

CPH MINUTES

19 March 2025

The Fielder Centre, Hatfield

Present

Karsan Chandegra (KC)
Girish Mehta (GM)
Mohamed Moledina (MM)
Parag Oza (PO)
Vikash Patel (VP)
Adrian Price (AP)
Sheelan Shah (SS)
Rachel Solanki (RS – Chair)

Professional

Helen Musson (HM)
Niru Sivanesan (NS)
Sara Norwood (SN)
Chloe Papadopoulos (CP)

Apologies

Vinesh Naidoo
Suraj Varia

Apologies

Izzy Hicks

Guests

Emily Clarke (EC) – Public Health (item 3)

Minute No.	Agenda Item	Lead
1	<p>ITEMS FOR DISCUSSION</p> <p><u>Pay Review and Reward Policy update</u></p> <p>The office team were not present for this discussion. The committee agreed next steps regarding updates to the pay review and reward policy recommended by the Governance subcommittee, which would be fed back to the Chief Officer to agree actions.</p>	
2	<p>WELCOME & APOLOGIES</p> <p>RS welcomed everyone to the meeting. Apologies were received from committee members Vinesh Naidoo and Suraj Varia and office team member Izzy Hicks.</p> <p>It was noted to reflect on agendas and invited guests at the next Executive Team meeting in April.</p>	
3	<p>PUBLIC HEALTH</p> <p>RS welcomed Emily Clarke to the meeting who gave a general and operational update in the following areas:</p> <ul style="list-style-type: none"> • Organisational review: HCC new structure (1 January 2025); Public Health in community protection; key personnel updates. • Local Government reorganisation: unitary authority proposals (1-4 options) submitted 21 March; focus on resident benefits; further updates to follow. • Sexual Health: GP dual testing decline; pharmacy testing showing positive results. Metro charity support available. • Tobacco control: single-use vape ban (1 June 2025); stock disposal guidance; smoking statistics fact sheet available. • Work & Health: £3.4m Public Health Prevention Investment Programme; HHIS updates (guidance, survey, newsflashes, campaigns, weight loss info). <p>ACTION: EC to ensure CPH is included and represented in the healthy weight and aging well programme before the end of March 2025 by forwarding details of the workshops.</p>	EC
4	<p>DECLARATION OF INTEREST</p> <p>None.</p>	
5	<p>MINUTES OF MEETING HELD ON 22 JANUARY 2025</p>	
5.1	The minutes were received and approved by the committee.	
5.2	<p>The outstanding actions were received. The following items were noted:</p> <p><u>Bank Holidays</u></p> <p>HM gave an update on the progress of the Bank Holiday rate principles, that is now in a draft presented paper developed by HWE ICB. It was agreed that this requires formal CPH committee consultation, and CPH suggested the</p>	

6	<p>ITEMS FOR DISCUSSION</p> <p><u>Pre-CPH meeting contractor survey feedback</u></p> <p>The paper was received. As responses over the year were low including the office time to develop the survey, collate responses and create a paper, the committee were asked to decide on the future of continuing with the surveys. It was agreed to discontinue the survey in its current form and let the CPH office staff explore alternative methods for gathering contractor feedback for committee meetings. It was agreed the CPH office will undertake a process for contractor responses that will be presented at each committee meeting during 2025/26.</p>	
7	<p>ITEMS OF URGENT BUSINESS</p> <p><u>National Pharmacy Association Collective Action</u></p> <p>Following the announcement from NPA regarding taking forward their collective action, committee members discussed the position of CPH. It was agreed that this was a trade body's decision and that it was not CPH's business to make any comment and that we remain impartial. If commissioners want to be aware of the impact this may have then they should approach contractors with a survey that CPH would support through its communications channels. It was recognised that one of the areas for collective action was reducing supplementary hours and therefore it was agreed to remind pharmacy contractors how to change their pharmacy opening hours.</p> <p>ACTION: Highlight to pharmacy contractors how to change their opening hours legally in the e-news as a reminder.</p> <p><u>ICB questionnaire</u></p> <p>A questionnaire from the ICB has been issued seeking views on prescribed medication. CPH members were concerned that they had not been involved in this process and would like to understand what the outcomes from the survey would be.</p> <p>ACTION: Feedback to the ICB as to why CPH had not been consulted on the prescribed medication survey and how CPH can be involved in the outcomes which will be updated to the committee by email.</p>	<p>IH/NS</p> <p>HM/NS</p>
8 8.1	<p>ITEMS FOR DECISION</p> <p><u>CPH Workstreams 2024/25</u></p> <p>The paper was received. The CPH office team presented on their individual workstreams and HM gave an overview of the 2024/25 workstream achievements against the evaluation metrics set by the committee in July 2024.</p> <p>The Committee recognised the hard work of the CPH office team in 2024/25 and welcomed the process that had been implemented in the last year and the way in which it had been reported at this meeting which was supported to be the process in the future. It was recognised that setting metrics and annual work streams was an iterative process and that learning would be taken to set the objectives in 2025/26. It was agreed that this information would be used to help form the annual report for 2024/25.</p>	

