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CPH MINUTES
22 November 2023
Marriott Hotel, Waltham Abbey

Present

Karsan Chandegra (KC)
Girish Mehta (GM)
Mohamed Moledina (MM)
Vinesh Naidoo (VN)
Parag Oza (PO)
Vikash Patel (VP)
Niru Sivanesan (NS)
Rachel Solanki (RS - Chair)
Sheelan Shah (SS)

Professional

Helen Musson (HM)
Farhan Moulana (FM)

Apologies

Adrian Price
Suraj Varia

Guests

Richard Brown (RB - items 6 and 9)

Minute No.	Agenda Item	Lead
1	<p>WELCOME & APOLOGIES Apologies were received from CPH members Adrian Price and Suraj Varia. RS welcomed Niru Sivanesan as a new member to the committee.</p>	
2	<p>DECLARATION OF INTEREST The Declarations of Interest register was noted which will be included on all future meeting agenda papers and available on the CPH website.</p> <p>The committee were reminded to let the office know of any changes to their interest and to declare their interest to relevant agenda items where there is a conflict of interest as they may be requested to leave when a decision is taken on the item that is being discussed.</p>	
3	<p>ITEMS OF URGENT BUSINESS Proxy Vote: If a member sends in their apologies of not being able to attend a committee meeting, they can nominate another member to vote on their behalf as a proxy vote but the member will have to notify the office in advance of the committee meeting especially if there are items for decision. Their proxy vote holds for any of the agenda at that meeting.</p>	
4 4.1 4.2 4.3	<p>MINUTES OF MEETING HELD ON 4 OCTOBER 2023 The minutes were received and approved by the committee.</p> <p>The outstanding actions were received. HM gave an update on item 1 (clinical voice and representation at the ICB) and a paper will be brought to the January 2024 meeting for discussion. ACTION: Paper on clinical voice and representation at the ICB to be brought to January 2024 meeting.</p> <p>The completed actions were received for information only.</p>	HM
5 5.1 5.2 5.3	<p>CPH GOVERNANCE <u>Delegated Responsibilities and LPC Decision Making</u> The paper was received. The committee agreed and ratified the current document.</p> <p><u>Communications Strategy</u> The paper was received. The committee agreed to ratify the communications strategy with a small addition. ACTION: Add to the evaluation section about the actions being undertaken for the communication and engagement workstream and how this is being fed back to the committee at every meeting with an update.</p> <p><u>Member / Office Expectations</u> The paper was received. The committee discussed and approved the document with the following amendments:</p> <ul style="list-style-type: none"> Attendance of committee members at educational events and training events - amend 'attend one CPH event annually' to 'encourage committee member attendance at local events by highlighting these events at CPH committee meetings' and add 'when members attend a local event use the opportunity to introduce themselves as CPH committee members'. 	HM

5.4	<ul style="list-style-type: none"> • Change 'members held to account' subheading to 'other member expectations'. • Move 'that all staff members act within the terms and conditions of their contractual agreement' to the first bullet point under office team expectations. • Members to read and digest the meeting papers and endeavour to feedback or raise questions in advance of the committee meeting where possible. <p>ACTION: Update member/office expectations paper and send out to committee for information and signature by members.</p> <p><u>Finance Guide and Expense Policy</u> The paper was received. The committee agreed and ratified the current expense policy to March 2023.</p> <p>Some members expressed concern that due to the huge pharmacy pressures that they were finding it difficult to ensure all the pre-reading was undertaken. It was suggested that we could consider a change in the expense policy to cover time taken for the requirements of the role. As this was a previous discussion, it was agreed for this to be discussed at the annual review of the expense policy in January 2024.</p> <p>ACTION: Bring back the discussion regarding pressures on members time to the January 2024 meeting including consideration to the budget and whether anything additional can be considered as part of the expense policy from April 2024.</p> <p>The CPE Finance Guide was received. It was unclear if CPH as an organisation was working within the guidance or if there were areas for review. It was agreed that a review should take place by the Treasurer and Chief Officer and brought back to the committee for discussion.</p> <p>ACTION: Treasurer and Chief Officer to review the updated CPE Finance Guide and highlight the changes (and any necessary actions) to the committee at the meeting in January 2024.</p>	SN
5.5	<p><u>Committee Representation and Membership</u> The paper was received outlining how, due to contractor changes, the committee were no longer representative of the make-up of contractors along with the two options to consider to rectify this. As one of the options would have an impact on the budget it was agreed to present this as part of the budget discussion for January 2024 to make a final decision.</p> <p>ACTION: To incorporate the cost of an additional independent committee member into next year's budget and bring this to the January 2024 meeting where the committee will vote on its position regarding representation and membership.</p>	KC/HM
6	<p>TAPR RS welcomed Richard Brown to the meeting. RB facilitated the discussion of the committee view around meeting TAPR in preparation for a meeting with Community Pharmacy Essex in the afternoon.</p>	
7 7.1	<p><u>Pharmacy First Service and other changes agreed as recovery plan negotiations conclude</u></p>	

