, to include vaccination training with Anglia Ruskin University.

CCA questions

It was felt that it would be beneficial to discuss in the meeting and for also James to hear some of the

issues.

Local service EHC funding

Essex was the only place in England to deliver the Mpox programme and HPV MSM programme through pharmacies: Building on this to have a vaccination service contract for about 8- 10 pharmacies in Essex. To offer Mpox, HPV and Gonorrhoea.

18 localities young people's sexual health mini clinics.

PCT/INT leads,

Still working on current programme awaiting to hear further developments.

Patchy involvement with alliance leads, James noted the areas with limited participation.

Primary Care Collaborative (CLuBB)

Q3 clustering and mergers.

Essex not affected by clustering and mergers, already aligned with new footprint. Provider company (HLP)

Medium Term Planning Framework – key points for community pharmacy

3 year plan, forwarded by CPE. Paperwork previously circulated to members.

KSS worked through the key areas, including; Pharmacy First approaches, relationship building important, but professional recognition of a contracted service.

Page 2-3. Discharge Medicine Service (DMS) IT systems do not support at Broomfield Hospital. Basildon and Southend patchy, Princess Alexandra Hospital fantastic, Colchester problematic.

Integrated Pharmacy and Medicines Optimisation Committee commissioning intentions

circulated for information only.

Nicki Joy Regional Tutor for East of England– CPPE

Nicki was welcomed to the meeting.

Nicki explained some of the new courses taking place over the coming months.

Nicki also explained the CPPE website holds Pharmacy conversations – podcasts and Pharmacy First resources, as well as Pharmacy Quality Scheme trackers.

Pharmacy Technician development programme: preparing for the future. See copy of Nikki's presentation attached.

GSOC report

All laptops and desktops are Windows 10 and therefore out of support. Hardware and connectivity issues may occur if we opt to Exponential-e immediately as Zenzero are still supporting

Decision for IT support service for Office

Support from Zenzero for 1 year contract and hardware, this takes time pressure off Exponential-e, and can progress with CPE as a future option.

Use of Own Vehicle for Business Use

Members making mileage claims must provide documentation prior to claim being paid.

Notes from Last meeting (September 2025) and action log

The minutes of the last meeting in September were agreed as a correct and accurate record. To

uploaded onto CPEsx website

Update from Finance Manager

Discussion of use of reserves in 2026/27. Initial ideas, budget for contractors and committee members to attend ICB and neighbourhood events, cover costs (£12k). Committee training (£10k) team building and possible joint meetings with Essex LMC. will also depend on next year's contractual settlement.

Contract applications

No new applications

Any Other Business

Pharmacy First tear off sheets, all members to take some for contractors in their area.

Date raised	Action	Status
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
21.11.2024	IT to write an article for the November newsletter. Other members will then contribute thereafter	
29.1.2025	KSS to complete self-assessment with view of handing this task to HM	Started on the draft, and still in draft format, James Wood off on sick leave
19.6.2025	ES to promote health campaigns across social media platforms to encourage more uptake in pharmacies	
17.9.2025	Review of contract application process, affected contractors to respond,	
17.9.2025	KSS to contact CPE regarding whether CPEs should align its elections, are other regions planning similar changes	
17.9.2025	Members to follow up with their pledges and actively contact contractors in their areas	
17.9.2025	Travel vaccinations could ideally sit in pharmacies, issue to be raised at the Essex Primary Care Club (EPCC)	
12.11.2025	TS to share his report from meeting in Leicester, National health improvement programme	
12.11.2025	James Halden to find out the outcome of the “ear” pilot in MSE	
12.11.2025	Clarity of funding for the Independent Prescribing sites after December 2025/March 2026	
12.11.2025	Karen to share information on children health with Sarah and Onome	
12.11.2025	Karen to follow up with Essex LMC, Colchester publishing in a local magazine “people not to go to pharmacies for their vaccines”	
12.11.2025	Evan to update the template, Support for dealing with complaints about Committee Members and Chairs in Need Support Service and upload onto the CPEs website Policies section	
12.11.2025	Angela to contact Anglia Ruskin University to book them in for a vaccination training at the annual conference, Sunday 13 th September 2026	Contacted ARU 27.11.2025
12.11.2025	Karen to contact connected pathway teams GP connect/S1.	
12.11.2025	Ali or Essex LMC evening webinar, possibly 2 - and then it could be uploaded onto Essex CPEs YouTube. Pharmacy from practice end and one for practice end to pharmacy	
12.11.2025	Karen to complete CCA detailed response	
12.11.2025	Karen to check to see whether the ECC HLP L2/3 pharmacies could access the CPPE Autism and ADHD course	
12.11.2025	Ashok to confirm with Ani and Husain and get the hardware ordered through Zenzero	Completed
12.11.2025	Team building with Essex LMC, Karen to raise at next joint meeting with Essex LPC and Essex LMC	