8.2	<p><u>Member questions</u></p> <p>The video update was received by members in advance of the meeting. No questions were asked.</p>	
8.3	<p><u>Self-Assessment</u></p> <p>The committee discussed the CPH self-assessment, a governance requirement from CPE, aimed at evaluating CPHs performance and ensuring high standards of conduct and transparent operations in the interest of all contractors. Committee members were asked to complete the provided self-assessment template before the meeting for group discussion and to submit them afterwards. The collated data will determine a mean score reflecting the committee's collective view, requiring electronic sign-off.</p> <p>ACTION: CPH office to collate responses and send to committee by email the committee's collective view on the self-assessment for approval and publication on the CPH website.</p>	NS/SN
8.4	<p><u>Strategic Plan</u></p> <p>The paper was received. The committee reviewed the updated CPH Strategic Plan for 2025/28, which incorporated feedback from stakeholder and pharmacy consultations following the approval of the draft strategic vision and environmental analysis in January 2025. The consultation, launched on 27 January 2025, involved various communication channels.</p> <p>Committee members approved the CPH Strategic Plan for 2025/28 noting it was a good document but suggesting future versions be more visual and less wordy.</p> <p>ACTION: CPH to promote and publish the agreed strategic plan.</p>	IH/HM
9	<p>ITEMS FOR DECISION</p>	
9.1	<p><u>CPH workstreams 2025/26</u></p> <p>The paper was received. The committee acknowledged the significant changes to the CPH Workstreams 2025/26 document since January 2025. As the strategic plan had already been agreed by the committee it was suggested that the agreed aims in the strategic plan should reflect annual work stream topics and that evaluation metrics should be developed annually to support implementation and to reach CPH's ultimate vision and mission in 2028. Evaluation metrics were discussed as follows.</p> <ul style="list-style-type: none"> • Advocate, Integrate, and Lead: Focus on PCN integration, funding, service gaps, future vision, and ICB influence (particularly frailty). • Empower and Support Service Delivery: Address contractor participation, new requirements support, IP pathfinder funding, team upskilling, and pharmacy visits/locality meetings. • Ensure Sustainability and Drive Innovation: Cover local funding, service development, incentive schemes, best practice sharing, digital tool promotion, commissioned service support, and national representation. 	

	ACTION: HM to revise and resend workstreams 2025/26 document for committee review and feedback electronically by April 2025.	HM / Members
9.2	<u>Conflicts of Interest Policy</u> The paper was received. Committee members approved the policy. Committee members and office staff were asked to complete the annual Declaration of Interest form and submit it to the CPH office. ACTION: Publish policy and updated Declaration of Interest on CPH website.	SN
9.3	<u>Observers at CPH meetings</u> The paper was received. The committee was asked to choose one of the presented options: to either discontinue, maintain, or modify the current practice of inviting observers to committee meetings. The committee agreed to maintain the practice of inviting observers to committee meetings but expand the scope of invitations to include other pharmacy personnel, such as those affiliated with CCA, IPA, and members of the extended pharmacy team (eg. technicians, dispensers) and extend the invite to PCN leads.	
9.4	<u>Expenses Policy</u> The paper was received. Bearing in mind the budget for 2025/26 members expenses had already been approved. The Expenses Policy for 2025/26 was ratified.	
10	ITEMS FOR INFORMATION	
10.1	<u>Executive Team Meeting</u> The notes from the meeting were included for information.	
10.2	<u>Treasurers Report</u> The paper was included for information. No further questions were raised. It was noted Karsan Chandegra would be stepping down as CPH Treasurer and the committee members thanked KC for his time and dedication to the role.	
10.3	<u>Contract Report</u> The paper was included for information.	
10.4	<u>Member Report</u> The paper was included for information.	
11	AOB <u>Officer Elections</u> It was agreed to go out for Expressions of Interest for the Chair and Vice Chair positions virtually with any subsequent election process required being undertaken online and to be brought back to the May 2025 meeting for ratification only. It was also agreed to go out for Expressions of Interest for the Treasurer position although recognising that Vinesh Naidoo had been shadowing the	

	<p>existing Treasurer, Karsan Chandegra so it was expected that he would succeed in this role as had been discussed at a previous committee meeting.</p> <p><u>Subcommittees</u></p> <p>Following the January 2025 meeting, the Chair and Chief Officer discussed the subcommittee expectations going forward with AP (Chair of Governance subcommittee) and SS (Chair of Finance subcommittee). It was agreed subcommittees are to be used for oversight and governance of CPH. It was agreed to meet as subcommittees as a minimum annually and then when any workstream arises that needs attention.</p> <p><u>November 2025 meeting</u></p> <p>To note the change of November 2025 committee meeting date from 5 November 2025 to 26 November 2025.</p> <p><u>Parade Pharmacy Chorleywood</u></p> <p>CPH extends its sincere gratitude and best wishes to Hitesh and Rajula Dodhia of Parade Pharmacy in Chorleywood as they embark on a well-deserved and fulfilling retirement. For over 30 years, as dedicated local contractors, Hitesh and Rajula have been an integral and cherished part of the Chorleywood community, with Parade Pharmacy serving as a cornerstone of health and wellbeing. Their commitment and service have been invaluable, and their contributions as valued contractors and former committee member have significantly moved forward the public health agenda in our area. We thank them for their years of dedication and wish them both a happy and healthy future.</p>	
	<p>NEXT MEETING</p> <p>14 May 2025 (9am–5pm)</p> <p>The Fielder Centre, Hatfield, AL10 9TP</p>	