

# Community Pharmacy Surrey & Sussex

On behalf of East Sussex, West Sussex and Surrey LPCs



## Minutes of Meeting of West Sussex Local Pharmaceutical Committee

**Date** Wednesday 8th May 2019 starting at 09:30  
**Location:** The Old Tollgate Hotel, The Street, Steyning, Bramber, BN44 3WE  
**Present:** Mark Donaghy, Chair, Gemma Staniforth, Vice Chair, Alan Salter, Treasurer, Yola Barnard, Sam Ingram, C J Patel, Nisheet Patel, Sara Paxton, Marie Hockley.  
**In attendance:** James Wood, Chief Executive Officer, Hinal Patel, Service Development Support Pharmacist, Sandra Lamont, Communications & Engagement Lead, Micky Cassar, Administrator.

### 1: Welcome & Introductions

The Chair welcomed the members and guests to the meeting.

Next Stepper appointed: Sam Ingram

CCA Reporter appointed: Marie Hockley

### 2: Apologies for Absence

No apologies had been received.

### 3: Governance Matters

The Chair asked if there were any changes to the Declarations of Interest, none raised.

Appointment of officers: There were three nominations from the current officers only and therefore no need for an election. They were reappointed for 2019/20.

### 4: Minutes of the last meeting

The Chair asked the members if they had read the 13th March LPC minutes and if there were any issues with the accuracy. The Chair signed the March LPC minutes as a true account of the last LPC meeting.

### 5: Matters arising

The members reviewed the action log.

7-day MDS guidance was recognised as an ongoing piece of work to be covered in the CEO report. Discharge policies (14 to 7 days) – is becoming a larger piece of work and will be covered in the CEO report. Photos from MD – MD has just obtained these. In the July LPC meeting photos of LPC members to be taken. Approach public health – re options for public health services moving forward (longer term contracts and contracting in a slightly different way) will be covered in the CEO report.

### 6: Finance

The members were given an update from the treasurer regarding the latest LPC accounts which are within budget. The last financial year was slightly under budget, the levy has therefore been cut by 5%. The treasurer requested a new printer from the West Sussex LPC budget, this was agreed. The progress of electronic payments has been delayed due to bank error and therefore the process will need to be restarted due to the time lapse but would be actioned by the July meeting.

The CPSS accounts for 2018-19 were reviewed by the members (which are with the accountant in prep for the annual reports). SE Forum accounts were reviewed by the members. The arrangements and funding of the SE Forum meeting will be reviewed later in the year to inform the 2020-21 business planning.

**Action:** buy new printer (AS).

**Action:** revisit BACS mandate with Lloyds (MC).

## **7: LPC Management & Admin, incl CEO Report**

Planning for the AGM (10/09/19) was discussed, it will be a contractor a facing evening event. The draft annual report will be available to review at the July LPC meeting. The potential venue for the AGM was discussed, and the members agreed on the Worthing Health Education Centre. The format of the AGM was discussed, it was suggested that we should incorporate something with the AGM such as flu, PCNs, peer review discussion, RPS revalidation. RPS should be able to have enough knowledge to guide with regards to PCNs so will be asked to attend. RPS had a meeting with HP as they wished to create 2-3 events regarding peer review in Sussex. It was asked if we should invite a practice pharmacist to an LPC meeting to discuss PCNs, this is a vital link with the surgeries and local engagement and if this potentially should be on a more regular basis (this was also raised at the Medicines Management Meeting, perhaps on a quarterly basis). We need to know what they expect from us just as much as what we need from them. When the PCN mapping has been completed it may be easier to identify individuals to network with.

It was discussed if the annual report should be sent out in hard copy by post to ensure that this reaches everyone. This could include an invite to attend the AGM. SL gave an update in relation to the potential costing of this mailout. The estimate would be roughly £1500.00, and the members discussed the value of this. It was suggested that we could use the designer for AGM invites to try and encourage people to attend the AGM. Infographics could assist in demonstrating figures to the contractors. It was discussed that the mailout is aimed at those who do not normally engage (not just regarding the AGM) and therefore it would be an investment in the future. It was agreed to leave the annual report as it is, online but that something will be sent out with an invite to a peer meeting and info of the AGM. It was agreed to discuss on a budget and work from that. It was suggested £5.00 / contractor.

**Action:** check availability of the WHEC (MC).

**Action:** look into training with RPS regarding PCNs (HP).

**Action:** Look into inviting a practice pharmacist to the LPC meeting and also if this should be on a more regular basis once PCNs established (JW).

**Action:** invite RPS to AGM (JW).

**Action:** Explore infograph "invitation" for Sep AGM (budget £800.00) (SL).

The format for the combined July LPC meeting was discussed. It will take place at the Sandman Hotel in Crawley. The Draft agenda was shown to the members. It was agreed that the self-evaluation could be prepared beforehand and agreed the need to evaluate the meeting after to see if it can be replicated in future, both as an option in paper on the day and email response after.

