








Minutes for the Meeting of Community Pharmacy Norfolk & Suffolk





Held on Wednesday 15th January 2025, 9.30am for 10am start , Diss Business Hub,
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	P	Greg McCarthy (GM) CCA	P
Mike Hebron (MH) CCA	P	Darren Wales (DW) CCA	P
Junchao Jiang (JJ) AIM	P	Simon Ingham (SI) Ind	P
Guppy Kular (GK) Ind	P	Vacancy	
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 Members were warmly welcomed to the CPNS January Committee meeting.</p> <p>Guests to join at lunchtime/pm: Lucy Archer (Pharmacy, Optometry & Vaccination Commissioning Lead), Mark Cheeseman (Director of Medicines Optimisation & Pharmacy), Ben Leung (Deputy Chief Pharmacist, West Suffolk Alliance) all from SNEE ICB, and Sarah Boxhall from Primary Care Careers (online).</p> <p>Declarations of Interest No new declarations made.</p>	

	<p>Sponsorship. Update and request for additional leads</p> <p>Thank you to MB for organising previous sponsors, please do get in touch with MB if you know of any suitable for future meetings.</p> <p>Micro Life will be coming to do a session on ABPMs.</p>	 
2.	<p>Review Minutes & Action Log</p> <p>Action log shared and discussed items, all have been actioned or are in progress. No comments on previous minutes.</p>	
3.	<p>CPNS Membership</p> <p>We have some changes to the Membership to discuss, including implications and proportionality of representation.</p> <p>Martin Howe – Has left Morrisons Pharmacy and is no longer a Committee Member.</p> <p>DW – Will be leaving Well Pharmacy and will be stepping down as a Committee Member before the next meeting.</p> <p>AH – Has, after 20 years, decided to leave Boots in February so will no longer be eligible for Membership or to be a member-Chair. Committee discussed options for the interim (AH left room) and then how to reappoint and other considerations that will need to be made in due course. Expressions of interest are now sought from existing Members and we will revisit at the next Committee meeting in March. Should no Member come forwards, external expressions of interest for a “Non-Executive Chair” would then be considered if needed, and the process for that would also be discussed/agreed in March.</p> <p>March meeting will be chaired by the Vice Chair.</p> <p>Action – Committee chair job description to be circulation to committee.</p> <p>The 2 CCA vacancies have been notified, next meeting we will need to review the Contractor base and check proportionality, to determine how Alister’s place should be allocated.</p> <p>Action – Review Contractor breakdown ahead of March committee meeting to give up to date figures for member discussion.</p> <p>Thank you to all the above Members for their valuable contribution over the many years of service to the Committee.</p>	<p>LS/TD</p> <p>LS/TD</p> 
4.	<p>Sub-groups sessions:</p> <ul style="list-style-type: none"> Governance Sub-Committee <p>Members: Gregg, Vacancy, Simon (3)</p> <p>LPC self-assessment exercise now planned for the March meeting.</p>	   

	<ul style="list-style-type: none"> • Finance Sub-Committee Members: Chris, Nick, Alister, Darren (4) <u>Financial update</u> CB gave a useful finance update, looking healthy and in modest surplus. It is the first year as a CPNS Committee too so will continue to adjust/refine budget lines in future. Cancer and some integration project monies have come in too, which affect the underlying picture, but OK irrespective of that. Look to review investment account in future meetings. • Market Entry Sub-Committee Members: Mel, Guppy, Mike, Junchao, Anil (5) <i>No current applications requiring comment.</i> Please see notes for recap of recent activity. Process and spirit of breach notices was highlighted. Concerns around some aspects of PSRC work remain. COs have mandate to work with regional CPL colleagues on this. <p>Action – PSRC issues TD and LS to discuss at regional level and escalate concerns with ICBs</p>	<p>TD / LS</p>
5.	<p>Integration Project</p> <ul style="list-style-type: none"> • Update & plan – Summary of feedback has been shared and a timeline of plans going forward. Support officers have been doing visits to Contractors to collate best practice and provide support for those that might need it. • Communications – Social media plan and budgeting shared with Committee, we have also been reaching out to Trusts, County Councils, and are now progressing with local authorities and large employers. Direct ordering printing service for Contractors to order promotional materials is in the final stages too. • DMS – Webinar arranged for 29th Jan and booking link is in the newsletter, along with a representative from JPUH coming. Support staff will now be supporting DMS completion. • Hypertension – 26th Feb webinar, to support understanding of the service, ABPM and possible bundling of services. • Contraception – Face to face CPPE March Sunday training sessions are being planned including local speakers. 	
6.	<p>Staff Appraisals</p> <p>360 appraisals for all 5 staff members mean a brief survey will go out to Committee members to capture feedback for appraisal use.</p> <p>Action – Share 360 review forms with Committee for feedback & identify additional stakeholders.</p>	<p>LS</p>

