

**CPH MINUTES**  
**12 July 2023**  
via videoconference

**Present**

Rachel Solanki (C)  
Karsan Chandegra  
Sean Gage  
Girish Mehta  
Mohamed Moledina  
Vinesh Naidoo  
Parag Oza  
Suraj Varia

**Professional**

Helen Musson  
Farhan Moulana  
Ann-Marie Carrey  
Sara Norwood  
Mahima Firdaws

**Apologies**

Vikash Patel  
Adrian Price  
Sheelan Shah

**Guests**

Busola Daramola – NHS England (item 7.1)  
Michael Sissens – Herts & Beds LMC (*left after item 5.1.2*)  
Leora Sluckis – NHS England (item 7.1)  
Dr Nikkie Umaru – NHS England (item 7.1)

Minute No.	Agenda Item	Lead
1	<p><b>WELCOME &amp; APOLOGIES</b> RS welcomed everyone to the meeting. Apologies were received from CPH members Vikash Patel, Adrian Price and Sheelan Shah.</p>	
2	<p><b>DECLARATION OF INTEREST</b></p> <ul style="list-style-type: none"> <li>• HM declared a conflict of interest as being employed part-time by HWE ICB within the Training Hub as Primary Care Workforce Project Manager.</li> <li>• SV declared a conflict of interest as being employed part-time by NHS England within the Workforce, Training and Education Directorate as Pharmacy Programme Facilitator.</li> </ul>	
3	<p><b>ITEMS OF URGENT BUSINESS</b> None.</p>	
<p>4 4.1 4.2</p>	<p><b>MINUTES OF MEETING HELD ON 24 MAY 2023</b> The minutes were received and approved by the committee.</p> <p>The outstanding actions were received. The following was agreed:</p> <ul style="list-style-type: none"> <li>• Close items 1, 2, 6 and 7.</li> <li>• Item 4 PCN Leads Close this action as it stands and create a new action. It was agreed the action in being aware of all the PCN priorities was not achievable as this was the role of the PCN Lead. It was suggested that this action was changed to how CPH will support leads in their role particularly the knowledge it holds on delivery and implementation of various services. <b>ACTION: Discuss and agree a way forward for support with PCN Leads.</b></li> <li>• Item 4 ICB / MCA meeting in Hoddesdon and Broxbourne <b>ACTION: Distribute CPH information card to all PCN Leads.</b></li> <li>• Item 4 ICB / MCA meeting in Hoddesdon and Broxbourne <b>ACTION: CPH to feedback to ICB that this is driven and developed by ICB and ensure senior presence at meetings when presenting on MCAs.</b></li> <li>• Item 4 ICB / MCA meeting in Hoddesdon and Broxbourne <b>ACTION: LMC to feedback on ensuring that when others are supporting at meetings, they are made to feel comfortable and supported.</b></li> <li>• Item 4 ICB / MCA meeting in Hoddesdon and Broxbourne <b>ACTION: Send a message to PCN Leads to contact CPH for support and representation at any meetings that wish to address issues with MCAs.</b></li> <li>• Item 5 Workstreams – Vaccination and Immunisations It was reported that in HWE ICB the decision has been made that general practice will not prescribe and community pharmacy will not dispense COVID antivirals as this is considered additional workload. It was noted</li> </ul>	<p>HM / FM</p> <p>FM</p> <p>HM</p> <p>MS</p> <p>FM</p>

