

Minutes of the Meeting of Community Pharmacy Norfolk & Suffolk

Wednesday 17th April 2024 from 10am to 4pm

Diss Business Hub, Diss Business Park, Hopper Way, Diss IP22 4GT

Committee Members			
Alister Huong (AH) CCA	P	Nick Smith (NS) Ind	P
Chris Ball (CB) Ind	P	Mel Peet (MP) Ind	P
Anil Sharma (AS) Ind	A	Greg McCarthy (GM) CCA	P
Mike Hebron (MH) CCA	P	Darren Wales (DW) CCA	P
Junchao Jiang (JJ) AIM	P	Martin Howe (MAH) CCA	P
Guppy Kular (GK) Ind	P	Simon Ingham (SI) Ind	P
Officers			
Tony Dean (TD)	P	Lauren Seamons (LS)	P
Charlotte Bowles (CFB)	P	Myra Battle (MB)	P
Kristina Boulton (KB)	P		

Agenda Item		Action by Whom
1.	<p>Welcome, Introductions & Apologies for Absence</p> <p>Welcome to the first meeting of the Norfolk and Suffolk LPC.</p> <p>Apologies were received from Anil Sharma.</p> <p>AH welcomed everyone to the first meeting of the new CPNS Committee.</p>	
2.	<p>Minutes & Matters Arising</p> <p>TD explained that the minutes would be circulated to all and then added to the website within two weeks of the meeting.</p> <p>NS could a version control for changes be added to the minutes in case any further changes were needed at the next meeting</p> <p>ACTION add a version control box to the minutes in case of changes after publication.</p>	CFB

3.	<p>Declarations of Interest</p> <p>LS all Dols have been submitted and accepted. Copy of these will go on website.</p> <p>ACTION to add these to the Committee section of the website with the signatures redacted.</p>	<p>LS/ CFB</p>
4.	<p>Adoption of Constitution and other CPE recommended Policies:</p> <p>LPC Model Constitution, Code of Conduct, Governance Framework</p> <p>The Committee voted unanimously to accept all of the documents listed above, as per national CPE templates.</p> <p>ACTION to add documents to the website.</p>	<p>CFB</p>
5	<p>Appointment of Officers</p> <p>Section 4 of the model constitution requires the appointment of a Chair, Vice-Chair, Treasurer and Chief Officer (who need not be Committee members).</p> <p>LS asked the Committee for nominations or votes on these positions.</p> <p>The Committee voted unanimously for the appointments below:</p> <p>Chair - Alister Huong</p> <p>Vice Chair - Nick Smith</p> <p>Treasurer - Chris Ball</p> <p>TD reminded the Committee that these positions will be reappointed each year.</p> <p>Committee Structure and Roles</p> <p>The Committee then discussed the previous use of sub-committees in Norfolk and Suffolk. The Committee considered and appointed the following sub-committees and representatives:</p> <p>Governance sub-committee – Gregg, Martin, Simon</p> <p>Finance sub-committee – Chris, Darren, Alister, Nick</p> <p>Market-entry – Junchao, Mel, Guppy, Mike, Anil</p> <p>ACTION update Terms of Reference and circulate to all members for review.</p> <p>ACTION look at support, training for sub-group members to support their work including market entry guidelines.</p>	<p>LS</p> <p>LS</p>
6	<p>Review of Staffing Structure & Annual Remuneration</p>	

	<p>Whilst ensuring adherence with the principles of the TUPE process; to consider the roles, responsibilities and appropriate remuneration of the committee employed staff.</p> <p>AH TD has submitted a structure which will be reviewed.</p> <p>TD reminded that external funding has been accepted for the cancer project and there is potential for further such income. This information should be considered when looking at the structure and capacity within the employed team of officers.</p> <p>The proposal that TD put forward for staffing was approved by the Committee the Norfolk and Suffolk employed team is listed below.</p> <p>Tony Dean - Joint Chief Officer - 28 hours</p> <p>Lauren Seamons - Joint Chief Officer - 28 hours</p> <p>Myra Battle – Services Support Officer - 30 hours</p> <p>Kristina Boulton – Communications Officer – 20 hours</p> <p>Charlotte Bowles – Support Officer – 30 hours</p> <p>The Committee also agreed to an inflationary pay rise.</p> <p>ACTION changes to contracts on payroll to be made reflecting discussions and confirmed with Officers.</p>	<p>TD/ CB</p>
7.	<p>Finance Update</p> <p>Payroll & Renumartion</p> <p>Future payments discussed. New payroll date for all staff will be 25th of every month. If this falls on a weekend or bank holiday it will be the working day before this.</p> <p>ACTION finance sub group to arrange online meeting to discuss all actions raised within this section.</p> <p>ACTION administration of Suffolk pensions to be looked into and confirmed with employed officers.</p> <p>ACTION discussions to be had with current payroll providers for each Committee and then agree process for future.</p> <p>ACTION agree process for expenses and overtime. Confirmation of this will be given at the next meeting.</p> <p>ACTION remuneration for the Chair, Treasurer, and Vice Chair. To be discussed in finance sub- group, then submit proposal to the governance group/Committee for consideration.</p>	<p>Finance sub-group</p> <p>CB/ NS</p> <p>CB/ NS</p> <p>TD/ CB/ LS</p> <p>Finance sub-group</p>

