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CPH MINUTES

17 January 2024

Focolare Centre, Welwyn Garden City

Present

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

Professional

Helen Musson (HM)
Farhan Moulana (FM)
Sara Norwood (SN)
Ann-Marie Carrey (AMC)
Lorna Girling (LG)

Guests

Dr Elizabeth Disney – HWE ICB (item 8.1)
Ryan Heard – Adult Services, HCC (item 2)
Dr Holly Jenkins – HWE ICB (item 8.1)

Minute No.	Agenda Item	Lead
1	WELCOME & APOLOGIES RS welcomed everyone to the meeting. No apologies were received.	
2	ADULT CARE SERVICES – HERTS COUNTY COUNCIL RS welcomed Ryan Heard to the meeting. RH gave a presentation on the 'My Health Workstream Sensory Strategy' and took questions from the committee. ACTION: Identify a pharmacy who has used the EoE translation service and get feedback on their experience in order to provide feedback for other pharmacies and to the service provider NHS England. ACTION: Ryan Heard to liaise with CPH on representation and voice regarding the Health Workstream Sensory Strategy including the bi-monthly meeting. ACTION: Promote the EoE translation service available for use by community pharmacies.	Office Office / RH Office
3	DECLARATION OF INTEREST HM declared a conflict of interest as being employed part-time by HWE ICB within the Training Hub as Primary Care Workforce Project Manager. Adrian Price declared a conflict as a CPE member leading on the governance work.	
4	ITEMS OF URGENT BUSINESS None.	
5	MINUTES OF MEETING HELD ON 22 NOVEMBER 2023	
5.1	The minutes were received and approved by the committee.	
5.2	The outstanding actions were received. It was noted some wording within the actions are unclear on reflection after the meetings. ACTION: Office to reflect on the action within minutes to make sure they are understood when read stand alone.	SN
5.3	The completed actions were received for information only.	
6	CPH WORKSTREAMS	
6.1	<u>Workstreams Framework</u> The update paper was received. The committee approved the changes to the document ACTION: Acknowledge in the workstreams framework document when presented to committee any agreed changes from previous discussion and approval including the date a change occurred.	SN / LG
6.1.1	<u>Community Pharmacy Locally Commissioned Services</u> No questions were received on this item.	
6.1.2	<u>National CPCF Services</u> No questions were received on this item.	
6.1.3	<u>Primary Care Networks</u>	

	<p>The paper was received. HMs conflict of interest was noted at this point. HM remained present for the discussion. Concerns were raised regarding supporting PCN leads at locality meetings and engagement level. It was agreed to pick up any concerns at the next meeting on 7 February 2024.</p> <p>ACTION: Request clarification from the ICB regarding community pharmacy integration fund payments and request that all pharmacy contractors are updated on the payment process.</p> <p>ACTION: Request that the ICB communicate with Community Pharmacy PCN Integration Leads and contractors about engagement with each other in readiness for the Pharmacy First service.</p> <p>ACTION: Ask ICB what Pharmacy First communications they are sharing with community pharmacy contractors and GP practices.</p> <p>ACTION: CPH to work with LMC and encourage them to communicate Pharmacy First key messages with GP practices.</p>	<p>FM</p> <p>FM</p> <p>FM</p> <p>HM / Kate Latham</p>
6.1.4	<p><u>Community Pharmacy Communication and Engagement</u> No questions were received on this item.</p>	
6.1.5	<p><u>Integrated Care Board Engagement</u> No questions were received on this item.</p>	
6.1.6	<p><u>Transforming Pharmacy Representation (TAPR)</u> RS updated on the progress since the joint meeting with CPEssex in November 2023.</p> <p>ACTION: Meet with James Wood (CPE) and Jon Lake (CPEssex) about next steps following the discussion in November 2023.</p>	RS
6.2	<p><u>Member questions</u> The video update was received.</p>	
7	<p>ITEMS FOR DECISION</p>	
7.1	<p><u>CPH Budget 2024/25</u> The paper was received. Office staff were not present for this discussion. After a discussion the committee agreed to approve the budget based on option 3 (medium budget) with an addendum to move to the full office staff vision from 1 April 2024 with a caveat to review the office vision to make sure it is still of value to committee and contractors. The increase in salaries would be paid for by the levy increase.</p> <p>ACTION: Take forward budget, publicise to contractors on CPH website and inform commissioners as per constitution.</p> <p>ACTION: Discuss implementation of the office staff vision with Executive Team.</p>	<p>SN / KC</p> <p>HM / Exec</p>
7.1.1	<p><u>Staff Inflationary Increase</u> The paper was received. Office staff were not present for this discussion. It was agreed to approve a medium inflationary increase of 4.5%.</p> <p>ACTION: Implement inflationary increase for staff from 1 April 2024.</p>	SN / KC
7.1.2	<p><u>Committee Representation and Membership</u></p>	

