

## Minutes of the CPL Meeting held at 9.00am on 21<sup>st</sup> November 2023 at Brampton Park Golf Club, PE28 4NF

**Present:**

Anil Sharma (AS) Chair and CPE Regional Representative  
 Meb Dattoo (MD) Vice Chair  
 Owen Munjeri (OM) Treasurer  
 Abbas Bhimani (AB) *arrived 9.25am*  
 Wojciech Cwiek (WC) *arrived 9.06am*  
 Banji Kelan (BK) *arrived 9.46am*  
 Christine Stafford (CS)  
 Katie Steel (KS)  
 Rita Bali (RB) (Executive Development Officer)  
 Karen Cox (KC) (Support Officer)

**In attendance:** Sarah Hallet (SH) Key Account Manager, Chiesi

**Apologies:**

Shabbir Damani (SD)  
 Adnan Waheed (AW)

Item No	Details	Action (see action log)
1	<b>Welcome and Introduction</b>	
	AS welcomed everyone to the meeting. AW had given his proxy vote to AS. MD was appointed as time keeper and facilitator.	
2	<b>Declarations of Interest</b>	
	There were no new declarations of interest.	
3.	<b>Acceptance of Minutes and Matters Arising</b>	
	MD proposed that the Minutes from the meeting held on 19 <sup>th</sup> September 2023 were accepted as a true record of the meeting and this was seconded by KS. There were no matters arising from the Minutes.	
4.	<b>Action Log</b>	
	The action log was discussed and updated. See log for more details.	
5	<b>Committee Matters</b>	

5.1	CPE/CPL Conference – CS and KC gave feedback on the recent event they had attended. Both agreed it was a positive and useful day. The only vote on the day was for CPLs to agree in principle with the draft Governance Framework. The vote had been in favour. AS asked for any feedback for CPE. KC and CS thought that face to face events were best for the networking opportunity.	
5.2	Meeting dates for next year were discussed. KC has confirmed that the following dates are available at Brampton – 16/01/24, 19/03/24, 21/05/24, 16/07/24, 17/09/24 (followed by evening AGM) and 19/11/24. MD proposed that these dates were agreed and this was seconded by CS. The committee voted unanimously in favour.	
5.3	CCA vacancy and rebalancing of the committee – KC had contacted CPE for advice on the CCA vacancy which had been outstanding for over three months, and if it was possible to rebalance the committee in line with our new contractor mix. CPE advised that we should contact the CCA for one final time and let them know our intentions. Rob Severn at the CCA apologised that they had been unable to fill the vacancy but agreed that rebalancing the committee seemed reasonable given the changes to our contractor mix. AIMP have also been contacted to ensure the calculation is fair to all contractors. KC shared the CPE election calculator with the committee. MD proposed that the vacant CCA seat was reassigned to an Independent as suggested by the new calculation. This was seconded by CS and the committee voted unanimously in favour.	No 40 – KC
5.4	The draft strategy had been shared with the committee in advance. With one small amendment MD proposed that the strategy was adopted and this was seconded by CS. The committee voted unanimously in favour.	No 41 – KC
<b>6</b>	<b>Treasurers Report</b>	
6.1	CPE Finance Training – OM gave feedback on the event he and KC had attended which they both found useful. The training was based around version three of the CPE Finance Guide. OM explained the purpose of the guide was to ensure that CPLs are working to the same standards.	
6.2	Meeting of the Finance and Audit Sub group – a meeting was held on the 10 <sup>th</sup> November 2023. The group agreed that in most areas we are compliant with the guide. Advice will be sought from our book keeper and accountants on whether we should register for corporation tax.	

6.3	<p>Budget for 2024/25 – the sub group has discussed some initial figures and believes a balanced budget could be produced with an increase in the contractor levy to £15,000 a month. CS asked how this compared to other CPLs. Our levy is currently one of the lowest in the region and even with the proposed increase it still compares favourably. Any merger would likely result in our contractors paying a higher levy anyway. Producing a balanced budget would mean we do not have to merge with another CPL to remain financially viable. AB asked if there were still merger options open to us. RB said that both Hertfordshire and Norfolk and Suffolk would be willing to discuss. AB also asked if there was a minimum number of contractors needed for a CPL. The Wright Report advised that 200 contractors was the optimal number, we are below this but meet the other requirements such as being fully aligned with our ICB. MD proposed that we produce a balanced budget by increasing our contractor levy to support the increased costs, meaning we do not need to merge with another CPL. This was seconded by BK and the committee voted unanimously in favour.</p>	
6.4	<p>Expenses policy – The sub group has reviewed the CPE template expenses policy and advise that it should be adopted with a daily allowance of £300. Any expenditure over £500 should be agreed by the full committee. AS explained that the daily allowance was worked out at £30 per hour for nine hours. The rounding up to £300 allowed for time spent pre reading any required documents and also responding promptly to emails and requests from the employed team. MD proposed that the expenses policy was adopted with the figures suggested and this was seconded by CS. The committee voted unanimously in favour.</p>	No 42 – KC
6.5	<p>Employed team salaries for 2024/25 – RB and KC were asked to leave the room while this was discussed. They will be informed individually of the outcome.</p>	No 43 – AS
6.6	<p>Honorariums for 2024/25 – AS and OM were asked to leave the room while this was discussed. MD asked KC to confirm the amounts for the current year. The Chairs honorarium had previously increased slightly in recognition of the increased work due to TAPR. The committee agreed that it was unlikely that there would be an increase in the work for the next financial year and that it seemed reasonable to keep the payment at the same level. BK proposed that the Chairs Honorarium was kept the same and this was seconded by KS. The committee voted unanimously in favour. MD explained that the Treasurers role is to oversee the Finance</p>	

