

Minutes of the meeting of Community Pharmacy North East Central (CPNEC) held on 2 November 2023 at Chester-Le-Street Cricket Club, Ropery Lane, Chester-Le-Street DH3 3PF.

In attendance:

Emma Morris
 Raminder Sihota
 Paul Arnett
 Mukarrom Hussain
 Lee Middleton
 Ian Mensforth
 Claire Thoms
 Geraint Morris
 Greg Burke

LPC/056/23	Apologies for absence: Kathryn Brown, Rob Pitt, Rebecca Walton, Derek Roberts, Ann Gunning and Sami Hanna
LPC/057/23	Minutes of the September meeting The minutes were accepted as a true and accurate record of the meeting. Action: Greg to include on the website
LPC/058/23	Action Log The content of the action log was reviewed and updated accordingly. Action: Greg to add the actions from this meeting and circulate to members. The action log will be reviewed at every CPNEC meeting. Greg was asked to confirm again with Abi Fraser and Sri Pusapati that their work as critical coaches is no longer required. CPNEC will be advertising the posts again (for 2 coaches), the contract will be for a year. Action: Greg. Geraint reported that a bid has been submitted to the ICB for £350k of critical coach funding; the bid is awaiting final approval. For the larger LPCs, the additional funding would be for 2 coaches, again the contract would be for one year. There was a discussion about the role of the Regional LPC. The question was posed, what are the outcomes from the meetings? Are they value for money? Geraint said that he finds the virtual meetings useful as the content informs his discussions with the Integrated Care Board (ICB). Paul queried whether the ICB should be communicating directly with LPCs, not the ICB. Lee suggested that the meeting should change its title, does the title of Regional LPC give the wrong impression to the ICB i.e., does it imply that it is a statutory organisation similar to LPCs? There was a detailed discussion about the role and purpose of the RLPC.

	<p>Raminder made the point that members do not have sight of emails in relation to RLPC business. Action: Greg to cascade all such emails to all members.</p> <p>In relation to ring fenced money, Raminder said that the guidance from CPE is that all such money should be banked in a separate account. Action: Lee to establish a separate account.</p> <p>It was suggested that, on receipt of ring-fenced money, CPNEC should approach the commissioner and query whether, if the money has not been spent by a certain date, do they want CPNEC to return the money?</p> <p>Action: Lee to circulate to members details of the current ring-fenced budgets.</p> <p>Geraint suggested using ring fenced money to promote the national Think Pharmacy First service.</p> <p>Greg was asked to contact Kate Huddart and query the intention for the PharmOutcomes sub licence in 2024. Action: Greg</p> <p>Lee said that he has his concerns regarding the status of sub licensing arrangements, particularly in relation to GDPR. Action: To be reviewed by the Executive.</p> <p>Greg was asked to contact Vikki Roberts, the new Chief Officer at Community Pharmacy West Yorkshire (CPWY), to ask what CPWY is doing in relation to its PO sublicences after the merger. Action: Greg</p> <p>There was a discussion about the WhatsApp group established for independent pharmacies in Durham. Raminder queried why it is only for independents and why Sami Hanna had been included in the Durham group. Raminder also queried why she had been removed from the Sunderland WhatsApp group. Action: Communications subgroup to pick this up at its meeting on 7 November. It is important that, if groups are established, CPNEC members are given the opportunity to join AND that all participants are aware that the circulation does include CPNEC members.</p> <p>Action: Greg to request again a seat for CPNEC on the Health and Well Being Board.</p> <p>In relation to the digital screens pilot, Greg was asked to contact 9ways and Andrea Jones at NECS and enquire about how content will continue to be sent to the participating pharmacies. Action: Greg</p>
LPC/059/23	<p>CPNEC Meeting dates for 2024/25</p> <p>A draft schedule had been circulated to members. The content was agreed with one amendment, the September 2024 meeting will be held on 19 September. Action: Greg to include the dates on the website and to send diary invites to members/officers/CPE representative.</p>
LPC/060/23	<p>2022/23 Annual Reports</p> <p>Greg had circulated a draft Community Pharmacy County Durham (CPCD) version with the agenda. It was agreed that circulating a</p>

