

## Minutes of the CPL Meeting held at 9.40am on 21<sup>st</sup> January 2025 at Brampton Park Golf Club, PE28 4NF

**Present:**

Anil Sharma (AS) Chair and CPE Regional Representative *arrived 9.42am*  
 Meb Dattoo (MD) Vice Chair  
 Owen Munjeri (OM) Treasurer *arrived 9.41am*  
 Wojciech Cwiek (WC)  
 Banji Kelan (BK) *arrived 9.59am, left 2.35pm*  
 Parv Lali (PL) *left 1pm*  
 Sumaiya Patel (SP) *representing Shabbir Damani*  
 Christine Stafford (CS)  
 Adnan Waheed (AW)  
 Rita Bali (RB) Executive Development Officer  
 Karen Cox (KC) Support Officer

**In attendance:**

Gareth Evans (GE) Community Pharmacist *2pm – 3.40pm*  
 Gary Herbert (GH) Director Heart Screen UK Ltd *2pm – 3.40pm*  
 Shelina Kherry (SK) Clinical Account Manager, Thermo Fisher Scientific  
*12.50pm – 1.00pm*  
 Adrian Zacher (AZ) CEO British Society of Pharmacist Sleep Services  
 (BSPSS)

**Apologies:**

Abbas Bhimani (AB)  
 Sean Gage (SG)

Item No	Details	Action (see action log)
<b>1</b>	<b>Welcome and Introduction</b>	
	MD welcomed everyone to the meeting and confirmed that annual DOIs would be completed at the next meeting ready for the new financial year	
<b>2</b>	<b>Declarations of Interest</b>	
	A DOI was noted for AS for the Eddington Green application.	

3.	<b>Acceptance of Minutes and Matters Arising</b>	
	AW proposed that the Minutes of the meeting held on 19 <sup>th</sup> November 2024 were accepted as a true record of the meeting and this was seconded by CS. 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.	
	AS took the Chair.	
5	<b>Committee Matters</b>	
5.1	CPC&P Strategy – the updated document was shared with the committee. AS proposed the committee approve the new strategy and this was seconded by MD. The committee voted unanimously in favour.	No 1 – RB, KC, AS & CS
5.2	CPC&P Business Plan – AS suggested adding a review of locally commissioned services to the plan. AS and CS will support with the RAG rating of the local services.	
5.3	NPA collective action – the majority of NPA members voted to take some form of collective action. Local commissioners and the ICB have asked RB about the potential impact of any action, she has said we will keep them informed, but we don't currently know how many of our independent contractors are NPA members or how they might have voted. It will be up to each individual contractor what, if any action they take.	
5.4	Meeting with ICB Chief Pharmacist – in December RB met with Sati Ubhi (SU). Her opinion is that pharmacy is doing well considering we are a new contractor group being managed by the ICB, there have been some positive figures from Pharmacy First and community pharmacy has stepped up to deliver the covid vaccines. MD noted that this positive opinion needs to translate into real support from the ICB.	
6	<b>Finance and Audit Report</b>	
6.1	Draft budget 2025/26 – There has been no confirmation of the CPE levy, but they have suggested budgeting for a small increase. Capital expenditure will be included at the same level as last year. KC will also query with the Steve Cullen (SC) the monthly £30 payroll admin as this also appears to be included in the internet/ IT line.	No 2 – KC & OM
6.2	Feedback from meeting with bookkeeper:	

