

Minutes of the Meeting of Community Pharmacy Norfolk & Suffolk

Held on Wednesday 19th March 2025, at Diss Business Hub, Hopper Way, Diss IP22 4GT

This meeting was kindly sponsored by Exeltis UK, who were unable to attend on the day.

Committee Members			
Alister Huong (AH) Former 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	P
Mike Hebron (MH) CCA	P	Ashley Parker (AP) CCA	P
Junchao Jiang (JJ) IPA	A	Jainaba Njie (JN) 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
<p>1. Welcome, Introductions & Apologies for Absence CPNS new Members - Jainaba, from Boots, who previously served on Norfolk LPC, and Ashley from Well Pharmacy, were welcomed and introduced to the Committee. Apologies: from Chris and Junchao.</p> <p>Declarations of Interest DOI were completed by new members. Committee members were reminded that completed declarations have been published on CPNS website and if any changes are needed to inform the team.</p> <p>ACTION add DOI and pictures to the website for new members.</p>	CFB
Sponsor- Exeltis UK Therapy Areas – Exeltis	

	<p>Unfortunately unable to attend, but still sponsoring the meeting, which is appreciated.</p> <p>ACTION share attendance list with sponsor.</p>	<p>MB</p>
2.	<p>Chair Vacancy etc. Membership proportionality Alister has now left Boots role which sadly renders him no longer eligible to be a member of CPNS, this is his final meeting. AH explained the process for electing a new Chair. The Committee discussed the options and process for electing a new chair. NS expressed an interest in the Chair position. TD as Nick is expressing (unopposed) interest in Chair we would need a new Vice Chair. NS would be good to reflect the split of the Committee and have a CCA member for this? MH expressed an interest in the Vice Chair role. A discussion was then had with the Committee around the vacancy for a new member, taking into consideration the Contractor mix and implications for membership, and options provided by our constitution. LS explained the contractor split to the Committee and how pending upcoming changes could impact the breakdown in representation. The Committee decided to defer this decision until the next meeting, with CCA also seeking guidance on this move.</p> <p>ACTION formal votes on the Chair and Vice Chair roles will take place at May's meeting, as planned, add to May's agenda.</p> <p>ACTION review Contractor breakdown and Committee vacancy at the May meeting.</p>	<p>CPNS team</p> <p>TD/ LS</p>
3.	<p>Sub-Groups sessions: The Committee discussed the current vacancies on the subgroups with the Committee. It was agreed that Jainaba would join the Governance group and Ashley would join the Finance group.</p> <ul style="list-style-type: none"> • Governance Sub-Committee Members: Gregg, Simon, Jainaba (3) • Finance Sub-Committee Members: Chris, Nick, Ashley (3) • Market Entry Sub-Committee Members: Mel, Guppy, Mike, Junchao, Anil (5) <p>ACTION update website to state changes in Sub-Committees. ACTION share TOR for each sub-committee with new members.</p>	<p>CFB LS</p>
4.	<p>Re: Application for outline consent and premises approval at Constable Country Medical Centre Heath Road East Bergholt Colchester CO7 6RT by Constable Country Medical Practice.</p> <p>The Committee discussed the above application and it was decided that a response from CPNS should be submitted, stating it should be refused under Regulation 51(5).</p>	