	<p>ACTION agree Members' expenses allowance for meeting attendance etc. and look into allowance for meeting and preparation.</p> <p>Insurance Continue NPA insurance.</p> <p>End of year management figures Suffolk Suffolk closing balance £82,249.26.</p> <p>Norfolk closing balance £128,078 but £26,000 of this is cancer funding.</p> <p>ACTION look into how to invest to get the best return and reserve to be kept.</p> <p>Committee accepted the finance guide and adopted this.</p> <p>ACTION to put the staff handbook to the governance committee for sign off. The Committee agreed to this process and to review at the next meeting.</p> <p>Budgets ACTION Treasurers (past and present) to send proposed budget to the finance sub group for approval. Budget review to also be carried out along with zero budget in due course.</p>	<p>Finance sub-group</p> <p>TD/ CB</p> <p>Sub Committee</p> <p>LS/ Governance group</p> <p>CB/ NS</p>
8.	<p>Services and Commissioning update</p> <p><u>Suffolk Public Health</u></p> <p>Substance Misuse – Turning Point - new contract starting 1st May. Sexual Health – Provide CIC - new contract starting 1st May. Smoking Cessation – New model being discussed with Feel Good Suffolk, based on Norfolk commissioned service. NHS Health Checks – No Service currently in place.</p> <p><u>Norfolk Public Health</u></p> <p>New draft contracts to be available in April, comments required in May. Committee member discussion – what type of information would you like to see regarding services, preferred format (report/presentation) and level of detail (delivery numbers, breakdown by contractor, detailed provision data, depending on availability etc.)</p> <p>LS gave an update on the current progress with the new contracts. Myra working with Turning point (Suffolk) new contract starts from 1st May. Norfolk contracted started 1st April.</p>	