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
7.5.2023	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
21.11.2024	AC to share proposed forum meeting dates with members and regional representative	Included in the pack
21.11.2024	ES to share contractor engagement details with each committee member	Included in the pack
21.11.2024	Primary Care Network Leads – what is happening in each area – next agenda item (KW)	Training session taking place on 10 th February 2025
21.11.2024	AC to book venues for 2025 committee meetings and invite stakeholders	Completed
21.11.2024	Members to let Eddie know what data they require and what would be useful	Met with some members
21.11.2024	ES to circulate the newsletters to ICBs and comms teams	completed
21.11.2024	Get some comparisons from other IT companies (approach Darren, Annette, CPE)	Meetings taken place. CPE approaching other LPCs
29.1.2025	HP asked for the CV to be uploaded onto PharmOutcomes – AC to action	completed
29.1.2025	ES to promote socials with all committee members and pharmacies, gain more followers and to also share the newsletters with the members	Lot of activity has taken place. Members were encouraged to follow CPEsex Facebook and Instagram
29.1.2025	KSS to ask James Wood to reinstate Treasurer meetings	Crossed over and CPE had arranged
29.1.2025	GSOC to meet to discuss CPESX account balance and consider levy holiday or something else	To be confirmed at next AGM in September 2025
29.1.2025	ES to publish the MP visits widely that is taking place on 11 th March 2025	Hugely successful
29.1.2025	TS will encourage more West Essex pharmacies to attend the February forum meeting and to also urge more pharmacies in the area to sign up to hypertension and oral contraception services	TS and CS hosted, really positive meeting, active and engaging. Positive feedback from ICB attendees
29.1.2025	Office to contact x40 pharmacies who had identified training need for Health Champions and offer the discounted rate from Buttercups to them	AC submitted over 50 names to Buttercup and they are arranging invigilators for the trainers
29.1.2025	Community Pharmacy Essex budget to be agreed	Agreed at meeting on 16.4.2025
29.1.2025	AC to follow up with pharmacies want to sign up to lifestyle services in North East Essex as raised with KW	KW to share with AC
16.4.2025	GPhC hold details on Independent Prescribers, but unable to run reports, KSS to ask GPhC for a list for Essex Pharmacist	Still not willing to offer a reporting facility, Education and Workforce now trying
16.4.2025	Share Office Team calendar to committee members (overlay)	AC shared
16.4.2025	GSOC to review queries on the Finance self-assessment at their next meeting	Discussed at meeting on 2.6.2025
16.4.2025	AP and AC to review the NHSBSA and Community Pharmacy Essex pharmacy numbers as they differ	Established some pharmacies missing under Essex,

			Contracts team and NHSBSA resolving this
16.4.2025	KSS to share joining link for contract change application explanation taking place on 30 th April 2025		Did not take place
16.4.2025	Kirsty and Husain to think about their pledges and feedback at the next meeting in June 2025		Kirsty has since left committee and Husain completed
16.4.2025	Community Pharmacy Essex Tasks – KSS to share details with all members		done
19.6.2025	AC to incorporate financial statement into the Community Pharmacy Essex annual report 2024-25 and get printed for Contractors prior to the AGM in September		At printers July 2025
19.6.2025	AP to backdate pay rise increase (3.6%) for office team from April 2025		completed
19.6.2025	KSS to contact Community Pharmacy Norfolk and Suffolk to see whether Chief Officer could attend appeal hearing in her absence		Unable to attend
19.6.2025	KSS to draft response for committee members on the proposed constitution		This was superceded by discussion at regional LPC meeting
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
16.4.2025	Members to complete and return the skills audit to AC by 29 th April 2025		Still waiting for a few
19.6.2025	AC to experiment using AI for minute taking in the office team meetings		
17.9.2025	GSOC and HLPartnership Directors to meet on 15 th October to discuss IT support		
17.9.2025	Newly appointed Chief Executive Office to be invited to the Essex Primary Care Club (EPCC) meeting taking place on 4 th November 2025		
17.9.2025	AC to book Sarah Read, Eddie Brown, Jon Lake, Ivy Tuffour and Tunde Sokoya onto the Community Pharmacy England conference.		done