

# Minutes of The Combined Meeting of East Sussex, West Sussex & Surrey Local Pharmaceutical Committees

**Date:** Thursday 16<sup>th</sup> January 2020 starting at 09:30  
**Location:** Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH  
**Present:** Craig McEwan, ES Chair, Mark Donaghy, WS Chair, Rupri Bhasin, S Chair, Sarah Davis, ES Vice Chair, Gemma Staniforth, WS Vice Chair, Hemal Chudasama, S Vice Chair, Paul Antenen, ES Treasurer, Alan Salter, WS Treasurer, Anish Prasad, S Treasurer, Sejal Patel, Andrew Jackson, Henal Ladwa, Yola Barnard, Mark Weston, Jaymil Patel, C J Patel, Sara Paxton, Sam Ingram, Nisheet Patel.  
**In attendance:** James Wood, Chief Executive Officer, Sandra Lamont, Communications & Engagement Lead, Hinal Patel, Service Development Support Pharmacists, Micky Cassar, Business Administrator, Julia Powell, PCN Facilitator  
**Observer:** Ravi Vaithe, Kamsons, Shilpa Shah, Chief Executive Officer Kent LPC  
**Guests:** Simon Dukes, Chief Executive PSNC, Andy Chilton, Velresco

## 1: Welcome & Introductions

The Chair for the combined meeting, Rupri Bhasin welcomed the members and guests to the meeting.

## 2: Apologies for Absence

Charlotte Sealey, Aron Berry, Ramiz Bahnam, Marie Hockley.

## 3: Governance Matters

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

## 4: PSNC Update – Simon Dukes, Chief Executive Officer PSNC

Simon provided a presentation to LPC members and an opportunity for questions.

PSNC progress in 2019 was reviewed briefly including objectives and collaborative working. The 5-year CPCF agreement was highlighted, aiming towards putting pharmacy at the heart of primary care. There are significant challenges with freeing up capacity and working more collaboratively. The CPCS service has been a success, any issues identified from the pilot including IT issues, are in the process of being addressed. Launch of Hep C testing service is due by April 2020. Pilots of CVD case finding, and smoking cessation are under negotiation. Joint work by pharmacy bodies on Hub and Spoke wider use is ongoing and still in early stages regarding legislation. Data capture, which is vital to demonstrate performance and our value and review of the first year is being discussed. The importance of community pharmacy showcasing what they do for the community every day was highlighted. There is now a Government with a significant majority with Matt Hancock restating his priorities 18/12/19 (People, Infrastructure, Technology, Prevention). Ten years of prevention is a priority for Matt Hancock, highlighting “pharmacy first” for patients with minor illness. Building the next phase was discussed, including building on the early success of CPCS. Volume & prevention, 1.6 million people visit community pharmacy each day. Prevention – community pharmacy could be prevention leaders, eg in vaccinations, social and independent prescribing, long term conditions monitoring, digital technology to help self-care.

What next for PSNC – making a case for what else they can do: seeking additional investment into the sector. Making cost and capacity cases through the annual review process. There are concerns with the pharmacy first scheme, soft referrals, base lines of walk ins are creeping up which are unremunerated. Working with DHSC on legislative changes to support reform.

Negotiating the details of the CPCF (pilots, PhAS, transitional funding, PQS). Routine negotiating around margin and Drug Tariff supporting contractors through both is a priority.

The independent review is looking at how LPC/PSNC work and what improvements could be implemented to improve and support the sector, the report and recommendations are due in April 2020. This should allow a month of reflection before the national meeting of LPCs in May and allow for discussions moving forward. Successful delivery will give us better influence.

It was discussed if PSNC could assist in simplifying the process of the consultation service time, maybe asking the 111 call handler to take more initial details etc. It was also discussed how much more CPCS could help with minor ailments etc and why this wasn't rolled out at the same time, taking services from urgent care services to alleviate workload pressure. It was discussed that consideration needs to be taken of adding work if there will be no further funding. It was discussed what advice should be given to contractors with no consultation room as this is needed to be HLP.

Capacity was raised and the concern for the 5-year contract around minimum wage and how that increases year on year and staff retention, if the government keep raising the minimum wage will the review reflect this. It was asked if the CPCS pilot areas are comparing their experiences, if data is being shared and reviewed. Reports should be fed back to PSNC, it was discussed if they could coordinate across the pilot sites for solutions to identified problems.