7.	<p>Public Health Services</p> <ul style="list-style-type: none"> • Response from Suffolk DPH, Update to HSC <p>Letters to both Directors of Public Health of NCC and SCC were sent from CPNS. RAG ratings of all services will be coming out and the letters were a prelude to these. Suffolk Health Scrutiny Committee update submitted.</p> <p>Norfolk & Suffolk service dashboards have been finalised and will be sent to NHS emails and a version in newsletter / website, which will have some finance details removed to give a useful summary of all the services Contractors can sign up to.</p> <p>Action – Public Health Review outcomes and guidance to be shared with stakeholders and Contractors</p>	  LS
8.	<p>Potential Loss of ICB-commissioned services in N&W and CPNS Response</p> <p>The Norfolk local Emergency Supply Service and Norfolk Medicine Support Service may be decommissioned which would put more pressure on NHS 111, issues in Norfolk would need to be reviewed and understood as to the value of the service. ICB will be reviewing.</p> <p>The Committee agreed that there are still special challenges and circumstances that make a direct service far preferable, and as such decommissioning of the Emergency Supply Service should be strongly resisted.</p> <p>Local COVID antiviral service is likely to finish in 2025 given our areas different to the rest of England and move to business as usual activity.</p>	
9.	<p>Community Pharmacy England Update</p> <p>AS gave a very useful update via slides and shared CPE discussions as far as he is able at this sensitive time.</p>	
11.	<p>SNEE Update</p> <p>Vaccinations Update</p> <p>Flu – Issues with having to purchase a box (40/20) a time when most of the cohort have been vaccinated and a risk that costs won't be covered.</p> <p>Pharmacy First consultations, the shift to commencing in October, the Christmas rush and lack of premises / staff along with patient demand dropping in the New Year have made this winter vaccination programme challenging.</p>	 

Turning off the NBS has also reduced bookings and no push notifications in the NHS App to help patients use the service.
RSV vaccines –NHSE very pleased with the early adopter programme in SNEE.
COVID spring vaccinations programme due to commence on 1st April.

Pharmacy Workforce

Mark Cheeseman and Ben Leung from SNEE ICB, were welcomed to the meeting.

Michelle Perry, Pharmacy Workforce Project Lead is now in post to support the system strategy to progress the ambitious and changes afoot.

A presentation was shared with Committee which explains how the 3 core objectives from the workforce strategy would be focused on. Sarah Boxhall dialled in and spoke about the Primary Care Careers pilot which is still operating in the area until 31st March 2025. The service will help pharmacies with recruitment support including advertising and shortlisting applicants.

Action – Share details of the PCC service to Contractors and record update for webinars



KB / PCC

NHS South region have managed to improve pharmacy workforce outcomes so looking at shared learning. Looking at ways to amplify and showcase adverts and what's unique about our area. Medical workforce group linked in and hoping to share learning too.

Three priorities

Working groups set up for each of the priorities.

1. Alignment of E&T teams and training events open to all sectors
 - Discussions with the Training Hub are in progress to allow this to happen and share events on the Primary Care training calendar.
 - ESNEFT tutorials for trainee pharmacies to be opened up to all to access which include clinical skills
2. Increased number of rotational roles working across multiple sectors
 - 6 pre-reg apprenticeships cross sector placements are being arranged using unused levy money.
 - Foundation training webinar for Oriol 26/27 are now out and a delay has been made in mandatory cross-sector placements.
3. Joint approach to recruitment across SNEE attracting new staff
 - Better use of the Primary Care Careers offer
 - Look to amplify adverts via social media

12.	<p>ICB\LPC Plans to Support PF, Contraception, DMS and Hypertension etc.</p> <p>See item. 11.</p>	
13.	<p>Other ICB Updates</p> <p>SNEE:</p> <ul style="list-style-type: none"> • Digital upskilling– still awaiting PharmOutcomes platform. 	
14.	<p>CCA Questions</p> <p>MH will complete the CCA questions this quarter. Comms will be going out to explain the bundling arrangement from April, which so far is to be signed up to all 3 services, PF, HCF & PCS.</p> <p>Still awaiting further information following CPE negotiations.</p>	
15.	<p>A.O.B.</p> <p>IP Pathfinder programme – Not currently in progress for 2025 in the East. Treat and treat programme is being set up to provide DPP support.</p> <p>UEA Speakers – The UEA would like to have speakers attend the university to engage with students.</p> <p>Action – CFB to send dates to members for UEA year 3 students engagement opportunity.</p> <p>NPA Ballot – Will be monitoring as to the collective actions that may take place.</p>	<p>CFB</p>
<p>Date & Venue of Next Meetings:</p> <p>19th March 2025 – Diss Business Hub</p> <p>21st May –2025 - Diss Business Hub</p> <p>23rd July 2025 - Diss Business Hub</p> <p>17th September 2025, AGM - Diss Business Hub</p> <p>26th November 2025 - Diss Business Hub</p>		