4.3	<p>that different systems were operating differently for COVID antivirals and that if the position changed in HWE that we should seek information from other ICBs in East of England regarding local schemes.</p> <p>The completed actions were received for information only.</p>	
<p>5</p> <p>5.1</p> <p>5.1.1</p> <p>5.1.1.1</p> <p>5.1.2</p> <p>5.1.3</p>	<p><b>CPH WORKSTREAMS</b></p> <p><u>Workstreams framework 2023/24</u></p> <p>The paper outlining the new framework was received and approved by the committee to be the finalised working document.</p> <p><u>Community Pharmacy Locally Commissioned Services</u></p> <p>The committee noted the COVID vaccination programme should be open to all pharmacy contractors.</p> <p><b>ACTION: Ask ICB if there is an opportunity if community pharmacy wish to join the COVID vaccination programme and how to revisit this on a regular basis.</b></p> <p>Concerns were raised by the committee that information and service specifications are issued too late and need to be released in a timely manner.</p> <p><u>Immediate Access to Emergency Medicines</u></p> <p>HM gave a presentation to the committee outlining the background and areas of concern.</p> <p>Community Pharmacy Essex joined online for this part of the discussion. CPH and CPEsx confirmed they do not support the current proposal and agreed it needs revising. It was agreed to reject the document in a positive manner feeding back on the following main concerns:</p> <ul style="list-style-type: none"> <li>• It is not clear that pharmacies will be reimbursed for any medicines that go out of stock.</li> <li>• Service is digitised but confusion over the templates to be used.</li> <li>• Should not be including criteria that a community pharmacy may not be able to achieve due to commissioning arrangements.</li> <li>• The service outline does not seem to match up with the intent of the service and is much more onerous with mention of out of hours dispensing.</li> <li>• That for the level of work required and looking across the rest of the region a quarterly fee of £100 – annual fee of £400 is more realistic.</li> </ul> <p>KSS sits on the East of England palliative and end of life care (PEoLC) group. It was agreed that KSS should continue to discuss a potentially consistent approach to the service at a regional level in the absence of national discussion although this does not stop the ICB from moving forward this service locally.</p> <p><b>ACTION: CPH and CPE to agree a joint response based on committee feedback to submit to ICB.</b></p> <p><u>National CPCF Services</u></p> <p>No questions were received on this item.</p> <p><u>Primary Care Networks</u></p>	<p>FM</p> <p>HM / KSS</p>

	<p>The committee questioned the data monitoring of community pharmacies by HWE ICB. Concerns were raised on how the data was going to be used as it can be manipulated. It was suggested the data should not be used for identifying individual contractors. It was suggested and agreed that when reflecting on the data the barriers facing community pharmacy should be considered and what commissioners can do to ease these barriers must be supported by the ICB. <b>ACTION: Write to ICB asking for their direction of travel on community pharmacy data and how they are sharing this information.</b></p> <p><b>ACTION: Invite ICB to the next CPH meeting in October 2023 to present the data they are collating and circulating about community pharmacies and how they are supporting the pharmacies.</b></p> <p><b>ACTION: To update the LMC on PCN Leads outside of the meeting.</b></p>	<p>HM</p> <p>HM / SN</p> <p>HM / FM / MS</p>
5.1.4	<p><u>Community Pharmacy Communication and Engagement</u> RS thanked the office team for their input on the successful AGM. RS also acknowledged members should have been introduced at the AGM.</p>	
5.1.5	<p><u>Integrated Care Board Engagement</u> No questions were received on this item.</p>	
5.1.6	<p><u>Transforming Pharmacy Representation (TAPR)</u> RS updated on planned joint meeting with CPEx on the afternoon of 22 November 2023 and will be facilitated by Richard Brown from Avon LPC. No questions were received on this item.</p>	
5.2	<p><u>Member questions</u> The video update was received. It was noted that the CPH office have not yet achieved the outcomes of the framework as that is for the next year. HM reminded the committee that there is huge workload associated within achieving business as usual areas such as the Annual General Meeting and CPH elections. Members were asked to be mindful of this and impact of the office to achieve all the workstream areas in addition.</p>	
6 6.1	<p><b>HERTS &amp; WEST ESSEX INTEGRATED CARE BOARD (ICB)</b> <u>Integration/Resilience Fund for Community Pharmacies</u> HM presented and gave an update on PCN Leads including roles and responsibilities. No questions were raised. HM also presented and gave an update on the resilience fund. No questions were raised. <b>ACTION: Forward HM's presentation to the committee.</b></p> <p><b>ACTION: MOU to be consulted with the LPCs in next two weeks with the intention to be published to contractors by end July 2023.</b></p>	<p>SN</p> <p>HM</p>
7 7.1	<p><b>ITEMS FOR DISCUSSION</b> <u>Foundation Training: What it means for community pharmacy</u> The paper was received. RS welcomed Dr Nikkie Umaru, Leora Sluckis and Busola Daramola from Health Education England (HEE) to the meeting. HEE approached CPH to discuss the changes to Foundation Training and were keen to understand what they need to do to support community pharmacy in the future regarding these changes. The committee discussed and agreed they want to support the workforce but funding is an issue as the changes mean that supporting trainee students is a greater responsibility for little remuneration.</p>	