	and Audit group and to ensure the financial compliance of the CPL. Steve Cullum our book keeper continues to carry out most of the day-to-day tasks required. A small increase was proposed by KS and this was seconded by WC. The committee voted unanimously in favour.	No 44 – KC & MD
<b>7</b>	<b>Contracts Update</b>	
7.1	KC gave an update according to appendix B. It was noted that all of the Lloydspharmacy sales had now been completed.	
7.2	KC pointed out that no Annex 6, Confirmation of Closure Notice had been received for MiPharmacy (FNF85) Park Road even though the branch had closed as expected on 31 <sup>st</sup> October 2023. She did note that there had been delays receiving previous closure notices.	No 45 – KC
<b>8</b>	<b>Services, Relationships and Communications Report</b>	
8.1	The report was circulated prior to the meeting. IP Pathfinder – Progress has been slow. At least one pharmacy must be signed up by the 24 <sup>th</sup> November 2023. 12 Contractors have expressed interest.	
8.2	PCN Leads Project – Pharmacists have been supported to come forward but there has now been a long delay since they expressed interest.	
8.3	ICB Project Manager – Rachel Brooks has been working with local trusts to increase their DMS referrals. She has also been supporting pharmacies to complete the referrals and seems to be having a positive effect. BK told the committee that he had received a recent phone call from CUH about medication changes to a patient being discharged. When he asked if a DMS was being sent the pharmacist was unaware of the service. RB asked that if this happened again the name of the hospital pharmacist was taken so that we could feed this back to Rachel.	
8.4	CGL concerns on pharmacy capacity – This is especially an issue in the centre of Cambridge where they are struggling to place homeless clients. One of the doctors for the service has contacted RB and expressed his concern that if these vulnerable clients can't be placed, he could be forced to implement a waiting list for treatment. RB has met with the system and Community Pharmacy is on the ICB risk register due to lack of capacity and access. Some pharmacies are still taking on clients, but having too many clients at one pharmacy also has risks such as becoming	

8.5	<p>a meeting place or having a high volume of clients to place in case of unplanned closures. RB and KC have met with the CGL pharmacy liaisons and suggested that they contact the pharmacies and ask what would support them to take on an extra five clients. It may be that in some cases it is physical resources such as CD cabinets which CGL may be able to support with. BK pointed out that some of these clients can be difficult to manage which is a problem when pharmacies are already struggling.</p> <p>ICB stakeholder event – the committee discussed issues to be raised at the event to be attended in the afternoon:</p> <ul style="list-style-type: none"> <li>• Winter funding – this is usually announced at short notice so some prepared projects are helpful. SMRs, nasal flu vaccines for children and other vaccinations are all possibilities.</li> <li>• What support do our pharmacies need to launch Pharmacy First? The PCN leads would be ideal to promote this to local practices. Local training on otoscopes might be required.</li> <li>• Funding for DPPs</li> <li>• Invoices from the first event have not been paid.</li> </ul>	No 46 – RB
9	<b>CPE Update</b>	
9.1	AS updated the committee on the work of CPE.	
9.2	AS confirmed that all members had seen the Pharmacy First announcement.	
9.3	From 2025 the training allowance for hosting a foundation trainee pharmacist has been increased to £26,500.	
9.3	Pharmacy2U has now joined the CCA and their Superintendent Pharmacist, Phil Day, is now representing the CCA on CPE.	
10	<b>Any Other Business</b>	
10.1	Pippa Scrimshaw, Domiciliary Medicines Management Team Leader has raised concerns with AS that some pharmacies are not requesting ID when carers are collecting CD prescriptions. Some pharmacies are also not accepting used patches from patients. The committee were not sure if accepting used patches was a requirement.	No 47 – KC & CB No 48 – KC
10.2	Several contractors have complained about a new pharmacy nominating patients without their consent. A patient has also contacted RB to complain. RB has visited the pharmacy and the regular locum explained that he thought he was doing the right thing for the patients. RB has	

	confirmed the correct procedure and the pharmacist has apologised and is trying to rectify the mistake.	No 49 - RB
11	<b>Product Update from Meeting Sponsor Chiesi</b>	
	SH updated the committee on Chiesi products with a focus on the environment and sustainability.	
12	<b>Next Steps</b>	
	The Minutes and Action Log will be circulated.	
12	<b>Close of Meeting</b>	
	There being no further business the meeting closed at 1.09pm The next meeting will be held on 16 <sup>th</sup> January 2024 at Brampton Park Golf Club.	

Signed... 

Date: 16/01/2024

Print: Anil Sharma (Chair)