

Minutes for the Meeting of Community Pharmacy Norfolk & Suffolk

Wednesday 18th Sept 2024 from 10am, Diss Business Hub, Hopper way, Diss IP22 4GT

This meeting is kindly sponsored by Exeltis UK through the provision of stand space/brief discussion. They will have no input into the content of the meeting.

Committee Members			
Alister Huong (AH) CCA	P	Nick Smith (NS) Ind	P
Chris Ball (CB) Ind	A	Mel Peet (MP) Ind	P
Anil Sharma (AS) Ind	P	Greg McCarthy (GM) CCA	A
Mike Hebron (MH) CCA	P	Darren Wales (DW) CCA	P
Junchao Jiang (JJ) AIM	P	Martin Howe (MAH) CCA	A
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 Welcome to the Norfolk and Suffolk LPC Committee members. Great progress made on implementing recent changes and thank you to all for your commitment. Guests this afternoon: Gregg Syder and Helen Wilson (N&W ICB), Rowena Harland (SNEE ICB) Apologies: from CB, MAH, GM Declarations of Interest Completed declarations have been published on the LPC website. Please ensure declarations are up to date & noted during any relevant discussions. No new declarations made.</p>	
	<p>Exeltis UK – Tanya L gave a briefing to the committee.</p>	

2.	<p>Review Minutes & Action Log</p> <p>Previous minutes and action log shared with committee.</p> <p>PNA training cost could be split with other LPCs, committee happy to proceed and LS to move forward and see if we can get a recording to share.</p> <p>Committee reviewed and agreed on closing completed actions from the last meetings.</p> <p>Updated action log to be shared with the minutes.</p>	
3.	<p>Sub-groups sessions:</p> <ul style="list-style-type: none"> • Governance Sub-Committee Members: Gregg, Martin, Simon (3) <i>Staff Contracts and Handbook</i> <p>Feedback – Went through staff handbook with minor changes agreed. Process for amendments to the handbook would be shared with exec. team and then go to governance sub-committee. Policies and documents can be shared on request.</p> <p>An updated version of an LPC risk register should be coming out soon.</p> <ul style="list-style-type: none"> • Finance Sub-Committee Members: Chris, Nick, Alister, Darren (4) <i>Budget vs Actuals Update 2024 YTD</i> <p>Figures show no concern going forward for the next quarter and show a surplus. All other lines are on target.</p> <p>Main account is fine, TSB account still has issues with getting CB access. Peoples Pensions needs action to complete transfer.</p> <ul style="list-style-type: none"> • Market Entry Sub-Committee Members: Mel, Guppy, Mike, Junchao, Anil (5) <p><i>NSC Relocation Application: Superdrug Lowestoft</i> – relocation application received, group discussed, LPC response to be drafted.</p> <p><i>DSP Application, Charmer Consultants Ltd, Diss</i> – exempt application received, group discussed, LPC response to be drafted.</p>	
4.	<p>Integration Project Update</p> <p>N&W / SNEE ICB integration project bid application from LPC was submitted to support uptake and integration on key services such as PF, DMS, Hypertension and PSC services.</p> <p>Training, communications and pharmacy provision were also included in the project. Awaiting announcement of the winning bidder.</p> <p>Contractor survey to be delayed and then may include focus to help inform the project if successful.</p>	

