Community Pharmacy Essex Committee Meeting

Wednesday 15th April 2026
Pontlands Park, West Hanningfield Road, Great Baddow, Chelmsford, Essex CM2 8HR

Attendance

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

Also attended

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

Apologies

Ivy Tuffour (IT)

Welcome and declaration of interest

Apologies received from IT. TS, SP and HP are arriving slightly late.
No changes to declaration of interests. All details can be found on the CPEsx website.
JL opened the meeting welcoming everyone and confirming there have been no resignations or appointments.

KSS raised that JL to have to have discussions with IT to see if she is happy to be a committee member due to missing three meetings now. If she is to be replaced, there will be a need for an independent member from the committee to replace her on the GSOC. Group in agreement.
HM has nominated SR for the opening on GSOC and seconded by KW.

Values, Behaviours and Expectations

JL reminded all members of the values, behaviours, and expectations that had previously been circulated, and all should be aware of and adhere to them, as a few members had been using phones during meetings.

Notes from the meeting held in February 2026 were approved by the members, apart from two recommendations. NS has said her surname was spelt incorrectly, and MR raised that one piece was missing around the discussion on succession planning for the Finance manager.

The minutes are to be recirculated with these two items amended.

<u>Action points from last meeting</u>
All action points were reviewed and updated.
KSS has notified that calendar sharing is not a functionality that is available, however, Karen is sharing meeting invitations with relevant parties, namely SR and TS.
AP is meeting with Riz Akhtar from RA Accounting to discuss succession planning (action plan)
SR action complete with action for carers. Action SR to pick up with ES on how data can be extracted.
Discussion on Vibe and pricing, to be picked up later in the GSOC report.

<u>Update from Finance Manager</u>
AP discussed the report he had produced and the run-through explanation of the budget, and how this has been affected by the increase in National Insurance, wages, and keeping EB on. Should be cost-neutral due to the accounts' interest at year's end.
Question from MR around some of the monies - AP has outlined what the minus was. This was a tax to be repaid due to the tax when purchasing equipment from HLP VAT and LPC.
All committee members are happy, KW proposed SR seconded- no objections.
Query on the reserves 12k – AP has notified the last meeting vote on the reserves to be kept for training and development (May development day.)
Brief discussion on the new contract (no updates on the contract), and the regional rep, Anil Sharma, has not attended as he has nothing to update. JL raised that at the LPC chairs meeting, there was discussion on regional reps and that perhaps CPE reps may not be working or achieving what is required. KSS has previously raised lack of support for regional reps to CPE.

<u>GSOC report</u>
At the 23rd of March GSOC meeting, Vibe was discussed to digitise certain office functions, and AP discussed that this would release the office task from certain processes that can be automated. The cost of the system was £150k (with a 1.5k monthly fee). The view from the committee is that this will not be value for contractors.
NS notes that it is too costly and asked for Essex LPC to discuss with other LPCs in the region as to what they have. This has been done by EB to no avail.
SR asked about whether they got anything useful from Vibe. EB and ES have found useful items, but will look into whether HubSpot can be used or if there are other alternatives. EB has this as an objective following annual appraisal, along with alternatives to PharmOutcomes for services.
AP has stated that the financial insurance will be £260 a year to cover Essex LPC against HMRC audits. Agreed.
AP and AC raised the fact that the scanner functionality will be out of support soon and that the photocopier is not ft for purpose. Action for AC to get a quote for a new scanner and bring it to the next GSOC.

Community Pharmacy Essex

Pay Review

NHS AfC 3.3%, therefore apply this increase. Kevin proposed, and Onome seconded.
ES work to be reviewed in 3 months.
Proposal for variable costs incentive scheme to be given to staff – Rejected.

Annual review of member attendance rates

Honorarium and Attendance Allowance
Discussion on what the roles of Chair, Finance manager, Chair of GSOC and what this entails and why there may be a need for an uplift due to the increased workload. Discussion on the next committee having a "formula" that would apply to the whole term of the committee, tied to the agenda for change or inflation.
Suggestion from KSS for the attendance allowances to be uplifted and Honoria to be kept the same until new committee.
Proposal from NS that the attendance allowance be uplifted to £320, but can submit an invoice if a locum is more.
Meetings requested or prior approved by chair/Chief officer £125 half day and £250 full day
KSS suggested convergence on sub-committee and evening meetings – the group is happy with £60 for both.
Media communications to be uplifted from £25 to £30 for media interviews and press.
New IT systems (“vibe lite”) to facilitate claims.
AP queried office processes for raising claims, however this is more efficient and reliable than previous system for claims. Members need to claim their own mileage within the same financial quarter and must have business insurance on their policy to claim mileage.

Contract applications

two No Significant Change relocations, no challenges.
All DSP applications have been refused, there is an appeal regarding Canvey. SOPs are not in line with DSP terms of service, response submitted.

