

Minutes of the meeting of Community Pharmacy North East Central (CPNEC) held on 11 January 2024 at 13.00. Bowburn Hall, Bowburn, Durham DH6 5NH.

**In attendance:**

Emma Morris  
 Paul Arnett  
 Kathryn Brown  
 Rob Pitt  
 Jamie Rotherham  
 Lee Middleton  
 Ian Mensforth  
 Claire Thoms  
 Derek Roberts  
 Ann Gunning  
 Geraint Morris  
 Greg Burke  
 Rob Severn, CCA  
 Sami Hanna, CPE Northern Representative  
 James Wood, CPE (joined mid afternoon)

LPC/001/24	<p><b>Apologies for absence:</b> Raminder Sihota          Jamie was welcomed to his first meeting as an LPC member.          Rob Severn, CCA, was also welcomed to the meeting.</p>
LPC/002/24	<p><b>Minutes of the November meeting</b>          The minutes were accepted as a true and accurate record of the meeting. <b>Action: Greg to include on the website</b></p>
LPC/003/24	<p><b>Action log</b>          Geraint referenced the action with regards to the Sunderland LPC email account. There is a small monthly charge to maintain the account. It was agreed to retain the account for the time being and transfer the direct debit from Sunderland to CPNEC. <b>Action: Lee to liaise with Tim Dobbin.</b>          There was a discussion about monies received from a third party; there was consensus that a time limit must be placed on when the money must be spent.          Lee updated members on the content of his conversation with Charntel Clark, Medicines Optimisation, regarding use of the balance of the respiratory budget. The proposal is to use the money to encourage collaboration/communication between pharmacies and practices around Pharmacy First. The ICB will consider the proposal and report back to CPNEC.          There was agreement to cover the cost of the evening's Annual General Meeting (AGM) from PSNE Ltd management fees.</p>

	<p>There was an action for Greg to instruct PSNE Ltd to pay back to CPNEC the balance of the respiratory budget. <b>Action: Greg</b></p> <p>There was a discussion about the issue of post-dated prescriptions. Jamie informed the meeting that shortly there will be a meeting to discuss the situation in Ferryhill and Chilton. Jamie will be attending to express his concerns in relation to the proposals. <b>Action: Jamie to report back to the LPC.</b></p> <p>Geraint commented that we should be reporting this type of issue to the ICB; there are possible patient safety issues.</p> <p>Rob expressed his frustration regarding lack of communication from the ICB Medicines Optimisation team.</p> <p>There was a further discussion about establishing WhatsApp groups for CPNEC contractors? No decision was made in relation to who should be included in the groups i.e. all pharmacies or only independents. It was suggested that attendees at the AGM should be asked for their view.</p> <p>There was a discussion about the content of the digital screens after the pilot comes to an end later this year.</p> <p>There was a discussion regarding the Durham EoLC scheme and the proposal to reduce the annual retainer fee from £500 to £350. It was agreed that CPNEC should push back; £150 is a large reduction, CPNEC’s view is that the fee should remain at £500. Also, flag with the ICB the specialist drug services operational in Gateshead and South Tyneside and North of Tyne. <b>Action: Greg</b></p> <p>With regards to the issue of AAH amending its delivery schedules for certain pharmacies there was consensus that this is a commercial decision and beyond the scope of CPE.</p> <p><b>A confidential item was discussed at this stage. Details are recorded separately.</b></p>
LPC/004/24	<p><b>CPPE presentation – Kristeen Turner</b></p> <p>Introductions were made.</p> <p>Kristeen delivered a presentation. There was a discussion about the content available on the CPPE website; help is available from CPPE to explain how to navigate around the site. Resources include the contraceptive and Blood Pressure monitoring services.</p> <p>There will be a new decision making resource shared next week.</p> <p>The Pharmacy First (PF) “landing page” was highlighted. A brief description of the CPPE facilitated PF training was provided; all attendees will be provided with a certificate.</p> <p>There is a pharmacy technician “Advancing Your Role” course; Kristeen covered the course structure.</p> <p>Kathryn outlined a frustration of being locked out of assessments for 72 hours on the CPPE website if they have been failed on the first</p>

	<p>attempt. Kristeen acknowledged this and did say that it can be unlocked earlier by contacting CPPE. Claire suggested that pharmacists/technicians should not be able to access the assessments without first completing the necessary reading.</p>
LPC/005/24	<p><b>Vacancies on the committee</b>  Greg took members through the figures (using the CPE election calculator) i.e. the number of pharmacies on the list and the split between independents, CCA and AIMp. Members noted the content and the fact that the exercise determined that AIMp should be asked to appoint one new member and the other vacancy should be for an independent. Greg informed the meeting that AIMp had contacted him with the names of two nominated representatives. <b>Action: Greg to approach AIMp, confirm that there is a place for only one AIMp representative and ask them to confirm who it will be. Also, Greg to circulate to independents a request for expressions of interest to fill the independent vacancy. Also, Greg to approach the unsuccessful candidates from the recent independent selection process to ask whether they wish to be considered again.</b></p>
LPC/006/24	<p><b>Pharmacy First Training</b>  The meeting agreed to fund an afternoon session of CPPE training on 3 March in Sunderland. <b>Action: Greg to confirm with CPPE and the Hilton Garden Hotel, Sunderland.</b></p>
LPC/007/24	<p><b>Critical Coaches – Appointment process</b>  Jamie declared an interest. It was agreed that Greg and Emma will “interview” the three candidates. <b>Action: Greg to make the necessary arrangements.</b>  Geraint provided background to the Primary Care Collaborative. It’s first project will be promoting GPCPCS. There is an additional £370k being allocated for critical coaches; there will be stringent governance attached to the new funding. NECS pharmacists may have a role to play and receive some of the budget. The Collaborative will also have another budget, £30k, to use to promote GPCPCS.  Geraint also mentioned the £194k PCN lead backfill funding secured by Mike Maguire. Currently, the Board of PSNE Ltd is considering the content of a Memorandum of Understanding (MOU) to be used between PSNE Ltd, the ICB and Mike Maguire with regards to the paying out of the budget. Once that is signed, Mike can request a purchase order number after which the PCN lead backfill money should be paid over to PSNE Ltd.  <b>Action: Greg to include a PCN lead item on the March agenda.</b>   <b>James Wood, CPE arrived.</b>   There was a further discussion about PCN leads, their role and future. Rob described his experience in the role. Paul said that there will be a cost for LPCs to set up work for PCN leads; LPCs should be able to claim back that cost. Sami outlined how PSNE Ltd calculated its management fees.</p>