Transfer of Care around Medicines (TCAM) update was given including a draft position statement— towards the end of the financial year TCAM plans should start to include pharmacies in West Sussex. It was discussed that there are costs associated with the implementation of TCAM however there is currently no implementation funding and that this should be reflected in

the position statement to aid discussions with commissioners. The AHSN were approached to see if they would fund the PharmAlarm, there is still a case to put in a bid for them to do this, especially as there was no implementation funding and assists with engagement. PharmAlarm also links to NHS Mail.

**Action:** approach AHSN for scoping the funding for PharmAlarm (JW).

7-day Rx guidance / 7-day interface – raised our issues with the move from 14 days to 7 days with the CCG for MDS and are awaiting response, primary care is generally supportive of our position. The 7-day guidance was reviewed including suggested updates. The final version has yet to be agreed with the LMC and CCGs across Surrey & Sussex. The second page is a letter to pharmacies, the draft document will be circulated to members.

Dressings – new pathways, CWS are looking at new pathways with dressings. At this time, we have said there are several things that CP could do. The members were asked what doesn't work now or what they would like to see offered up. Overprescribing is one issue, ONPOSs is another, however it was recognised that there are a number of issues that we would need to consider around governance, contracts and service fees.

Contracting – Public Health – the original timetable is now more relaxed; we will get back to PH in the summer with more proposals of how they may achieve their aims through alternative methods than partner companies.

CEO Annual review – was provided to members prior to the meeting, there was external stakeholder feedback.

**Action:** Include MAR chart service within 7-day prescription guidance (JW).

## **8: Communication & Engagement Report**

Walk in my shoes (professional exchange) will be looked into as part of our work on PCNs and information on PCNs is being passed on to contractors. Members were given an outline of LPC support for contractors regarding PCNs, including a webinar event across CPSS. Website work is in progress and a requirements document was circulated in advance for the committee to note. Visual identity work is ongoing, and the members were asked for their opinions on three versions of a refreshed image. TCAM external interest is building, we are starting to handover external comms to AHSN as they are project managing. SL reported that four media enquiries had been received this month (PJx2, BBC via NPax1, NPax1 covering security, Brexit, GDPR and TCAM). SL has also worked with BHF and BP+ on a press release for May Measurement Month.

## **9: Market entry matters**

The members reviewed the Market Entry document.

There has been a number of Change of ownership. The application in Arundel went to appeal, the oral hearing was yesterday, and the outcome will be made available in the next few weeks.

## **10: Workshop**

The members were asked to discuss what is our offer to PCN and what should our support to pharmacies be. A collective offer highlighting prevention was suggested. It was suggested that leaders should be identified who can get our messages to PCNs but that it would be too costly for a community pharmacist to attend each PCN meeting. It was discussed that it would be an investment to have a community pharmacist at each meeting and the risk of us not being present. It was recognised that engaging from the beginning it might be easier to be part of emerging networks and be heard. The focus could be on the more developed PCNs. Members

were asked to feedback information to the LPC office about emerging intelligence about network development. It was decided to engage with all PCNs but to start with the more developed PCNs. Stephen Ingram, Head of Primary Care at NHS England South East is meeting with JW and a representative from Kent to discuss PCN development and how NHS England might support community pharmacy engagement. We have made 2 bids for funding for walk in my shoes type project.

**Action:** Plan to engage with the more developed PCNs initially and expand (JW / SL).

**Action:** Feedback details of PCN development and influence opportunities (All).

### **11: PSNC Update**

The annual conference will take place in September, PSNC will be looking for items for the LPC conference agenda. One potential one would be the AHSN/TCAM project to seek a consensus LPC position. Brexit was discussed as were PCNs. It was recognised that contractual framework discussions for 2018/19 had begun and interim arrangements are in place until October 2019. Mike King is retiring and being replaced by Luvjit Kandula. If you have any messages for Mike King, please pass them to MC by the end of the week.

**Action:** MC to collate messages for Mike King (MC).

### **12: Services & Support Report**

The focus has been on the alcohol service. The performance is gradually going up from pharmacies but there is room for further improvement. There will be no further recruitment of pharmacies at this point, but the focus will be to increase the activity in the pharmacies that are already enrolled. Provider activity for the whole year from CGL regarding substance misuse has been received and work will shortly commence on these contracts (for both East & West Sussex). In May and June HP will attend pharmacies who have signed up to see if she can assist with service increase ideas and best practice. HP asked for known barriers, one was staff training as it takes time and the local commissioned services have taken priority. It needs to be fitted into a routine and display of bottles and cans also helps open a conversation. It can be linked into HLP and the teams need reenergising. It was discussed if an event may assist with engagement. If we could make this cost neutral, we could do this across the contractors however it was agreed that there shouldn't need to be a meeting, the pharmacies should be doing it. A focus month was suggested.

**Action:** Video of Gemma "top tips" for conversation starter on Alcohol Service to be shared with service contracted pharmacies (SL).