	<p>covering letter and the annual accounts would be sufficient for 2022/23. One letter will go to the Sunderland pharmacies with Sunderland LPC accounts and one letter will go to Durham pharmacies with CPCD accounts. Action: Greg to draft letters for CPCD and Sunderland and send to Emma and Kathryn for comments/approval.</p> <p>Geraint contacted Tim Dobbin during the meeting for a status report regarding the 2022/23 Sunderland LPC accounts. Tim confirmed to Geraint that the accounts would be available by the end of the month. Geraint asked Tim to flag early with him if this became unachievable. The only regular outgoings from the Sunderland account are a monthly payment for its Gmail account. Action: Geraint to download all the emails and close the account or instead change the bank details to CPNEC’s Barclays account.</p> <p>It was agreed that the date of the Annual General Meeting must be 11 January 2024.</p>
LPC/061/23	<p>CPNEC Strategy</p> <p>The latest draft of the strategy was circulated with the meeting papers. There was agreement that the CPNEC strategy does not have to mirror or echo the content of the CPE Vision; the CPE document is more high level.</p> <p>Claire requested that CPNEC reviews service fee structures every 2 years. Action: Services subgroup.</p> <p>Geraint indicated that he has some suggested amendments to the “Enabling and Finance” section. Action: Geraint to send the suggestions to Greg.</p> <p>Members suggested slight amendments to the wording of some of the content. Action: Greg to amend accordingly.</p> <p>It was agreed to remove the Standard Operating Procedure item and replace it with “produce top tips document” for each service. Action: Greg</p> <p>It was suggested again that the Asthma budget slippage is used to support the roll out of the national pharmacy first service. Action: Greg to liaise with Kate Huddart’s team.</p> <p>It was agreed to include the strategy as a standing item on CPNEC agendas. Action: Greg</p> <p>Raminder flagged some work being done in Nottinghamshire by the LPC to make the committee and its members more accessible. It includes blogs, virtual meetings etc. Action: Communications subgroup to consider the practicalities and whether CPNEC should do something similar.</p>
LPC/062/23	<p>CPNEC Engagement Event</p> <p>It was agreed to hold the event, with the AGM, in the evening of 11 January. The national Think Pharmacy First service would be front and centre. It was agreed to invite James Wood to the CPNEC meeting and AGM and to invite Sami Hanna. Attendees could be asked to submit questions in advance of the event. Actions: Greg</p> <p>It was suggested that we ask CPPE to deliver some consultation/diagnostic skills training at the event. Action: Greg to liaise with CPPE.</p>

	<p>Ian raised a word of caution; is it appropriate to combine an engagement event concentrating on the Pharmacy First service with our AGM/engagement event? If the content of the new service is not positive it could reflect badly on CPNEC.</p> <p>The communications subgroup was asked to consider the content of a newsletter article about how to prepare for the National Think Pharmacy First service. Action: Communication subgroup.</p>
<p>LPC/063/23</p>	<p>Finance update Lee confirmed that he will pay the CPE half yearly levy this week. Action: Lee/Greg Lee updated members on the balance of the accounts. He also confirmed how much money is ring fenced. There was a discussion about the possibility of introducing a levy holiday; it was considered that this would be a good news story to share with contractors at the AGM i.e., CPNEC has looked at the efficiencies generated by the merger and has determined that it can introduce a levy holiday of X months without jeopardising its output. Lee also suggested that we could consider changing the way we collect the levy i.e., from a % to a set amount. To help inform a decision it was agreed that CPNEC needs to determine how it wants to spend its money. Training events were suggested for commissioned services, including basic administration skills and examination skills. Action: Greg to approach CPPE to ask about the sign-up rate for diagnostic/clinical skills training and how quickly CPPE could provide such training.</p> <p>The services subgroup was tasked with formulating a plan. Action: Services subgroup. It was suggested that, at a CPPE event as described above, CPNEC could provide otoscopes and digital thermometers. CPNEC could help CPPE champion one of its events, CPNEC would cohost and pay venue and catering costs. CPPE is already commissioned by the NHS.</p> <p>Action: Members to submit all invoices as soon as possible.</p>
<p>LPC/064/23</p>	<p>7 day prescribing guidance. A copy of the draft guidance had been circulated with the meeting papers. Following consultation with members via email Greg had already provided committee comments to Geraint. Geraint is collating comments from LPCs to feed back to the ICB. Raminder added that MDS cannot be requested by healthcare professionals other than community pharmacists unless they also dispense the medication. Raminder also stated that if four (7 day) dosettes are delivered in one day then this must be on receipt of a 28-day prescription. If one (7 day) dosette is delivered then this must be on receipt of a 7-day prescription. Also, the draft guidance does not make any reference to other compliance aids e.g., apps on mobile phones. The guidance should include all current options. The seven-day prescription conversation is separate to a conversation about the need for a</p>