	<ul style="list-style-type: none"> <li>▪ SC will look into alternatives to Nationwide for the deposit account. He says that currently banks seem reluctant to open new savings accounts not linked to current accounts. For now, SC has moved an extra £100,000 in to the Lloyds 30-day notice account.</li> <li>▪ He is happy to provide log in details for the Sage payroll account to OM only, as long as no changes are made within the account itself. Our accountant is sent a backup file each month and this will also now be sent to KC. SC has also sent details of our HMRC account numbers.</li> <li>▪ Corporation tax will be paid at the end of January.</li> <li>▪ He asked members include their bank details on all claim forms as this will avoid any confusion. SP asked if payments could be made per invoice as this makes it easier to track payments in to accounts.</li> </ul>	<p>No 8 (from Jan 2023) – updated</p> <p>No 16 (from July 2024) – updated</p> <p>No 3 – KC</p>
<b>7</b>	<b>Contracts Update</b>	
7.1	KC gave an update according to appendix B. There were no questions from the committee.	
7.2	Eddington Green application. The contracts group have met and drafted a response which was shared with the committee prior to the meeting. KC confirmed that AS had not been involved in the initial meeting but could now make any factual comments on the final draft before it was submitted. There were no questions or suggestions for changes to the draft. SP proposed that the response be submitted to PCSE and this was seconded by MD. The committee voted unanimously in favour.	No 4 – KC
7.3	Parnwell appeal – The LPC does not usually add any further comments at this stage, but KC suggested that as our initial representation questioned the core opening hours, which have now been clarified by the applicant, we should reference this. The committee agreed and a response will be drafted including our usual opening and closing statements.	No 5 – KC
<b>8</b>	<b>Services, Relationships and Communications Report</b>	
8.1	<p>The report was circulated to the committee prior to the meeting.</p> <p>Contraception Service Training event – The purpose of the event was to increase confidence in delivering the consultations. It was well attended with all places filled and the feedback was largely positive.</p>	

8.2	Pharmacy First – figures are a mixed picture depending on pharmacy location and engagement from the local surgeries.	
8.3	Pharmacy Engagement Lead role – CS has picked up several issues with the MOU which have been forwarded to the ICB. The LPC will make the payment to the leads using funding which will be transferred from the ICB. The ICB will also provide the venues and other support for the induction and initial training sessions. Funding for managing the project will come from the previous ICB funding. This project will need to be included in the budget, the figure should be based on 7.5 hours a week for RB, 2.5 hours a week for KC and include an allowance for travel expenses for the leads.	
8.4	ICB funded clinic blood pressure monitors – The ICB has offered clinic monitors for pharmacies to use to deliver the advanced Hypertension Case-Finding Service. Several members have filled in the request form but have not had a response. SP questioned if the monitors were new.	No 6 – RB
8.5	Clinical Sharps Disposal Service – The person responsible for overseeing this service from Cambridgeshire County Council has retired. RB has been given details of his replacement but has not had a response to her initial email. RB doesn't think that new contracts have been issued after the change of ownerships, and the service specifications are out of date. We are also aware that some payments for Peterborough are outstanding.	
<b>9</b>	<b>Update from Sponsor</b>	
	SK gave the committee an update on allergy testing services.	
<b>10</b>	<b>Any Other Business</b>	
	CS asked if the LPC had received the CCA antimicrobial report. KC said we had not seen a copy.	No 7 – KC & CS
<b>11</b>	<b>Early Detection of heart Disease in Community Pharmacy</b>	
	GH presented the Cardio device and GE gave some practical feedback from his experience of offering this as a private service in his pharmacy. Cambridgeshire and Peterborough ICB have agreed to consider a trial using the device to triage symptomatic patients before they are referred to secondary care.	
<b>12</b>	<b>British Society of Pharmacist Sleep Services (BSPSS)</b>	
	AZ and GE presented the results of the Sleep Study Pilot Service which was initially presented to the committee in September 2022. The initial	

	numbers are very small, but show positive outcomes for patients including reduced waiting times once referred to secondary care.	No 8 – KC
	<b>Next Steps</b>	
	The Minutes and Action Log will be circulated.	
	<b>Close of Meeting</b>	
	There being no further business the meeting closed at 3.44pm The next meeting will be held at 2pm on 18 <sup>th</sup> March 2025 at Brampton Park Golf Club. Contractor visits will take place in the morning.	