7.2	<p><b>ACTION: Set up a virtual group meeting between HM/FM/RS/SV to discuss the way forward in order to feedback member comments.</b></p> <p><b>ACTION: Circulate HEE email address to the committee and remind them of the virtual group meeting if they would like to be involved when set up.</b></p> <p><u>Contractor Survey Results</u> The paper was received. The committee was asked to discuss any gaps within the report and identify any improvements based on the responses received. Concerns were raised again with the lack of engagement from community pharmacies and not with the responses received. It was agreed to ensure the ones who responded feel they are being listened to and their suggestions are acted upon. The committee approved the report for publishing on the CPH website with suggested amendment to incorporate what CPH was doing in response.</p> <p><b>ACTION: Update report with committee comments and publish updated report on website and in e-news.</b></p>	SN SN SN / MF
8 8.1 8.2	<p><b>ITEMS FOR DECISION</b></p> <p><u>Quarter 1 Report 2023/24</u> The paper was received. The committee approved quarter one.</p> <p><u>Budget 2023/24</u> The paper was received. The committee approved the budget paper recognising that there were enough funds to support the predicted overspend in 2023-24. The committee were made aware that in 2024-25 there will not be enough investment funds to cover any overspends. HM requested that the committee think about what information they would need at their November committee meeting in order to make an informed decision considering all the available options. It was agreed that implications of levy increase would need to be presented along with other options linked to TAPR and changes to the makeup of the geographical area for the committee.</p> <p>It was brought to the committee's attention of the safeguarding of the funds within the organisation where only £85,000 is protected by the Financial Services Compensation Scheme (FSCS). The committee agreed not to put any further funding into the savings account for an interim period when it matures in July 2023 due to signatory changes that may be required in a new term. It was agreed that the amount linked to reserve funding should be put into savings but should be put into a different bank account to safeguard these funds although this would be revisited at the committee meeting in November 2023.</p> <p><b>ACTION: Review Lloyds bank account signatories after the election period has completed in October 2023.</b></p> <p><b>ACTION: Take to November 2023 meeting a budget forecast and also forecasting for 2-3 years of potential options of how CPH might work in the future.</b></p> <p><b>ACTION: To bring back a discussion on a savings account and implications of FSCS when there is further clarity on next steps for CPH at the November meeting at the same time as the budget discussion.</b></p>	Treasurer / SN HM / SN / Treasurer Treasurer / SN

8.3	<p><u>Conference of LPC Representatives</u> The paper was received. The committee were asked to come prepared to nominate themselves to attend if they were available or interested. It was approved that SG and FM would attend in addition to RS and HM. It was also agreed to promote conference to any new committee members albeit at short notice as they could be substituted into existing places.</p>	
<p><b>9</b> 9.1</p>	<p><b>ITEMS FOR INFORMATION</b> <u>Executive Team meeting update</u> The notes from the meeting were received. No questions were raised.</p>	
9.2	<p><u>Contract Report</u> The paper was received. No questions were raised.</p>	
9.3	<p><u>Member Report</u> The report was received. No questions were raised.</p>	
9.4	<p><u>Hypertension Case-finding Pilot</u> The paper was received. No questions were raised.</p>	
10	<p><b>AOB</b> <u>Elections</u> As CPH elections are underway and in process, HM reminded the committee to reflect on their membership and to think about being committed for another term (four years) and the value they add. All were reminded that they had to complete the nomination form and put themselves forward if they wanted to remain on the committee.</p>	
	<p><b>NEXT MEETING</b> 4 October 2023 (9am-5pm) at The Comet Hotel, Hatfield, AL10 9RH</p>	