	<p>compliance aid; it isn't helpful that both elements are included in the same document/form.</p> <p>Geraint reported that he has suggested to the ICB that there should be a commissioned service.</p> <p>Action: Greg to submit additional comments to Geraint on behalf of CPNEC.</p>
LPC/065/23	<p>CPNEC Member vacancy - independent</p> <p>Greg briefed members on the progress in replacing Gordon Johnson. A process had been agreed at the Executive team meeting on 23 October. Details of the vacancy had been emailed to CPNEC independent pharmacies on 30 October. Greg informed the meeting that he had deviated slightly from the relevant content of the constitution in that he had allowed 14 rather than 7 days to reply. This was to take account of the half term break. To date, one expression of interest had been received.</p>
LPC/066/23	<p>PSNE Ltd</p> <p>Greg provided a verbal update. It had been agreed at the September meeting that CPNEC should ask the solicitors for responses to specific questions not just provide a generic paper on the role of directors. Greg, Geraint, and Paul had agreed on the content of questions to submit to Clarke Mairs solicitors, the questions were sent on 13 September.</p> <p>A reply had been received on 5 Oct, apologising for the delay. The content also quoted the cost of responding to more detailed questions. CPNEN and CPNEC noted the additional cost and agreed it was reasonable. Greg instructed Clarke Mairs to proceed. By 31 October a reply had not been received, Greg followed up and was told that a response would not be forthcoming ahead of the CPNEC meeting on 2 November but should arrive the following week. Greg replied to ask Clarke Mairs to adhere to that timetable as the next PSNE Ltd Board meeting will be held on 29 November.</p> <p>There was a brief discussion about the availability of other provider companies given the recommendation in the Wright Review that all LPCs should have access to them.</p>
LPC/067/23	<p>Services update</p> <p>Geraint confirmed that the emergency supply walk in service will continue throughout November.</p> <p>With regards to the ongoing work around stream lining public health services being led by Claire Jones; Greg had circulated relevant documentation with the agenda papers. Emma and Paul have a meeting with Claire on 3 November to discuss implications for Durham providers. Raminder commented that the requirement to complete training every two years was too onerous and should be questioned.</p> <p>IP pathfinder pilots.</p> <p>34 EOIs were submitted across NENC with at least one in each LPC area. There will be ten pathfinder pilot sites. CPCS plus will be the</p>