Community Pharmacy Essex Workplan 2026-27

AC presented the work plan and summarised all points to members in attendance.
There is a new way newsletters are being distributed, pushing lifestyle services for health campaigns.
KSS and the Office team will trial drop-in webinars for evenings and weekends to try and reduce out-of-hours phone calls.
Committee member training area addressed. Market entry has not yet been done (awaiting CPE). The September 2026 meeting will be for "rising stars" when potential new members to be invited to join the members.

CCA questions

'LPC Business Planning, Governance and CPE Support resources' – The LPC has focused on the self-assessment toolkit and provided details of finance and media training to contractors through the newsletter while awaiting market entry training from CPE. The skills matrix of the committee was also discussed to identify any gaps.

'Pharmacy Services – supporting local delivery' - There is work to be done in primary care, but the LPC is in discussion with Essex ICB.

'Integrated Neighbourhood Teams' – PCN leads have been engaging local surgeries and primary care, namely pushing emergency contraception and sexual health services. KSS highlighted that EB has data to show there has been an improvement with the surgeries referring to pharmacies for around 3,000 consultations.

Additional work around local authority commissioning including PreP and sexual health vaccines and development of pharmacy-led buvidal clinics.

Comments on the CCA question that they are good and helpful stimulate conversation, but ICB is too new for the questions this qurter.
feedback for CCA members is more participation in local services.

TAPR review questions

There was a discussion on whether the transformation programme has achieved the objectives outlined in the Wright Review, and the template was completed.

Discussion regarding the afternoon open session and what we need to raise to the new NHS Essex ICB.

Open meeting with NHS Essex ICB

Welcome to ICB attendees, Tom Abell, James Halden and Paula Wilkinson and an introduction round the table from the committee and office staff.
Tom Abell's discussion on the change processes and how they've moved from the last time we met. The ICB and government decision on changes from 6 ICB's to 3 ICBs in the region (East of England)

Question from EB to the Essex ICB – have they mapped the PCN/INT against the new council neighbourhoods. This has been done, but further work is needed for alignment.

Question NS- what will MDT teams look like, and will they include pharmacy going forward.
Tom Abell began discussing what engagement will look like in the 36 neighbourhoods in Essex, and leading on from what NS has said, there will be some consistency across Essex, but there will be more of a plan for outcomes and services access/commission, and some flexibility that will come from variations. The core offer 80% vs variations of 20% locally decided.

TS question on primary care meaning all primary, not just GP and will there be help building relationship connections with the whole of primary care. Comments taken on board.

Question from the group – with the left shift from secondary to primary care, what plans for pharmacies, and have they (Essex ICB) looked at IP, especially. Tom has stated there is learning to be done from the ICB, awaiting what national legislation for PCN networks and composition of boards will potentially not be in the contracts going forward, this can then be built into structures.

Suggestion from Ani Patel – There could be use for the associated provider company, Healthy Living Partnership Limited, to hold single neighbourhood contracts and centralise and subcontract to all pharmacies in Essex or certain providers.

KSS asked the question and proposed that the pharmacy doing all adult vaccines rather than just HPV – Tom agreed this would be a good idea and would be something to pick up again and look at.

The group has raised that having DMS in the plan is a welcome addition, but it would also be good to do some learning and suggested Tom sees how this works at Princess Alexanra Hospital in Harlow.

TS asked the ICB how they can involve the voluntary sector into the NHS app with the patient views that they have, namely Healthwatch.

The committee raised concerns at the lack of integration between GP and Community Pharmacy services on the template Primary Care Workplan, ICB colleagues recognised this and agreed to collaborative approach to completion.

<u>Any Other Business</u>

MR asked if there was any other business as JL had to step out of the meeting due to a work call. MR closed meetings

None to note.

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 CPEsx 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 CPEsx website Policies section	Complete
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 CPEsx 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 23rd 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 5th March 2026

Community Pharmacy Essex

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 involved 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 22nd 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 1st 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 15th 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 (7th February 2024)	Completed 7.2.2024
22.11.2023	Share the meeting details for Lian Restaurant, Witham on 31st 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 15th October 2024
10.7. 2024	Office to circulate details of CPE contractor event on 30th July 2024	Sent 16.7.2024
10.7.2024	Members to identify willingness and ability to attend CPE representatives' conference by 1st September 2024	
10.7.2024	Meeting scheduled 20th November 2024 to be moved to 21st November 2024	Booked The Lion for the 21st 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 10th 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 11th 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 facilitity, 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 30th 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 28th August 2024 Notification letters circulated with regard to Great Baddow on 3rd October, awaiting Beaulieu
16.4.2025	Members to complete and return the skills audit to AC by 29th 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 15th 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 4th 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 22nd 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 13th 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