	<p>The paper was received. The committee was asked to consider, review and vote on the two options as outlined in the paper. After a discussion it was agreed that a budget for 12 committee members should be put in place but would not go to election by taking on one additional member. The CPH office would work up a succession plan of bringing in new members potentially as an observer at meetings on a rotational basis in the future. It was suggested the PCN leads could be used to encourage other contractors to step up and allow different people to attend future CPH meetings as observers.</p> <p>ACTION: Draft a succession plan as previously agreed and ensure it includes encouraging new membership considering governance implications and take to March 2024 meeting for committee discussion and approval.</p>	HM
7.1.3	<p><u>CPH Expense Policy</u></p> <p>The paper was received. The committee was asked to discuss and approve the policy to be implemented from April 2024. It was noted the committee need to reflect on half day meetings as they are not financially viable to some members. It was agreed to keep the policy as it is with the same payment rate of £40 per hour but make clear within the policy the rate paid to members includes reading time. It was queried whether the officers' honoraria was accurate to ensure good succession planning and it was therefore agreed for the officers to undertake an audit of their time for the next budget discussion in November 2024.</p> <p>ACTION: Officers to undertake an audit of their time regarding the current honoraria rate by September 2024 and feedback by the November 2024 meeting for budget preparations.</p> <p>ACTION: To update Expense Policy and send to members for information and add to website.</p>	Exec Team SN
7.1.4	<p><u>Levy Policy</u></p> <p>The paper was received. It was noted that it was clarifying in writing many of the principles that the committee already follows for the contractor levy. The committee was asked to discuss and approve the policy to be implemented from April 2024. It was agreed to make the following amendments:</p> <ul style="list-style-type: none"> • Section 2.1 – after the sentence add 'effective the following April'. • Section 2.2 – remove 'administrative expenses' from the sentence. <p>ACTION: Update the Levy Policy, include on the CPH website and send to members for information.</p>	SN
8 8.1	<p>ITEMS FOR DISCUSSION</p> <p><u>ICB Urgent and Emergency Care (UEC) Strategy</u></p> <p>The paper was received. RS welcomed Dr Elizabeth Disney and Dr Holly Jenkins to the meeting. A presentation was shared. The committee expressed the following concerns:</p> <ul style="list-style-type: none"> • The strategy lacks clear plans for practical integration that underutilises CPs as a valuable resource due to limited recognition of their services and lack of integration with UEC referral pathways. • Insufficient, capacity support and training hinder CPs ability to deliver needed services and support the system. Additional resources and capacity are required for CPs to effectively contribute to UEC. 	