	<p>Action - CFB to create a form to circulate to committee to gain their feedback on service support they may require.</p>	CFB
5.	<p>Services and Commissioning Update <u>Suffolk Public Health</u> LPC RAG rating - Shared form to RAG rate services and we would start with public health services and publish our ratings to commissioners and contractors. LMC letter of concern – Issues and concerns in Suffolk public health contracting and that many services haven’t been fully implemented or at all. Committee concerned with accountability, contractors are missing out and services have been slow to roll out for patients. NHS Contracting as an enhanced services should still be raised.</p> <p>Action – LS to write to SCC Public Health team with our committee concerns.</p> <p><u>Norfolk Public Health</u> LPC RAG rating - Shared form to RAG rate services and we would start with public health services and publish our ratings to commissioners and contractors. We have asked PH to communicate some of the delays to contractors as specs. aren’t ready on some.</p> <p>Sharps Services – Asked the Suffolk 3 local authorities for an update and uplift, not sure if current providers have been paid. Norfolk service cannot be uplifted mid-year, but 25% uplift agreed for 25/26.</p> <p>N&W Essential medicines service – EoI proceeded without review, proposed offer to commission for 18 months and pay audit fees upfront, allowing time to review and plan future service.</p>	LS
6.	<p>Community Pharmacy England Update & CLOT Feedback A very useful CPE update from AS was provided.</p> <p>Action – AS to contact CPE regarding bundling explainer</p>	AS
7.	<p>ESNEFT Support for Work Experience in Community Pharmacy Committee happy to proceed with the Work Experience agreement and will look to explain the Levy Sharing ENESFT offer too – both from the ESNEFT Talent for Care team.</p>	
8.	<p>National Conference of LPC Representatives Thurs 7th Nov 2024, London - To determine attendees (up to 4). The National Meeting of LPC Chairs will be on 25th September 2025.</p> <p>Steve Kinnock and David Webb will be in attendance. NS happy to attend.</p>	

	Action - Committee members to notify TD in the next 2 weeks if they do wish to attend national conference.	All committee members
9.	ICB\LPC Plans to Support PF, Contraception, DMS and Hypertension Some discussions took place, will move to next committee meeting.	
10.	<p>ICB Updates Greg, Helen and Rowena from the ICBs joined the committee meeting.</p> <p>SNEE ICB Update – Rowena Harland <u>RSV Vaccination</u> – anticipate that we will have 22 pharmacy sites in SNEE. NHS process was cumbersome and disproportionate administration to the size of the service opportunity, LPC will be feeding back on the process. Shingles and pneumonia vaccination - NEE pilot currently happening, hope is to expand in the rest of SNEE. <u>Quality, workforce and leadership</u> – Mark Cheeseman is now in post as SNEE ICB Director of Medicines Optimisation. 5 PCN engagement leads are now in place and funded, with monthly meetings in place to support with services implementation. Pharmacy workforce project role – temporary role now in place to support initiatives. <u>Performance and oversight</u> – a CP Advance service dashboard is in progress and IT supporting to help see performance at Pharmacy and PCN level. CP operational dashboard also in progress. Specialist meds service – Arranging to provide some slides to help partners understand the core service and what it does and doesn't do for palliative care. <u>COVID vaccinations</u> – 43 signed up in SNEE, 6 are new sites, with visits arranged to support them. Flu vaccination also starting and coinciding with Covid-19. <u>Governance process</u> – still being developed with H&WE and wanting to develop a governance framework for discussions including terms of reference. Oversight tool being developed too. <u>Visits</u> – currently going out to meet and greet, aligning quality visit tools with N&W ICB too.</p> <p>Regional LPCs have had concerns with the H&WE team and PSRC decision making which hasn't been proportionate or focused on local resolution firstly.</p> <p>N&W ICB Update – Gregg Syder <u>Christmas bank holiday commissioning</u> - 30 pharmacies commissioned, 10 per day over 3 bank holidays, from additional funding secured through N&W ICB. <u>Essential medicines services</u> – 22 contractors commissioned and new SLA will be going out that will run to March 2026. Medicine costs will be upfront.</p>	

