**Community Pharmacy Norfolk Meeting**

**Held on Thursday 21st September 2023**

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

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| **Agenda Items** | **Lead** |
|  | **This meeting is kindly sponsored by AstraZeneca through the provision of a stand space/brief discussion. They will have no input into the content of the meeting.****Sponsor Update: Andre Fletcher,** Clinical Sales SpecialistNorfolk & Waveney – Astra Zeneca We thank Astra Zeneca for their sponsorship of this meeting.  | Andre Fletcher |
| 1 | **Welcome & Apologies for Absence****Attending:** Geoff Ray, Chris Ball, Katie Steel, Mike Hebron, Simon Ingham, Darren Wales, Guppy Kular.**Also Attending:** Tony Dean, Lauren Seamons.**Guests:** Jayde Robinson (Head of Primary Care Workforce Development, N&W ICB), Sharon Gardner (CPCL, N&W ICB), Catherine Hedges N&W ICB) and Emma Murray (Quality Manger, N&W ICB).Apologies were received from: Alister Huong, Caroline Steels**Review Minutes** of the meeting held in July 2023. These are posted on the LPC website: [Meetings and Minutes – Norfolk LPC (communitypharmacy.org.uk)](https://norfolk.communitypharmacy.org.uk/about-us/committee/meetings-and-minutes/) **Declarations of interest** – No changes declared | Chair |
| 2 | **Matters Arising (Not on this Agenda)**Review of Actions from last meeting | All |
| 3 |  **Merger of the Norfolk and Suffolk LPCs** It is of note that this is the final “Norfolk LPC only” meeting prior to merger.* **HR/Workforce and Proposed Transitional Model**

The proposed model discussed at the last meeting has now been approved, pending final discussions with HR consultancy.* **Finances**

Norfolk currently have greater reserves than Suffolk, meaning we are likely to need a levy holiday in order to ensure parity of funding.The committee briefly discussed potential names.* **Format of joint meetings from November to March**

**GR** discussed having a joint session in the morning and area break-out sessions in the afternoon or vice versa.The committee felt that the format should not be set in stone and some flexibility in models will be needed over the next 3 meetings.* **Election Process**

**TD** gave an overview of the election process as set out in the model LPC constitution. The RSG recommendation is to have 10-12 members, given the current balance of representation and the fact that two committees are merging to one, we would recommend 12 members.**GR** emphasised the need for independent members to understand the commitment required, particularly with a new committee covering a larger area.Figures will be set on the 31st October, If elections are necessary this will be conducted in January and the outcome will be known by the end of February.Tony and Tania will jointly hold the role of returning officers.**Members were reminded that the Norfolk AGM is this evening at 7.30pm.** | Chair/Treasurer |
| 4 | **Finance*** **VirtualOutcomes license**

6 month interim license agreed until the merger.* **UEA Business Case Prize**

£300 per year, creates a link into the University.* **Directors’ & Officers’ Insurance**

Reminding committee members of their liabilities and that insurance is available. Await new committee decision.* **Office 365 licences**

Monthly rolling license until the merger. | Treasurer/LS |
| 5 | **Community Pharmacy Workforce in N& W ICB**Jayde presented slides on the N& W workforce plans, starting with an overview of the current position, regarding demographic of the workforce, training placements and differences between PCN and community employment. There is no new funding, but the workforce team will be stretching their existing budget to ensure that programmes include community pharmacy and address the needs of the workforce.The committee had particular interest in recruitment, preventing abuse and protecting staff, work life balance etc. Improved communication is needed. | Jayde Robinson |
| 8 | **ICB Update*** **Resilience Funding**
* **PCN Leads**
* **C-19 Antivirals**
* **Quality Assurance**
* **“Meet your ICB team” webinar/communications?**
* **Bank Holidays**
* **Independent Prescribing Pathfinder**
* **Cancer Project**
 | SG/CH/EM |
| 9. | **Naloxone/Needle Exchange & MAT contract update**LS and CB recently visited the CGL office in Norwich and are positive about future data and support for pharmacies.**Needles exchange & Naloxone** contracts are being discussed.More data may be required in future by commissioners but this must be balanced with patient need and reasonable administration.**DW** expressed concern over recentPhyseptone supply issues | LS |
| 10. | **CCA Questions – completed by KF** |  |
| 11. | **A.O.B.**The committee raised Flu bookings being cancelled, one reason was covid vaccination co-administration. |  |
| **Future Meetings:****Wednesday 15th November 2023-** Diss Business Hub, Diss Business Park, Hopper Way, Diss, IP22 4GT**Wednesday 17th January 2024**- Venue TBC**Wednesday 20th March 2024**- Venue TBC |
| **Community Pharmacy Norfolk AGM – 7pm - Online** |
| **TD** welcomed members to the Norfolk Annual General Meeting. The Annual report was reviewed & Accounts presented.66 votes in favour ahead of the AGM4 votes were received at the meeting in favour**Total votes in favour: 70.**  **Zero against.** Annual Report and Accounts are therefore approved.CPE provided a recorded update which was shared with attendees. |