	<p>service for NENC. The start date will be 1 January 2024 (hopefully), to run to 31 March 2024.</p> <p>There was a discussion about the involvement of Mike Maguire and Andre Yeung in this, and other, projects. Members queried from where they received the mandate to act on behalf of community pharmacy.</p> <p>In relation to the Durham End of Life Care (EoLC) service Paul is to check with the MO team whether there is a proposal to add items to the formulary as well as remove items. If there is it must be checked that the annual retainer fee continues to cover the cost of stock purchased. Action: Paul.</p> <p>Action: Greg to remind all Durham pharmacies to claim the annual retainer fee for this service and the anti-viral service.</p> <p>Asthma pilot funding – repurposing of the budget.</p> <p>Greg reported that the ICB is chasing ideas for the use of the slippage from the previous Durham scheme. Emma described that scheme and the reasons why uptake had been minimal. Raminder suggested something around the green agenda and stated that the CPNEC strategy should include reference to green issues. Action: Greg to approach CPPE; does it provide any training/resource?</p> <p>Paul suggested doing a survey of our pharmacies; what are they doing to support the green agenda and/or what would they like to see introduced to support that agenda? Those completing the survey could receive a one-off payment.</p> <p>It was commented that as the organization which provided the money no longer exists, nor does the LPC to which the money was given, then CPNEC could absorb it into its budget.</p>
LPC/068/23	<p>PCN Leads</p> <p>Greg provided the background to the current position in CPNEC with regards to PCN lead posts, 8 out of the 19 posts are vacant. Geraint stated that he thinks that Mike Maguire has secured the additional funding, he is awaiting final confirmation. Action: Greg to follow up with Mike Maguire. The meeting agreed that no action should be taken about filling the vacancies until confirmation is received that the funding is secure.</p>
LPC/069/23	<p>Critical coach advert</p> <p>Members approved the content of the draft advert circulated with the meeting papers with one amendment. The amount payable should read: “Between £18 to £30 per hour based on qualifications and experience.” Action: Greg to circulate to all pharmacies and Meds Op colleagues via Kate Huddart.</p>
LPC/070/23	<p>Sunderland PNA Steering Group meeting.</p> <p>CPNEC members who attended fed back on the content of the meeting. The meeting concluded that, at present there is not a need for any supplementary statements. The team at Sunderland City Council had used the SHAPE tool to determine that none of the closures have resulted in gaps in pharmaceutical services.</p>

LPC/071/23	<p>Market entry status The meeting papers had included, for information, a spreadsheet listing details of live and completed market entry cases.</p>
LPC/072/23	<p>Contractor query – AAH delivery timetable Paul explained the nature of the contractor query i.e., the company has been informed by AAH that, though a couple of its branches will continue to receive twice daily deliveries, two other branches, will receive only one delivery per day. Also, the cutoff point to place orders has been brought forward. Paul queried whether CPE could look at this. Action: Greg to flag with Sami Hanna. Paul informed members that several practices are issuing postdated prescriptions. Action: Paul to provide the detail to Geraint and he will take it to the Primary Care Collaborative.</p>
LPC/073/23	<p>Issues/concerns to bring to the attention of the CPE representative. It was agreed to contact Sami regarding the AAH delivery query (above). Also, Greg was asked to request from Sami a written update if he cannot attend. Greg also asked to send the CPNEC meeting dates to Sami. Action: Greg.</p>
LPC/074/23	<p>Any other business It was agreed that Joseph Chandy and Ewen Maule should be invited to separate meetings of CPNEC. Action: Greg Paul updated members on his recent visits to two Sunderland contractors. Details are recorded separately. Geraint delivered a brief presentation on the 9 Pillars of leadership. Ian flagged an issue around NHS Mail accounts i.e., one of the pharmacy managers in his group of pharmacies has had his account flagged as being a “leaver”. Other members were familiar with this scenario. Paul advised Ian of a process to follow to resolve the issue. Action: Greg to send a message to all pharmacies advising them of the issue and advising strongly to action the email if it is received. Greg informed the meeting that he faced a similar problem. Greg advised the meeting that he will be delivering a presentation to the meeting of the Sunderland Living Well Delivery Board on 8 November. Also, Greg informed the meeting that Kevan Jones, MP will be visiting Lydon Pharmacy, Stanley on 1 December. Greg will be in attendance. Members agreed to settle the invoice from Make (£1,200) for the work done on the website rebrand. Action: Greg/Lee.</p>
	<p>Date of next meeting: 11 January 2024 at Bowburn Hall, Bowburn</p>