The increase in unpredictability of the workload and decrease in pharmacy numbers was raised, with community pharmacy increasingly picking up work where for example surgeries are closed at short notice. It was raised that the time management across the day for community pharmacy used to be easier to manage. Mergers and consolidations assistance and protection will be addressed this year.

#### **5: Creating capacity in community pharmacy – Andrew Chilton, Velresco**

The members were given a presentation and talk regarding releasing capacity in the pharmacy. Velresco have conducted numerous studies in pharmacies for capacity improvement / operation improvement without increasing staff cost.

**Action:** To share copies of the presentation and AC details with LPC members – MC post meeting.

#### **6: Independent review of the roles and structures underpinning PSNC and the LPCs**

The members were given a brief as to the progress of the independent review. Shilpa Shah is part of the steering group and was our regional nomination. Shilpa gave the members a brief update from their first meeting and what is expected of them. The final report is due late March 2020 and will be discussed at the national meeting of LPCs in May. The members agreed the process of responding and broad discussions were held in groups to outline consensus positions based in the broad questions the review is tasked with answering. This will help shape the response to the questionnaire and provide a steer to JW who will be interviewed as part of the LPC influencers / innovators. Once the survey is available this will be circulated to all committee members and telcons will be held with each committee, followed again by calls to each member if they have been unable to make a group teleconference to obtain detailed answers. A draft response will then be created by JW & SL to the questions based on this and circulated to all members to approve before responding to the survey, the option of doing this online to save time was discussed. Members then split into individual committee groupings to discuss the main review questions.

**Action:** Circulate the survey and next steps when available at the end of January 2020 - JW

## **7: CPSS/LPC Management & Administration – James Wood, Chief Executive Officer CPSS**

The members were given an update re the high-level action plan to February 2020. The website transition has taken place and is more streamlined, along with new features such as the A-Z support guide. The members were given a brief update on PCN lead nomination facilitation which is being led by Julia Powell. Between now and the next meeting in March, work will be carried out on the independent review, draft operating plan and budget, PCNs, and support for PQS.

Conclusion to MDS/MCA was discussed, starting with a recap of the stages of MDS/MCA guidance development: a few issues and areas needing change were identified and discussions have taken place at the LPC meetings to resolve these. The members were asked for comments in relation to the draft or if they were happy to proceed. It was raised that the LMC logo should be prominent as it will highlight that their organisation has approved this, highlighting to staff it is not something the LPC are trying to impose. It was discussed if under Point 11 the “distorted distribution” comment can be removed, this and that document was agreed. A discussion was had about publishing this and further work around local authorities, carers etc may would be developed from April 2020.

**Action:** Sign off with LMC and publish – end of Feb 2020 – JW

**Action:** Add further campaign work to 2020/21 work plan – JW by March 2020

The briefing note regarding delivery of services document was reviewed by members and this policy work was being concluded as signed off.

**Action:** Highlight the LMC logo and remove comment of “distorted distribution”.

**Action:** Publish on the website – SC by end of February 2020

## **8: CPSS Finance – Paul Antenen**

The members were shown the CPSS finances up until October 2019 by PA, the Treasurer and commentary on the year to date position.

## **9: Business planning 2020-21**

The members were shown the forward planning meeting dates for 2020-21 which were agreed. The overview and planning cycle document was reviewed by the members, the three main parts being: For local, where should the LPC focus their efforts, For national, what local preparations do the LPC need to make or continue with and do the members support this? What support should the LPC provide to all contractors around core contract?

Business planning development 2020/21: what realistic local service development above and beyond CPCF would the members like to see in 2020/20 if any?

What should be the focus of the LPC policy work?

How should the LPC work closer together as 3 LPCs and beyond?

Planning for contractor facing events – what would the members like to see delivered and why?

This will be further discussed in the individual meetings this afternoon.

## **10: Close**

# **Minutes of Meeting of East Sussex Local Pharmaceutical Committee**

<b>Date</b>	Thursday 16 <sup>th</sup> October 2020 starting at 13:45
<b>Location:</b>	Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH
<b>Present:</b>	Craig McEwan, ES Chair, Sarah Davis, ES Vice Chair, Paul Antenen, ES Treasurer, Andrew Jones, Sharon Waghorn, Shabbir Nagri, Mark Weston.
<b>In attendance:</b>	James Wood (JW), Chief Executive Officer, Hinal Patel (HP), Service Development Support Pharmacist, Sandra Lamont (SL), Communications & Engagement Lead, Micky Cassar (MC), Administrator Julia Powell (JP), PCN Facilitator

### **1: Welcome & Introductions**

The Chair welcomed the members and guests to the meeting.  
Next Stepper appointed: Mark Weston  
CCA Reporter appointed:

### **2: Apologies for Absence**

Marie Hockley, Ramiz Bahnam

### **3: Governance Matters**

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

### **4: Minutes of the last meeting**

The Chair asked the members if they had read the minutes from the 3<sup>rd</sup> October and if there were any issues with the accuracy. The Chair signed the October LPC minutes as a true account of the last LPC meeting.

