

Community Pharmacy Surrey & Sussex

On behalf of East Sussex, West Sussex and Surrey LPCs



Minutes of Meeting of Surrey Local Pharmaceutical Committee

Date: Tuesday 4th June 2019 starting at 09:45
Location: Teleconference
Present: Rupi Bhasin, Chair, Hemal Chudasama, Vice Chair, Anish Prasad, Treasurer, Andrew Jackson.
In attendance: James Wood, Chief Executive Officer, Hinal Patel, Service Development Support Pharmacist, Sandra Lamont, Communications & Engagement Lead, Micky Cassar, Business Administrator.

1: Welcome & Introductions

The Chair welcomed the members and guests to the meeting.

2: Apologies for Absence

Henal Ladwa, Sejal Patel, Jaymil Patel.

3: Governance Matters

The Chair asked if there were any changes to the Declarations of Interest, none raised. It was noted that the committee currently has a vacancy following the retirement of Penny Laws.

4: Minutes of the last meeting

The Chair asked the members if they had read the 21ST March LPC minutes and if there were any issues with the accuracy. Micky Cassar was omitted as an attendee; this will be amended. These were virtually signed off and will be signed at the next LPC meeting.

5: Matters arising

The Action log was reviewed, outstanding items – email and survey regarding communications, this is in progress. Walk in my shoes – a business case has been submitted to Surrey Heartlands ICS but outcome unknown at this time. Linda Honey will join July meeting. Penny Laws has retired, and we are in communication with the CCA office re replacement – the members were asked for suggestions to be passed to MC.

6: Finance

The treasurer gave the members an update on Surrey LPC, the SE Forum and the CPSS accounts for 2018/19. The year end annual accounts have been given to the accountants. The level of reserve we should have as an LPC was discussed and it was agreed that it remains the same at this time (target of 5 months) as per the budget and forecast signed off in March 2019. It was agreed this could be reviewed on an interim basis in October 2019.

Action: Put agenda item on the October 2019 agenda to review Levy

7: LPC Management & Admin, including CEO report

Planning for AGM in September – there will be an update at the July meeting. An update for the July meeting – 10/07/19. Three separate meetings in the morning and combined in the afternoon. The draft agenda has been circulated to members and was discussed. It was suggested that the afternoon part could be shortened due to the importance of the individual LPCs part.

TCAM – We have been supporting this work across Kent, Surrey & Sussex and it has gone live in Eastbourne. Some Surrey areas will go live in October. The suggested TCAM position was highlighted to the members and they were asked for their comments or concerns. It was raised that the pharmacy contract is still under negotiation and therefore some of this may become redundant. It was recognised that this is a voluntary scheme and the individual pharmacies decide if they wish to take part or not, the general principles of the statement were agreed. The CEO annual review and 360degree feedback had been circulated to the members.

Action: JW/SL to finalise TCAM policy position

8: Communication & Engagement Report

Visual identity refresh is in progress. Website work is also in progress, we are getting a shadow site shortly and it will be populated whilst the original website is still functioning until the new one is fit for purpose with the new visual identity. Mail Chimp work is progressing. The roundups are going well.

9: Market Entry

The tracker has been circulated. There has been a number of Change of Ownerships and one unforeseen benefits application in Tongham. This was previously a rural area but has been reclassified and the application response needs to be in by the 29th of June.

Dispensing list validation – we have agreed the final comms re the rural issues with NHS England. The first place to go live will be West Sussex and then Surrey will follow later. The reorganisation of NHS England is in progress, there will likely not be a South East region anymore but a South region

10: PCN update

Comms and engagement work to brief contractors has begun. We have also published a timetable of LPC support. There will be two PCN webinars on the 12th and 24th of June with essential information for pharmacies. There will be a training and support survey to help inform that. Also, in the AGMs there will be further PCN updates.

11: PSNC update

The future of pharmacy campaign has been launched. PSNC will be present at our July LPC meeting.

12: Service Development & Support report

The members were sent a presentation prior to the meeting regarding pharmacy services (comparison to 17/18). Joint annual October event – social prescribing, we may wish to invite CCGs. Reward and recognition as part of the event would be good too. We are in discussions re sponsors but may use a CCG venue. Introduction to Naloxone - EOI has gone out. The evaluation tool, which members had previously reviewed electronically was used for this with positive feedback. 1st July is the go live date and there are still spaces available should anyone be interested. NHS Health checks in Surrey are doing well. After the latest CCG meeting a comm was distributed with information from the meeting. An update for the BP= service was given to the committee.

13: Contractor feedback & member items

This was reviewed by the members.

14: Reports from other meetings

- CPSS Exec Meeting – The minutes have been provided.
- SE Forum & Partners – The minutes have been provided. HEE, CPPE, PSNC, NPE attended.
- NHS England meeting – The minutes have been provided. Anenta registration and waste work is still ongoing. Breech notices re MUR / NMS quarterly reporting – we have done some work to reduce the number and this has had a significant positive reduction.

15: AOB

Frimley Health MDS contract – members raised concerns that this may generate additional demand for ongoing MDS request, and it was agreed that we should seek assurances through review of the specification.

Action: JW to follow up re Frimley Health.

16: Meeting wrap up

17: Future meeting dates & venue

| East Sussex LPC | West Sussex LPC | Surrey LPC |
|--|--|--|
| Ashdown Room, Barnsgate Manor, Heron Ghyll, Crowborough, TN22 4DB 9.30am – 4.00pm | The Old Tollgate, Bramber, Steyning, BN44 3WE 9.30am – 4.00pm | Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead, KT22 8QP 9.30am – 4.00pm |
| 10th Jul 2019: The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH, 9.30am – 4pm Separate meeting of all LPCs followed by combined plenary session | | |
| AGM 17th Sep 2019 | AGM 10th Sep 2019 | AGM 18th Sep 2019 |
| 3rd Oct 2019 | 9th Oct 2019 | 8th Oct 2019 |
| 9th Jan 2020 | 8th Jan 2020 | 15th Jan 2020 |
| 12th Mar 2020 | 11th Mar 2020 | 18th Mar 2020 |

NHS England KSS Liaison Meeting and South East LPCs

(Chairs, Vice Chairs to attend)

4th July 2019 – 10:00 – 15:30. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

1st October 2019 – 10:00 – 15:30. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

5th December 2019 – 12.00 – 14:00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

5th March 2020 –10:00 – 15:30. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

Community Pharmacy Surrey & Sussex Executive Committee:

(Chairs, Vice Chairs and Treasurers to attend – options for conference call dial in & skype for business available)

4th July 2019 – 15:30 – 17:00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

1st October 2019 – 15:30 – 17:00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

***5th December 2019** – 14.00 – 17:00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

5th March 2020 –15:30 – 17:00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**longer running time to allow for business planning for FY year ahead*

18: Close