	<p>James informed the meeting that NHS E is still interested in the PCN lead role and is keen to look at options for support. Geraint outlined local activity around leads e.g. the leadership course.</p> <p>There was a discussion about hosting an evening event for PCN leads, well in advance of Easter. It was agreed that the meeting would only go ahead if there is confirmation of the funding.</p>
<b>LPC/008/24</b>	<p><b>September 2024 meeting date.</b></p> <p>It was agreed to move the date of the meeting to 18 September.</p> <p><b>Action: Greg</b></p>
<b>LPC/009/24</b>	<p><b>Requests from ICB Meds optimisation to circulate information.</b></p> <p>It was agreed that the LPC should continue to circulate information on behalf of the Medicines Optimisation team. <b>Action: Greg</b></p>
<b>LPC/010/24</b>	<p><b>Durham Dales Health Federation – CP nomination to join Integrated Neighbourhood Leadership (INLT) team</b></p> <p>It was agreed that Greg will attend the first meeting on 17 January.</p> <p><b>Action: Greg</b></p>
<b>LPC/011/24</b>	<p><b>Governance considerations for LPCs</b></p> <p>Emma and James provided background and context. An action arising from the Review Steering Group was to improve governance arrangements for CPE and LPCs. Following joint work between CPE and LPC representatives, a Governance Framework, a Code of Conduct and Terms of Reference for a Governance Group had been drafted. LPCs are invited to consider the content and having done so, decide whether to adopt them. James stated that he considered the work and the documents to be a huge step forward in terms of improving governance across CPE and LPCs. After a brief discussion members agreed to adopt the documents and their content. <b>Action: Greg to brand as CPNEC and include on the website. Also, members to add their signatures as confirmation that they endorse the documents and content.</b></p>
<b>LPC/012/24</b>	<p><b>LPC Self-assessment</b></p> <p>James advised the meeting that the content of the self-assessment is being reviewed; an updated version will be published in due course. In light of this information the committee agreed to defer completion.</p>
<b>LPC/013/24</b>	<p><b>LPC Strategy</b></p> <p>Owing to time constraints the committee agreed to defer this item to the March meeting. <b>Action: Greg</b></p>
<b>LPC/014/24</b>	<p><b>Durham Public Health services</b></p> <p>A suite of documents, as provided by Claire Jones, Public Health Pharmacy Adviser at Durham County Council (DCC), had been circulated with the agenda papers. Paul and Emma had been heavily involved in the content of the service specifications etc. Members determined:</p> <ul style="list-style-type: none"> <li>• They had no further comment on the content.</li> <li>• The documents should not be posted out to pharmacies.</li> <li>• Training videos can only be posted on the CPNEC website if explicit consent to do so had been obtained.</li> <li>• A much more preferable option is for the videos to be hosted elsewhere and for CPNEC’s site to signpost to them.</li> </ul> <p><b>Action: Greg to feed back to Claire.</b></p>

	<p>Jamie queried whether there have been any discussions with Claire about reviewing service fee structures. Emma confirmed that fees for certain services have been reviewed and increased, the supervised consumption service is an example of that.</p> <p>There was a discussion about better utilising the Alcohol Brief Intervention service. If there is not an increase in activity there is a risk that it will be decommissioned.</p> <p>Geraint provided an update in relation to the ICB commissioned services. The UTI PGD service will discontinue on 31 March 2024. The emergency supply walk in service will run until the end of February, perhaps the end of March depending on the outcome of ongoing discussions regarding available funding. PSNE Ltd will issue notice to providers at an appropriate time. North East Ambulance Service (NEAS) wants it to continue beyond 1 April 2024; Geraint is working with commissioners on the feasibility. <b>Action: Geraint</b></p>
<b>LPC/015/24</b>	<p><b>Any other business</b></p> <p>Geraint mentioned the 5% funding increase in Wales and 6% in Scotland and queried with James the situation in England. James provided the background to negotiations and provided some insight into why they are so challenging for CPE. CPE expects the negotiations to begin very soon for 24-25; CPE will be pushing hard for a funding uplift.</p> <p>Emma provided the background to the Foundation Pharmacist Programme 2025-26. There was a discussion about the changes and implications of these. Emma has flagged this as a priority with the Regional LPC.</p>
	<p><b>Date of next meeting: 7 March 2024 at Chester-Le-Street Cricket Club.</b></p>