	<p>The committee agreed for the office to focus on implementing Pharmacy First as it was agreed that the profession will be judged on how well we deliver this service so it is essential CPH supports it to be a success. The change in priority workstreams will be discussed at the Executive Team meeting in December 2023.</p> <p>Anurita Rohilla from Hertfordshire and West Essex (HWE) Integrated Care Board (ICB) attended the last meeting in October 2024 and there are ongoing discussions regarding how to engage with community pharmacy to improve quality and patient care linked to a potential local incentive scheme. The committee will be consulted and further updates will be provided to the committee in January 2024.</p> <p>ACTION: CPH to provide implementation support for Pharmacy First and to update the priority workstreams framework to reflect this after agreement at the Executive Team meeting in December 2023.</p> <p>ACTION: CPH to provide support to PCN Leads regarding Pharmacy First and to prepare them for any discussions regarding a potential local incentive scheme.</p> <p>ACTION: CPH to continue to liaise with the ICB to develop a Local Incentive Scheme and bring back to the committee meeting in January 2024.</p>	<p>HM</p> <p>FM</p> <p>HM/FM</p>
<p>7.2</p>	<p><u>CPH Budget 2024/25</u></p> <p>The paper was received. The committee discussed the budget and it was highlighted that the committee had previously agreed on zero budgeting and concern was expressed that this could lead to an exponential increase to the levy contractors pay if the expenses kept on increasing. There was a view of agreeing on a budget based on the income and then look at what CPH resources are required following this so the budget fits with the functions required. HM presented a view of having an open and transparent policy of how the committee works out the levy based on agreed principles and inflation.</p> <p>ACTION: An updated budget with options pending outcomes from the afternoon meeting would be developed in consultation with the Executive Team for the next CPH meeting in January 2024.</p> <p>ACTION: The budget paper should be sent out as early as possible before the meeting papers to give the committee members more time to read, digest and review the policy and raise any questions with the Executive Team in advance.</p> <p>All committee members were reminded that they are responsible and accountable for the finance and budget of CPH.</p>	<p>KC/HM</p> <p>SN</p>
<p>7.3</p>	<p><u>CPH staff inflationary increase from April 2024</u></p> <p>The paper was received. HM and FM were requested to leave for this item.</p> <p>A discussion was held amongst committee members who agreed that a decision could not be made due to several factors including affordability. It was agreed that the committee should honour the policy which refers to affordability and market place, however they requested further information to consider along with the budget at the committee meeting in January 2024.</p> <p>It was also recognised that due to unknown cost pressures when the policy was written, when the annual review of the policy takes place in March, committee</p>	<p>Committee to revisit January</p>

	<p>members are to be mindful of sharp rises or falls in inflation and makes sure the policy is robust enough to not put financial risk on the organisation.</p> <p>It was agreed to reflect on the affordability of the increase, ensuring that the same information was presented as the previous year, that the five-year table was updated to include this year's proposed increase and that the inflation showed an annual average.</p> <p>POST MEETING NOTE: <i>The same information had been presented as last year and the website from which the information is taken shows an annual rolling average.</i></p> <p>ACTION: Update the paper considering the queries raised in consultation with the Executive Team.</p> <p>ACTION: Add to January 2024 agenda.</p>	<p>HM</p> <p>SN</p>
<p>8</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p>	<p>ITEMS FOR INFORMATION</p> <p><u>Executive Team Meeting</u> The notes from the meeting were included for information.</p> <p><u>Contract Report</u> The paper was included for information.</p> <p><u>Member Report</u> The paper was included for information.</p> <p><u>DOI Report</u> The paper was included for information.</p> <p><u>CPH office video update</u> The video was circulated for information.</p> <p>Public Health update</p> <p><u>Stop Smoking Service</u> HM/FM confirmed committee position as discussed at last committee meeting that the current service is not a financially viable service if based only on quit outcomes. The Public Health position seemed unlikely to have a change in the service model which is based on quit outcomes as per their evaluation. PH have been requested to provide evidence of their evaluation.</p> <p>Committee re-confirmed the CPH position and were supportive of informing contractors that we do not support the service although it will be ultimately be up to contractors and their business decision if they want to engage with the service.</p> <p>ACTION: CPH to inform LMC of CPH position on the smoking cessation service.</p> <p><u>NHS Health Checks</u> Public Health has indicated that they are only looking at a maximum of 15 pharmacy contractors to provide the service as supplementary to GP practices. It was agreed that the CPH position is not to get involved in negotiations for the service until such a time the service will be available to any willing provider other than to confirm there is an open, transparent, and equitable selection criterion for the pharmacies that will be selected for the service.</p>	<p>HM</p>

9	<p>JOINT MEETING WITH CPESx RB facilitated the joint meeting with Community Pharmacy Essex committee. ACTION: CPH and CPESx to reflect on agreement at meeting and agree next steps and communications to contractors.</p>	RS
	<p>NEXT MEETING Due to the workload and finance implications to be discussed at the January 2024 meeting, it was agreed that the meeting should be converted to an all day in person meeting. ACTION: Treasurer to confirm change in meeting schedule affordable. 17 January 2024 (9am-5pm). Face-to-face venue TBC.</p>	KC