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| **This informal briefing gives links to online resources that will help with business continuity in the event of something disrupting business-as-usual at a pharmacy and includes contact numbers for safeguarding, local authorities and CCGs alongside links pharmacists should use to notify NHS England in the event of unplanned closures or amended opening hours** | |
| **CCGs in Surrey and Sussex** | <http://communitypharmacyss.co.uk/healthcare-landscape/clinical-commissioning-groups-ccgs/> |
| **Local Authority in Surrey and Sussex** | <https://communitypharmacyss.co.uk/contractual-framework/local-services/> |
| **NHS England Area Team** | For all enquires please email: [england.southeastcommunitypharmacy@nhs.net](mailto:england.southeastcommunitypharmacy@nhs.net)  NHS England and NHS Improvement – South East  York House. 18-20 Massetts Road, Horley, Surrey. RH6 7DE |
| **Community Pharmacy Contracts Lead** | NHS England and NHS Improvement – South East Region (Surrey, Sussex and Kent)  Pharmacy contract managers: Mike Headley and Amanda Marshall  Email: [england.southeastcommunitypharmacy@nhs.net](mailto:england.southeastcommunitypharmacy@nhs.net)  Tel: 0113 825 3719   |  | | --- | |  | |
| **Local Resilience Forum lead** | Sussex LRF Secretariat, Sussex Police Headquarters, Church Lane, Malling, Lewes, BN7 2DZ. Contact: [sussexresilienceforum@sussex.pnn.police.uk](mailto:sussexresilienceforum@sussex.pnn.police.uk)  Tel: 01273 404 385  Surrey Local Resilience Forum, Surrey County Council, Room 194, County Hall, Penrhyn Road, Kingston Upon Thames, Surrey KT1 2DN. Contact:  [slrf@surreycc.gov.uk](mailto:slrf@surreycc.gov.uk)  Tel: 0208 213 2800 Surrey LRF |
| **Local NHS Digital Lead** | NHS Digital enquiries email which will then signpost you to the correct person.  [enquiries@nhsdigital.nhs.uk](mailto:enquiries@nhsdigital.nhs.uk) |
| **Local Registration Authority Smartcard coordinator** | <http://psnc.org.uk/communitypharmacyssdraft/wp-content/uploads/sites/127/2019/10/Problems-with-Smartcards-.pdf> |
| **Local GP surgeries** | <https://www.nhs.uk/service-search/GP/LocationSearch/4> |
| **Other local pharmacies** | <https://www.nhs.uk/service-search/find-a-pharmacy/>. To find pharmacies in your PCN area : <https://communitypharmacyss.co.uk/healthcare-landscape/primary-care-networks-pcns/pcns-in-surrey/> |
| **Local Safeguarding Contact details** | If a child or vulnerable adult is at immediate risk call the Police tel: 999  Advice on when to suspect child maltreatment: <http://www.nice.org.uk/guidance/cg89>  To report concerns contact your County’s advice line as below  Local contacts and procedures can be found here:  **For Sussex :**   * <http://sussexchildprotection.procedures.org.uk/> * <http://sussexsafeguardingadults.procedures.org.uk/> * Safeguarding children: <http://www.brightonandhovelscb.org.uk/professionals/early-help/> * Safeguarding adults: <http://sussexsafeguardingadults.procedures.org.uk/>   <https://www.eastsussex.gov.uk/>  **For Surrey:**   * <http://www.surreyscb.org.uk/professionals/concerned-about-a-child/> * Surrey Safeguarding Children Board: <http://www.surreyscb.org.uk/> * Surrey Safeguading Adults Board: <https://www.surreycc.gov.uk/social-care-and-health/contacting-social-care/surrey-safeguarding-adults-board> |
| **Local policies on unplanned closures or amendment of opening hours** | Forms should be submitted to the South East (Kent, Surrey, Sussex) local primary care pharmacy contract team:  [england.southeastcommunitypharmacy@nhs.net](mailto:england.southeastcommunitypharmacy@nhs.net)  [Application form – application to change core opening hours](https://www.england.nhs.uk/wp-content/uploads/2019/04/pharmacy-manual-annex-2-application-form-change-core-opening-hours.docx)  [Notification of opening hours on bank and public holidays](https://www.england.nhs.uk/wp-content/uploads/2019/04/pharmacy-manual-annex-1-opening-hours-on-bank-and-public-holidays.docx)  [Notification of changes to supplementary opening hours](https://www.england.nhs.uk/wp-content/uploads/2019/04/pharmacy-manual-annex-7-changes-to-supplementary-opening-hours.docx)  [Planned temporary suspension of services](https://www.england.nhs.uk/wp-content/uploads/2019/04/pharmacy-manual-annex-15-planned-temporary-suspension-of-services.docx)  [Unplanned temporary suspension of services](https://www.england.nhs.uk/wp-content/uploads/2019/04/pharmacy-manual-annex-14-unplanned-temporary-suspension-of-services.docx)  [Closure of premises notification](https://www.england.nhs.uk/publication/pharmacy-manual-chapter-38-annex/) |