**Action:** resend link to Alcohol Service webinar to pharmacies with low engagement (HP).

**Action:** distribute materials to simplify pathway for alcohol service & reporting (HP/SL).

The substance misuse contract data was shown to the members (year ending 2018/19). Retainer fees were discussed.

Hep C test & treat: This is progressing, there is a draft specification and the members were asked for feedback by the 15<sup>th</sup> May 2019 to inform further developments.

**Action:** HP to send out the draft to the members for feedback (HP).

Pharm data: the members were shown the data. Service evaluation tool: the feedback has been very good and constructive. BP+ project, some pharmacies are still not live. TCAM – meeting with AHSN to evaluate the first month data for East Sussex on the 20<sup>th</sup> May.

### **13: Contractor Feedback & Members Items**

The members were shown the contractor feedback which was discussed.

**Action:** look into the delivery process and liability issues (JW).

Views on the CPSS structure – the members were asked for their opinions by the Chair on working towards a merger of the LPCs for the next term of office. Different views were put forward both for and against a full merger. It was discussed that there is a lot of repetition having three separate meetings and therefore a full merger would could bring additional benefits. The next meeting which is joint with the other LPCs and may assist with this and it was agreed to review after this meeting how we wish to progress forward.

**Action:** LPC to review CPSS joint meeting model after the July combined meeting (all).

### **14: Reports from other meetings**

Prescribing Locality Meetings:

- Coastal & West Sussex – Pregnancy plan was discussed.
- Crawley – Creating a network for practice pharmacy in Horsham, Mid and Crawley to meet quarterly was discussed. It was also discussed that pharmacies have access to a translation line. PCN networks are being created. Ghost generics were discussed. Freestyle libra is an issue. Medicines Availability document was circulated to the members. Fiona Brown is leaving at the end of the month.

**Action:** CJ to pass on details of the translation line (CJ).

- SE Forum – Kent LPC are piloting an EPS scheme. Rejuvenating MAR chart service also. East Sussex LPC raised issues with CD reporting and that is difficult to get hold of the CDAO representatives for CD destruction. NPA gave an update regarding supporting contractors re medicines shortages. PSNC negotiations have begun, they are looking to develop relations with the pharmacy minister. CPPE DIMARS training available on the website, AF learning including declaration of completed, Return to practice training also available. GPhC inspection concerns were raised regarding what is shown to the public - update was given and ways of raising concerns and challenging the report were discussed.
- NHS England – Mike Hedley and Amanda Marshall spoke about Post payment verification. Wrong consent forms for MURs are sometimes being used, out of pocket expenses are being investigated. Waste arrangements was discussed, there are still 215 pharmacies not signed up to Anenta and the LPCs are supporting NHS England with this.
- CDLin – agenda items are requested from the members. CD destruction was raised as an item as there are delays of getting this person to attend the pharmacy.

**Action:** members to provide agenda items for CDLin (All).

**Action:** send reminder to all unregistered pharmacies for waste collection to register with Anenta (MC).

**Action:** Prepare a formal LPC support resource to be available for contractors to comment / challenge comments relating to the GPhC inspection report (JW & SL).

### **15: AOB**

It was asked if we could look into a contractor WhatsApp group which is send only. There could be governance and privacy issues with this as the data would be available to all.

**Action:** Explore the legalities of using WhatsApp for contractor “broadcast” channel (SL/JW).

## 16: Future meeting dates & venue

East Sussex LPC	West Sussex LPC	Surrey LPC
Ashdown Room, Barnsgate Manor, Heron Ghyll, Crowborough, TN22 4DB 9.30am – 4pm	The Old Tollgate, Bramber, Steyning, BN44 3WE 9.30am – 4.00pm	Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead, KT22 8QP 9.30am – 4.00pm
<b>10<sup>th</sup> Jul 2019:</b> 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		
<b>AGM 17<sup>th</sup> Sep 2019</b>	<b>AGM 10<sup>th</sup> Sep 2019</b>	<b>AGM 18<sup>th</sup> Sep 2019</b>
<b>3<sup>rd</sup> Oct 2019</b>	<b>9<sup>th</sup> Oct 2019</b>	<b>8<sup>th</sup> Oct 2019</b>
<b>9<sup>th</sup> Jan 2020</b>	<b>8<sup>th</sup> Jan 2020</b>	<b>15<sup>th</sup> Jan 2020</b>
<b>12<sup>th</sup> Mar 2020</b>	<b>11<sup>th</sup> Mar 2020</b>	<b>18<sup>th</sup> Mar 2020</b>

## NHS England KSS Liaison Meeting and South East LPCs

(Chairs, Vice Chairs to attend)

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

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

**5<sup>th</sup> December 2019** – 12.00 – 14.00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**5<sup>th</sup> 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)

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

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

**\*5<sup>th</sup> December 2019** – 14.00 – 17.00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**5<sup>th</sup> 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*

## 17: Close