

Community Pharmacy Essex Committee Meeting
Wednesday 11th February 2026

Pontlands Park, West Hanningfield Road, Great Baddow, Chelmsford, CM2 8HR

Attendance Jon Lake (JL) Sanjay Patel (SP) Sarah Read (SR)
 Onome Sankey (OM) Tunde Sokoya (TS) Husain Master (HM)
 Kevin Western (KW) Mo Raje (MR) Neha Soni (NS)

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

Apologies Ivy Tuffour (IT)

Welcome and introduction

Apologies were received from IT. TS and HP are both arriving slightly later.

MR has updated his declaration of interest and sent to office earlier today.

Committee Members welcomed Neha Soni from Boots to the meeting, as CCA member replacing Christine Stafford.

JL reminded all members of the values, behaviours and expectations, these had previously been circulated, and all should be aware and adhere to them.

Action points from last meeting

Notes from meeting held November 2025 were approved by the members and they will be uploaded onto the website. All action points were reviewed and updated on.

Update from Finance Manager

AP proposed the budget for 2026/2027, KW recommended it, HM approved. AP will send to NHS England.

AP asked the members to consider a levy holiday for contractors or to arrange developmental training. Bearing in mind the additional services in the pipeline KW felt the funds should go towards training contractors, AP confirm he has already taken this into account and has reserved £10k for this.

AP urged CCA members to report back and make CCA aware of why the surplus is being held. KW supported, and SR confirmed that members unanimously prefer funds to be spent on developmental support for contractors.

AP reminded HM that the finance self-assessment is still outstanding and needs to be completed. Ashok will send Husain the relevant details so that GSOC can sign this off, it can then be uploaded onto website. HM will discuss at next GSOC meeting (provisionally 23rd March 2026).

AMENDMENT: Members discussed succession planning for the role of the Finance Manager. Current arrangement is AP covers day to day financial work including budget arrangements end of year accounts etc. AC has access to the bank account and assists with some tasks. It was agreed AP to discuss options with RA Accountant as a possible option for succession planning going forward.

GSOC report

HM nothing more to add, other than what AP has already discussed.

LPC Self-Assessment

KSS went through the LPC self-assessment that has been completed as far as possible, not all actions are green, and some are unlikely to ever be. Such as some of the following:

- Model policies and procedures – Community Pharmacy Essex do not use Clyde and Co. Essex uses Peninsula.
- Reporting calendars – KSS shares calendar with JL and AP each month. AP suggested members and officers to list meetings attended and include 3 important points. NS suggested an excel spreadsheet to be shared prior to events, KSS happy to trial this – EB to investigate possible ways.
- Proactively promote dates of LPC meetings, even though details are uploaded onto website, more can be done
- Strategic Plan, workload flows under this, discussed later in the meeting.
- Sharing Innovations – will not be sharing service specifications or contractual documentation due to the commercial nature of contracts through Healthy Living Partnership Ltd. Office contacts new contractors, or circulates details of new service commissioning as offers become available.
- Do not tend to do press releases

Anil Sharma, Community Pharmacy England regional representative.

Anil Sharma was unable to attend this meeting; however, he had sent slides for KSS to report back to members. KSS will circulate to members. Limited information but members discussed the issues amongst themselves.

Review Steering Group (RSG) / Transformation of Pharmacy Representation (TAPR) Review Draft LPC Questions

Details were received immediately prior to the meeting, so members went through the details together, it's a survey of 6 questions asking what has improved and happened since the Wright Review. This will be discussed in more detail at the next meeting in April as submission is not due until 8th May 2026

Local Matters

Contract applications had been circulated to members prior to the meeting. Distance selling pharmacies, some refused and others requiring additional information. 2 expressions of interest in the Beaulieu area, Springfield, Chelmsford.

LMC Digital Platform

Sarah Bell Essex LMC and Taz from Vibe showcased the LMC Digital Platform, it was agreed that the Office Team members, AP, HM, TS will meet up with them to follow up and see how Vibe can assist with the LPC.

Dates of committee meetings

The proposed committee meeting dates for 2026-27 were confirmed by members. AC agreed to send these as Outlook invites.

Conference of LPC Representatives 2025

SR reported back some key findings from the Conference of LPC Representatives 2025 she attended on Tuesday 25th November 2025, the report was circulated prior to the meeting.

Feedback from LPC Treasurers, Members and Meetings in January 2026

AP found the presentation from the accountant interesting, didn't necessarily learn anything new however it did reassure him that Essex is complying with everything.

Contractor Development Day April 2026

KSS has been approached by a contractor to consider an event aimed at team members in pharmacies so that they can see why contractors are asking them to perform various tasks, it will give them an overview of contractual responsibilities and requirements that pharmacies have to undertake. This would also be of value to new contractors and to new commissioners.

Members supported this event to take place late spring/early summer "Community Pharmacy 101" back to basics. It was suggested GPhC, CDAO and the contracts team to attend. Event would be open to all in the pharmacy. Contact NPA and Buttercups as possible sponsors.

Independent Prescribing (IP) Pathfinder Programme – Readiness, Evaluation Findings, and LPC Role

TS reported back evaluation of the pathfinder programme. Currently 20,000 independent prescribers and its radically moving pharmacies forward.

TS was disappointed that Community Pharmacy England are not backing IP Pathfinder Programme, KSS pointed out that they would likely support once a national commissioned service was negotiated, but currently IP/Pathfinder sits outside the national community pharmacy contractual framework.

IP working group to be formed, to include those that were not included in pathfinder, KW would be interested being a part of this too.

Workplan

KSS provided an update on how the Office workplan is going for 2025-26 as we enter the last quarter of the year.

Acknowledgement and thanks to Lisa Lovell who has worked extremely hard with pharmacies to increase NHS health checks uptake.

