**Community Pharmacy Norfolk Committee Meeting**

**Thursday 27th July 2023**

At Roundwood Conference Centre <https://www.roundwood-norwich.co.uk/>

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| **Agenda Items** | | **Actions** |
|  | **Attending**  Chris Ball, Geoff Ray, Darren Wales, Katie Friend, Mike Hebron, Ben Ampomah, Simon Ingham, Alister Houng  **Also Attending**  Tony Dean (Chief Officer), Lauren Seamons (Deputy Chief Officer), Charlotte Bowles (Support Officer), Anil Sharma (CPE Regional Rep), Sharon Gardner (ICB), Catherine Hedges (ICB), Emma Murray (ICB), Ewan Raffel and Busola Daramola (online) (HEE Foundation training co-ordinators)  **Welcome & Apologies for Absence**  We welcome 3 new Members to Committee representing the CCA:  Katie Friend (Boots), joining us for the first time, and a welcome back to Darren Wales (Well) and Mike Hebron (Boots). This does still leave us one Member short of the 12 we require. Apologies were received from Gurpreet Kular and Caroline Steels. Jainaba Njie is now on maternity leave so will not be attending CCA are aware of her leave.  **Review Minutes** of the meeting held in March 2023. These are on the LPC website and circulated to Members within 2 weeks of each meeting.  **Declarations of interest**  These were completed by Darren Wales, Mike Hebron and Katie Friend along with confidentiality agreements signed. These will be kept on file and pictures and DOI will be added to the website with other Committee members. | **CB** to update members area of the CPN website. |
|  | **Matters Arising (Not on this Agenda)**  Review of Actions from last meeting  POD discussions with Sharon and ICB when they arrive. | **CB** to update the action log from this meeting |
|  | **Meeting the Recommendations for the Review Steering Group- Merger of the Norfolk and Suffolk CPL**  **GR** gave background on current works and suggestions.  **AH** gave an overview of current proposed structure options and how these would work for the combined Norfolk and Suffolk employed staff.  The employed staff stepped out of the room so the Committee could have a full and open discussion around the proposals.  Committee unanimously selected proposal A, which also mirrors Suffolks discussions.   * HR Update- GR/Chris/AH   Progress can now be made with the HR process.   * Mapping procedure. TAPR toolkit etc. * Rebranding   **LS** presented the new branding materials from CPE.  Committee agreed to adapt the new branding.   * Venue(s) for joint meetings for rest of year   **CB** gave information on venues that are available and what has been looked at.  Committee agreed for Charlotte to book Diss Business Hub for November meeting. | **GR/ CBa** to continue to make progress with the Suffolk Chair and Treasurer on the HR process  **CPN team** to inform CPE that Norfolk wishes to adopt the branding now and develop a plan of action for this to progress  **CB** to book venues for upcoming meeting in November. |
|  | **Finance Sub-Group Membership**  With Dee’s departure we only have Ben on the sub-group with Chris. We require 2 more sub-group Members, please.  Committee were asked for new members for the group.  **Mike Hebron and Darren Wales agreed to join the subgroup.**   * Current IT needs   Proposal was given to the Committee for new IT equipment for the team. The Committee agreed that this is acceptable and granted the proposal. | **LS** to purchase the equipment needed.  **CBa** review accounts end of December to look at plans for upcoming merger. |
|  | **Foundation Training**  Ewan Raffel gave presentation on how training will be changing from 25/26.  Survey to gather baseline information on training needs and EOI to be sent from HEE via ICB. | **CB** send information about survey in news once available |
|  | **Community Pharmacy England Update**  **AS** talked through his presentation giving a meeting summary, funding negotiations, work of the sub committees, Primary care delivery plan, TAPR update. |  |
|  | **ICB Update**   * PCN Community Leads Pilot * Resilience/Integration LES * Primary Care Recovery Plan * Antivirals * Cancer Referral Pilot * TB Directly Observed Therapy (DOT) Service * Complaints and Quality Assurance * Regulatory Changes and PNA * IP Update   **EM** gave information about her role and what she will be focusing on, the support that is available. The focus will be on supporting improvement.  **SG** resilience funding should be communicated next week to pharmacies. Two new areas added for PCN leads as funding has been allocated. Covid 19 anti-viral service – a big thanks for engagement from pharmacies for EOI, as almost 100 came forwards. 25 pharmacies have been selected and all will be communicated with on the outcomes.  **CPN Committee formally thanked Sharon and Emma from the ICB for the work on this project.**  Cancer screening programme presentation given to Committee.  **AH** indicated that he was involved in this in the national pilot in another area, so we agreed to liaise. **TD** thanked **Charlotte** for her work in getting the project to this stage.  TB DOT service is currently being looked at and further information will be circulated when available.  IP pathfinder programme update due in August.  **CH** gave an update on how Community Pharmacy is now a larger part of the ICB meetings and is very much considered part of the ICB structure.  POD update- consultation has gone out to all but it is an internal process mainly. Committee fed back that pharmacies cannot be expected to pick up the ordering process for these patients.  **AH** Coventry decommissioned a POD service so ICB may be able to find some learnings from there. | **CPN** will support comms for resilience funding in follow up news once they have gone out.  **CPN** will also support comms for the Covid anti-viral service.  **TD** Invite Jade from workforce to the next meeting. |
|  | **Stock Shortages**  Asked all Committee members to be mindful and look through the documents that were circulated to the Committee regarding shortages. This is a complex national issue which clearly requires change. |  |
|  | **Local Services Update**   * Public Health update on funding and timelines * Principles for contracting local services   **LS** informed the Committee on the local contract variations and new funding updates. Smokefree vape vouchers are now available, and information was sent out via news update. A new contract update should be available for the next meeting, but contracts may not be ready for April 2024. Lauren will update the Committee with workings around these contracts. LPC continue to push for all contracting to be via NHS short form contract. | **LS** if update is available bring to September meeting |
|  | **Communications and Engagement Update**   * AGM arrangements   Committee agreed on an evening online session for this AGM. Then looking at a contractor event to launch the merged Community Pharmacy Norfolk & Suffolk teams.   * Contractor event   To be looked at as a launch of the merged LPC teams.   * CPE Conference 12th October 2023, London   **TD** CPN have three places allocated for this event. Committee to feedback if they would like to attend. | **CPN team** to send out information on the AGM. |
|  | **CCA Questions**  Katie is completing these for this meeting. |  |
| **Future Meetings:**  Thursday 21st September 2023 (Norfolk only, at Roundwood)  Wednesday 15th November 2023 (Diss Business Hub, Diss)  Wednesday 17th January 2024 (Venue TBC)  Wednesday 20th March 2024 (Venue TBC) | | |