	<p><u>PCN Leads</u> – 4 current leads in place which will continue in post to June 2025 and will be separating these to each locality. A PT from GP surgeries will be supporting the upskilling for PF referrals – should start in October.</p> <p><u>Pharmacy First</u> – soft relaunch to occur in October and linking in with Business Intelligence to create a dashboard. Data is 3 months behind though however will be looking at high providers and low providers to support meeting thresholds.</p> <p><u>PF friends and family</u> – How did we do test, gathering patient feedback for 3 months period, looking at how we can also send that feedback to the ICB & pharmacy NHS premises account. Suggest using GP PPGs also. ICB locality leads will also support PF.</p> <p><u>PharmOutcomes</u> – 2 N&W and 22 SNEE GP practices email addresses are not current within the system and have impacted certain pharmacies which means they would have needed to send paper copies as per the system prompt. NHSE have given pharmacies 2 weeks to complete the necessary actions.</p> <p><u>Quarterly newsletter</u>, for pharmacy to be developed and circulated.</p> <p>Workforce update – Helen Wilson Helen Wilson is Head of Pharmacy Workforce and Business Development. Sandi Baker, Specialist Pharmacist in Education and Workforce. Jess Wynes, Project Support Officer. HW shared slides to explain the scope of work, including 5-year education planning. NHS train, retain and reform model to cover. Updates – regional bid put in for DPP capacity submitted and been successful. Regional teaching model of clinical skills and shadowing. PT expansion – new strategy will be released soon. DPP register – trying to capture those as part of an NHSE eastern region plan. Sandip will be focusing on foundation pharmacist changes and placements. Careers engagement in November with GCES level. Health inequalities and inclusion training offer coming out in November too. Suggestion of an events calendar to help with planning.</p>	
11.	<p>Vaccination pathfinder update Existing NEE pilot for shingles and pneumonia, sites waiting on stock currently.</p>	
12.	<p>Communications and Social Media feedback MP engagement is ongoing and will be a continued piece of work in the next committee cycle. SNEE ICB Pharmacy First video was completed. The SNEE ICB Expo featured a Pharmacy First stand with flyers and some giveaways. Social media advert data has been shared. Suggestion put forward for £100 budget for October focusing on AW24 campaign. Committee agreed to £400 marketing/social media budget until the end of December.</p>	

13.	CCA Questions MH will be covering the CCA questions, items have been discussed and covered.	
14.	AGM Plans & Annual Reports No guests attending this afternoon's AGMS, therefore votes will be counted and reports presented as per constitution. Future Plans for AGM would like to host an event and have speakers that provide value to contractors time and attendance. AGM itself is not a draw for attendance alone.	
15.	A.O.B. Cancer Pilot - Issue with the new form have been rectified, 8 active sites still making referrals and instore resources have been issued. EOI to extend the pilot will be going out. Talk Cancer paid training offer to go out to other pharmacies next week. Project underspend means event/CPD is being considered with backfill and an end-of-pilot event. IP Pathfinder for N&W ICB – ICB have put forward funding bid for project support, is a possibility however may not progress. Pharmacy rota payment – a review of rates has been requested by all regional LPCs.	
	AGM for Norfolk LPC 2023-4 <ul style="list-style-type: none"> Brief overview of Annual Report LS shared annual report. No questions noted. <ul style="list-style-type: none"> Items of note in Financial Accounts No questions <ul style="list-style-type: none"> Vote to approve Financial Accounts 2023-4 66 votes in favour and none against. Unanimous vote to accept. <ul style="list-style-type: none"> Close 	
	AGM for Suffolk LPC 2023-4 <ul style="list-style-type: none"> Brief overview of Annual Report LS shared annual report and previous minutes. <ul style="list-style-type: none"> Items of note in Financial Accounts No questions <ul style="list-style-type: none"> Vote to approve Financial Accounts 2023-4 49 votes in favour and none against. Unanimous vote to accept. <ul style="list-style-type: none"> Close 	
Date & Venue of Next Meetings: 20 th November 2024 - Diss Business Hub 15 th January 2025 - Diss Business Hub 19 th March 2025 – Diss Business Hub		

Date agreed by Committee	Published
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2 nd October 2024	
Amendments	