	<p>ACTION response to the application from CPNS to be submitted.</p> <p>Draft budget for 2025-6 TD went through the draft budgets with the Committee.</p> <p>ACTION Add budget discussions to the May agenda. This will also include discussions on how the budget fits in with the strategic plans.</p> <p>ACTION schedule finance sub-group pre-meet before the next Committee meeting.</p>	<p>TD</p> <p>TD/LS</p> <p>TD/LS/finance sub-group</p>
5.	<p>CPL Self-Assessment Toolkit 2025-6 The Committee split into three groups to have discussions on the updated toolkit from CPE and then fed back to the larger group.</p> <p>ACTION ask CPE for templates for documents referred to in the self-assessment and feedback comments on the document.</p> <p>ACTION Collate self-assessment responses and present an update, with actions, to the Committee at May's meeting for review and sign-off.</p> <p>LS explained the skills matrix to the Committee. ACTION share the link to the skills matrix with members to complete. Then review at the next meeting.</p>	<p>LS</p> <p>CPNS team</p> <p>CPNS team</p>
6.	<p>Bank Holiday Commissioning & Rates TD lots of changes afoot with the announcements from NHSE and changes within the ICB footprint. Rates have remained the same since 2020. The Committee discussed options and a proposal for a way forward given limited ICB funds was agreed for TD to pursue.</p> <p>ACTION continue discussions on Bank Holiday rates and feedback once more information is available.</p>	<p>TD</p>
7.	<p>Community Pharmacy England Update AS gave an update from CPE to the Committee.</p>	
8.	<p>Integration Project The Committee split into groups and discussed project actions and outcomes to date and next steps within the project, with a focus on what Members feel is most required from support.</p> <ul style="list-style-type: none"> • DMS • “Bundling” • Social Media • Hypertension • Contraception • Pharmacy First <p>All feedback from discussion groups was shared and this will be collated by the CPNS team and then the action plan drafted and shared for feedback.</p> <p>ACTION create the next steps for services on the feedback given and present at the next meeting.</p>	<p>CPNS team</p>
9.	<p>Other ICB Updates</p>	

	<p>N&W:</p> <ul style="list-style-type: none"> • Emergency Supply Service TD discussions are ongoing but as National Service is in place there is a likelihood of decommissioning. However, monies will be redistributed to other pharmacy matters as we understand it should that happen. • C-19 antiviral supply TD service will not be recommissioned, will be business as usual as per the drug tariff. Waiting on confirmation on the costs of medication, the cost of this has been raised locally and Nationally. NES discussions are ongoing. • Early Detection of Cancer - Project extension CBO gave a presentation on current figures and plans for NWICB to commission the service for 2025/26. Will also be expanding, onboarding 10 new pharmacies. EOI will be sent out over the next couple of weeks. Plans for an event in May for pharmacy feedback and learnings. Then September event with possible collaboration between pharmacy and dentistry. <p>SNEE:</p> <ul style="list-style-type: none"> • Digital upskilling LD Meds optimisation newsletter is available. Feedback would be welcome. Hoping for improved use of NHS App lots of work ongoing with IT and digital. Stage 2 is in the process of being developed, and ready for rollout to previous participating pharmacies. <p>Vaccination Update LA COVID Spring campaign starts on 1st April, all info has been sent, and plans are in place. RSV continuing and expanding in other areas, with no expansion in EOE. LS work continues on discussions for other vaccination services that could be rolled out, ongoing works, and will update when info is available.</p>	
10.	<p>Public Health Updates Smoking Cessation PGDs LS gave an update on local discussions on these. Different pricing across the two areas. Suffolk pricing agreed and Norfolk discussions are still ongoing. Feedback from the Committee provided LS with strong mandate to negotiate with Norfolk, unsuitable funding will not be accepted. ACTION continue discussions on smoking PGDs with the Norfolk PH team.</p> <p>Sexual Health updates. LS ongoing discussions around chlamydia screening and how this is supported across Suffolk. More information will be shared once agreed upon.</p>	LS
11.	<p>CCA Questions These were discussed and answered by GM during the meeting.</p>	
12.	<p>A.O.B. PNA consultation periods will be shared when available.</p>	

	<p>TD University of Suffolk School of Pharmacy will open in 2029. Lead recruited, external stakeholder panel to be set up.</p> <p>ACTION anyone with any interest in being part of the panel for UOS contact TD.</p> <p>Farewell to Alister Houg, formally noted that all on the CPNS Committee would like to thank Alister for all of his contributions on both Committees over the years and especially his work during the merger.</p>	<p>Committee</p>
<p>Date & Venue of Next Meetings:</p> <p>Wednesday 21st May 2025</p> <p>Wednesday 23rd July 2025</p> <p>Wednesday 17th September 2025</p> <p>Wednesday 26th November 2025</p>		