	<ul style="list-style-type: none"> • System-wide communication strategies are needed to educate all providers about each other’s services and referral processes. • Explore digital solutions for seamless referral and patient journey management from UEC into CPs and from CPs into UEC. <p>The committee outlined how keen it is to work together and identify areas for immediate and long-term improvements for integrating community pharmacy with UEC recognising that this was the beginning of a conversation. The ICB agreed to take back CPHs feedback and continue the conversation</p> <p>ACTION: Inform contractors so they are aware of the strategy and encourage them to complete the survey.</p> <p>ACTION: Draft a response to the strategy consultation and send to committee for approval and submit to ICB by 31 January 2024.</p> <p>ACTION: ICB to reflect on CPHs feedback and how to liaise better with community pharmacy voice and attend future CPH meetings.</p> <p>ACTION: Send March 2024 meeting invite to Elizabeth Disney and Holly Jenkins to attend in person.</p> <p><u>HWE ICB Governance Structure and CPH Representation</u></p> <p>The paper was received. The committee were asked to discuss different ways in which to represent the community pharmacy clinical voice and to discuss the proposed way of working as outlined within the paper. The proposal regarding the different way of working with commissioners was approved and it was agreed to use CPH as a support mechanism to mentor new representatives.</p> <p><u>Finance Guide</u></p> <p>The paper was received. APs conflict of interest was noted at this point. It was unclear if CPH as an organisation was working within the guidance or if there were areas for review. It was agreed the Treasurer and Chief Officer should meet to discuss and review the document.</p> <p>One of the areas included within the Finance Guide was the inclusion of a Finance and Audit subcommittee. The committee agreed that a Finance and Audit Subcommittee should be implemented.</p> <p>In recognition of the discussion during the expenses policy, it was agreed to amend the CPH half day online meetings to full day in person meetings and to implement and use the afternoon session as breakout subcommittee groups. It was suggested the subcommittee groups should include all three member representatives ie. independent, CCA and AIMp where practical and possible.</p> <p>Whilst the subcommittee meetings are taking place, the remaining Officers would use this time to hold their own meeting.</p> <p>ACTION: Invite members to express their interest in being part of the Finance and Audit subcommittee group.</p> <p>ACTION: Treasurer, Chief Officer and Business Officer to review finance guide and outline the areas that are being met and not being met.</p> <p>ACTION: At the first subcommittee meeting in May 2024 look at Finance Guide to review any gaps.</p>	<p>FM / LG</p> <p>FM</p> <p>ED/HJ</p> <p>SN</p> <p>SN</p> <p>KC / SN / HM</p> <p>F&A Subcom</p>
<p>Chair Rachel Solanki</p>		<p>Chief Officer Helen Musson</p>

8.4	<p><u>CPH Training and Development Policy</u> The paper was received. The committee was asked to discuss and the approve the policy with implementation from April 2024. The policy was approved with an amendment on the following:</p> <ul style="list-style-type: none"> • Section 6.3 – remove ‘more than £5000’. <p>ACTION: Make agreed amendments to the document and send to members for info.</p>	SN
9	<p>ADOPTING NEW GOVERNANCE BY CPH The paper was received. APs conflict of interest was noted at this point. The committee agreed to the adopted the Governance Framework and Code of Conduct. The Committee agreed that a Governance Subcommittee should be set up. The adopted documents will be published on the CPH website effective April 2024.</p> <p>ACTION: Update document to CPH branding and add Governance Framework and Code of Conduct to CPH website.</p> <p>ACTION: Invite members to express their interest in being part of the Governance subcommittee group.</p>	SN SN
9.1	<p><u>Governance Framework</u> The paper was received. The committee agreed and adopted the document.</p>	
9.2	<p><u>Code of Conduct</u> The paper was received. The committee agreed and adopted the document.</p>	
9.3	<p><u>LPC Governance Subcommittee Terms of Reference</u> The paper was received. The committee noted the document.</p> <p>ACTION: Subcommittee to review the documents and check CPH are actioning and achieving.</p>	Subcom
9.4	<p><u>CPH Branding</u> The paper was received. CPH had delayed the implementation of the branding due to ongoing discussions with CPESsex. The committee agreed not to delay the process any further and start the implementation of new CPH branding.</p> <p>ACTION: Take forward implementation of generic branding.</p>	LG
10	<p>ITEMS FOR INFORMATION</p>	
10.1	<p><u>Executive Team Meeting</u> The notes from the meeting were included for information.</p>	
10.2	<p><u>Contract Report</u> The paper was included for information.</p>	
10.3	<p><u>Member Report</u> The paper was included for information.</p>	
11	<p>AOB <u>Confirmed meeting dates for 2024</u> All meetings will be held as full day in person on 8 May, 3 July (AGM), 10 July, 18 September and 27 November.</p> <p>ACTION: Send out diary invites to committee and office.</p>	SN

	<p>ACTION: Change all meetings to full day in person on the basis subcommittees would take place in May, September and January.</p> <p>ACTION: Update budget to reflect increase in costs of new meeting structure and assess affordability.</p>	<p>SN</p> <p>SN/KC</p>
	<p>NEXT MEETING 13 March 2024 (9am-5pm) - in person venue tbc</p>	