Majority of tasks have been completed in Quarter 1-3, activity to take place in quarter 4, including Pharmacy Quality scheme details and Lateral flow kit service, it appears that even though pharmacies have signed up to deliver this service, when patients ask for them, they deny having the kits for the eligible cohort, follow up work to be done.

CCA questions

All members went through the CCA questions in great detail.

Part 1 of the CCA questions, members each explained their tangible benefits and contributions, summary as follows:

KW – Raises DMS whenever he can, taken CPE to task, cardiovascular network representative.

HM: – Pharmacy First: pushing local GPs, assisted with training. Only 1 referral though so far, but hoping this will increase and flow through to other pharmacies in the area.

TS – antimicrobial resistance events and conference. Nominated for antimicrobial resistance star award. Epping Forest District Council presentation stay well, awareness of Vitamin D to public.

Attends Theydon Bois rotary group

SR – involvement in forum meetings and activity promotes event, hoping it has increased numbers of attendees, contributed to newsletter. Attended Action for Carers, (North and West currently) awareness of language and support, involvement for pharmacies to include in an outreach event, survey or *if funding available carer training further down the line. Contractor obligations Draft a MS questionnaire being prepared by next week for distribution by early March.

OS – attended CCA day showcased covid jabs. Shared the events LPC with CCA. Attended forum meeting recently.

MR - Patient participation groups – dementia friends * link in with Sarah, visited local GPs.

SP – Pharmacy First in own branch and visits to local schools (link in with Chirag Patel) attended SE forum meeting recently.

JL – earlier on involvement with TAPR and all the disruption. Being more proactive – MP drop-in sessions, more active in the Chairs group, CCA engagement event, HOSC, forum meeting. Last months speaking highly about what we do.

KSS continued to go through the CCA questions and NS took notes to report back to CCA.

Any other business

KW – IPA asking for support from contractors to complete business continuity notice template, likely to identify issues with resource needs. Suggested sending to Essex pharmacy quality team in the ICB who would be less likely to take a contract management approach than NHS England. KSS to discuss with KW outside meeting.

SR – asked contractors in Mid Essex area for any questions to be raised, included:

Can the end-of-life medicines list be shared? Yes, for Mid and South Essex. ES works closely with ICS ensuring this data is up to date. Awaiting for list from West and North East Essex.

Details about borrowing stock? This is outside our remit; it relates to a wholesaler licence.

Ordering 10 day window – this was being followed up by MSE medicine optimisation through Sarah Exall, but she has now accepted VR. KSS to pick this up

Prescribing habit – 2-3 months KSS to pick this up.

EB – security notice from AP, ensuring everyone checking details and invoices and makes sure they are genuine. Do not open suspicious attachments etc.

OS - announced she has passed her prescribing course. Members congratulated her.



16th February 2026/AC

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	Completed
17.9.2025	KSS to contact CPE regarding whether CPExs 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	
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	Completed
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"	Completed
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 CPExs website Policies section	
12.11.2025	Karen to contact connected pathway teams GP connect/S1.	On hold
12.11.2025	Essex LMC evening webinar, possibly 2 - and then it could be uploaded onto Essex CPExs YouTube. Pharmacy from practice end and one for practice end to pharmacy	On hold
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	Team building with Essex LMC, Karen to raise at next joint meeting with Essex LPC and Essex LMC	Will be raised at next meeting
11.2.2026	Ashok to send confirmed budget NHS England	
11.2.2026	Ashok reminded Husain that the finance evaluations is still outstanding and needs to be completed. Ashok will send Husain the relevant details so that GSOC can sign this off	GSOC 23 rd March 2026
11.2.2026	EB to investigate possible ways for sharing calendars with members	
11.2.2026	Proactively promote dates of LPC meetings as referred to in LPC self-assessment	
11.2.2026	Karen to circulate Anil Sharma's slides to members	Sent with the draft minutes
11.2.2026	Office Team members, AP, HM, TS will meet up with Sarah Bell Essex LMC and Taz from Vibe to investigate feasibility of the LMC Digital Platform for Community Pharmacy Essex	Tentative meeting arranged for 5 th March 2026

11.2.2026	Angela to send outlook invites to members for the agreed 2026-27 committee dates	completed
11.2.2026	IP working group to be formed	
11.2.2026	Sarah to draft a MS questionnaire as part of her involvement with the Action for Carers being prepared by next week for distribution by early March	done
11.2.2026	Mo to link with Sarah and share their work with Action for Carers and the Patient participation groups Mo is involved in and dementia friends	
11.2.2026	Sanjay to link with Chirag Patel at Heybridge Pharmacy and share his experience with the Pharmacy First in own branch and visits to local schools	
11.2.2026	Ashok to meet with Riz from RA Accountants	
11.2.2026	Upload self-assessment onto website	Uploaded 17.2.2026
11.2.2026	Kevin and Karen to discuss the details business continuity notice template from IPA	
11.2.2026	Mid Essex queries raised via Sarah, ordering 10 day window – MSE optimisation – Sarah Exall – KSS to pick this up. Prescribing habit – 2-3 months KSS to also pick this up.	

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 encourage to follow CPESsex 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	Still not willing to offer a reporting facility, Education and

	Pharmacist	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
17.9.2025	Review of contract application process, affected contractors to respond,	Now have improved systems
17.9.2025	Travel vaccinations could ideally sit in pharmacies, issue to be raised at the Essex Primary Care Club (EPCC)	Event taking place on Sunday 22 nd March 2026 hosted by Nalvena
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 and booked in
12.11.2025	Karen to complete CCA detailed response	completed
12.11.2025	Ashok to confirm with Ani and Husain and get the hardware ordered through Zenzero	Completed