<p>SUFFOLK Sexual Health – Suffolk new contracts starts 1st May, not out to pharmacies yet. Health checks - some ongoing issues with old service and recommissioning of the new service. Awaiting GP federation to re commission new providers. Update at the next committee meeting. NRT – 52 pharmacies signed up over 100 referrals sent so far for Suffolk. MAH any further comments on the changes to Pharm outcomes forms yet. ACTION Chase Pharm Outcomes to change template for NRT service to remove levy wording, look into this and report back.</p> <p>NORFOLK All contract drafts should be available from April, review by LPC May, final specifications available June, July applications open via intend and then 1st October new contracts to start.</p> <p>TD new service database/ spreadsheet for contractor use on how to sign up, process, claim payments would be useful.</p> <p>ACTION to produce a service database for each area when contracts for local services are finalised and share with all Contractors.</p> <p>LS presented a comparison of prices from last year to this year on prices of services or Suffolk. Norfolk awaiting new contracts so will update at next committee</p> <p>LS presented income from ICB services across both Norfolk and Suffolk. The value of these services is +£120,000 in fees alone for 2023/24. Also the integration funding one off payment of around £400k across the area. TD gave anti-viral update, cohorts have been expanded from NICE meaning and extra 26,000 eligible patients across SNEE and it will be the same in Norfolk. This will then increase the following year.</p> <p>Nationally commissioned services LS work continues and currently looking at getting better access to data.</p> <p>Advanced Services Committee Pharmacy First Feedback LS what would the committee like to see and what support would be useful.</p> <p>NS not a viable service, bundling and targets not viable especially in rural areas. Practices are signposting not referring formally through service.</p> <p>Training needs Locums not engaged, no incentive for them to engage.</p>	<p>MB/ LS</p> <p>CPNS Team</p>
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	<p>ACTION Ensure to engage with pharmacists going in for clinical training in SNEE to be briefed on the benefits of increasing Pharmacy First referrals.</p> <p>Committee agree to start to promote pharmacy firsts service across the area to try to increase numbers across the area. ACTION external communications can start via social media about Pharmacy First service</p>	<p>All</p> <p>KB</p>
9	<p>Vaccination Strategy</p> <p>AH conversations have been had with SNEE, demonstrator site for broadening out vaccinations other than covid and flu. ICB will be able to commission vaccinations from other sites. Conversations around chicken pox, shingles, pneumonia, HBV, MMR catch up are ongoing with possible pilots of some of these areas in SNEE. To have these conversations with NW ICB also.</p> <p>Will update when further information is available.</p>	
10	<p>N&W Cancer Pilot Update</p> <p>CFB gave an update on progress of the pilot so far. Great results and engagement so far. Really good joined up working with all partners and pharmacies. Seven referrals received.</p> <p>MAH feedback on the percentage of conversations that lead to a referral.</p> <p>ACTION speak with pharmacies and report back at next meeting.</p>	CFB
11	<p>Primary Care Workforce Pilot Update</p> <p>KB communication to go out again to promote the offer of free advertisements for job vacancies. This is now available across all Pharmacy Optometry and Dentistry. Oriel workforce placements for next year have been extended and increased in numbers. Extra 2.5k for each pharmacy applying. 100k has been secured for these placements and would encourage all to take up this opportunity. Also, will look if this money is not spent how it could it be repurposed for workforce.</p> <p>Committee are happy for LPC to continue to build relationships and support work and representation with workforce.</p>	
12	<p>Communications</p> <p>To discuss how the committee prefers to receive information and discuss issues between meetings.</p> <p>The Committee had a discussion about the best ways of communication in between meetings.</p> <p>WhatsApp group and documents to be sent via email were decided the best ways of communication.</p>	

	<p>ACTION send out GPhC guidance documents around social media and WhatsApp group.</p> <p>ACTION to set up Committee WhatsApp group.</p>	<p>KB</p> <p>CFB</p>
11	<p>Market Entry- Papers will be distributed ahead of the meeting.</p> <ul style="list-style-type: none"> • Unforeseen Benefits Application, Hurn Chemist Ltd, Watton • Unforeseen Benefits Application, Serracare Ltd, Sprowston <p>TD in future the sub group will deal with these.</p> <p>Committee discussed the proposals with one member declaring an interest so he did not contribute to these discussions.</p> <p>The Committee decided that a similar response should be put in as was previously submitted for another application in Watton.</p> <p>ACTION share proposed responses around the sub-group for comments and then send response on behalf of Committee.</p>	<p>TD</p>
12	<p>CCA Questions</p> <p>Committee discussed all of the questions and gave feedback to MAH.</p> <p>ACTION to send figures through to Martin on reserves and budgets as requested.</p> <p>ACTION add to the agenda for each meeting opening and closures of pharmacies in the area.</p>	<p>CB</p> <p>TD/ LS</p>
13	<p>A.O.B.</p> <p>TD NPA new chief exec. wanting to get out and meet contractors and LPCs.</p> <p>Committee agreed that TD should progress with planning this visit.</p> <p>ACTION to send out information and arrange visit.</p> <p>Representation at the Suffolk show by Lucy from ICB has been requested.</p> <p>ACTION send out EOI to all.</p> <p>TD Change to CD destruction. New process in place details to follow to all for independents.</p> <p>NS provider company discussions need to be had, agenda item for May meeting. .</p> <p>ACTION provider company to be on May agenda</p>	<p>TD</p> <p>TD</p> <p>TD/ LS</p>

Date & venue of Next Meeting:

The Committee agreed on the following dates for the next year of meetings:

22nd May 2024 - Diss Business Hub

17th July 2024 - Diss Business Hub

18th September 2024 including AGM - Diss Business Hub

20th November 2024 - TBC

15th January 2025 - TBC

19th March 2025 – TBC

ACTION book Diss Business Hub for meetings up to and including September then review venue at May meeting. Add dates to website and send out meeting invites to all Committee.

Date agreed by Committee	Published
30 th April 2024	30/04/2024
Amendments	