The action log was reviewed by the members

The PAYE set up is in progress and a further update will be provided in March 2020

### **5: Local Matters by JW**

CCG changes: B&H CCG will remain the same and East Sussex CCG will be formed from the merger of the remaining East Sussex CCGs. An announcement will be made shortly about the leadership role for medicines and pharmacy across Sussex. Stakeholder mapping will need to be completed in due course to make sure the right representation is in the right places.

**Action:** Invite Eileen Callaghan to a future LPC meeting – JW by end of March 2020

PNA steering group for East Sussex Health and Wellbeing Board: Pharmacy questionnaire & public questionnaire have been distributed. The draft will need to be reviewed once available, there is a steering group meeting end of February to consider first drafts

The market entry tracker was reviewed by the members.

HLP support event has taken place 12/01/20 with ESCC kindly contributing funds. Due to the three-year accreditation, there will likely be a large amount of pharmacies up for renewal next year. This needs to be included in the forward plan for next year.

### **6: Communications & Engagement update by JP & SL**

The members were given an update from JP. All the pharmacies where there is no PCN lead identified have been emailed leading to a number of potential leads. Where no expression of interest has been received the pharmacies will be called and if this does not assist, area managers will be contacted. The pharmacies where they have expressed an interest, but the potential lead has received no response from others in their PCN, they will email again with a short deadline and state if nothing heard an assumption of approval will be made. Once a lead is appointed JP will confirm they have contacted the clinical director by email for audit trail. Once a lead is identified this information will be uploaded to the CPSS website. Where no lead is identified pharmacies will be contacted and advised not to claim PQS prematurely but that a lead may still be identified. It was raised that the LPCs would like to have sight of the vacancies spreadsheet on a rolling basis.

**Action:** Make PCN lead vacancy available to LPC members (shared drive).

The members were given an update from SL regarding communication and engagement. UKCPA have agreed to fund anti coagulation events, one in each of the CPSS LPC areas. 28/02/20 is the event in East Sussex. Partners with the TCAM project have been approached to work with the LPC and talk at this event. The members were asked to assist with advertising this event. It is open to primary care, secondary care, anyone involved in TCAM.

**Action:** members to assist in advertising anti coag events.

The members discussed what the PCN training day in March should look like. It was highlighted that it will be a good opportunity for networking and discussion of what works and what doesn't. Negotiating skills, workshops could be an option. The leads in place should be asked for their input as they will have to carry out the role. It's important that the leads are aware that it is not their personal view but the view of their PCN they need to voice. Vital not to over commit as this could lead to negative perception. It also needs to be highlighted that different companies will have different IT capabilities and allowances (drop box use etc).

### **7: Service development – Hinal Patel**

HP gave the committee an update on progress against the operating plan and how it had progressed in Quarter: 3. An area manager webinar was held in November with good response, this has helped ensure that the LPC are engaging with all the small and big chains in our area.

An update on the Community Pharmacist Consultation Service (CPCS) was provided to the committee with a breakdown of pharmacy sign up per CCG area and information of the upcoming CPPE training day for CPCS. The committee discussed CPCS progress and learnings from it. HP updated that governance meetings are attended with the Urgent care colleagues and feedback can be collated at those meetings.

The committee was updated on NHS Flu so far and how SL has contributed by engaging with comms colleagues across different organisations to highlight that community pharmacy is a key player as NHS Flu provider. HP updated the committee on PQS and the support that has been provided on a weekly basis to contractors, there are only have 4 contractors outstanding for MYS registration.

**Action:** HP to support contractors to get through the PQS where necessary.

The committee was given an update on the last meeting with Public health colleagues at ESCC. All the services were discussed and how they want to focus on the outcomes rather than provider activity with pharmacies. HP will attend all the support training events that are coming up and will be doing a presentation on TCAM and other updates with the contractual framework at these events. All East Sussex pharmacies should now have received a hard copy of the TCAM brochure. At this time there is no update on the Pharmacy Advisor Post at ESCC, however Janet Rittman has been appointed on a consultancy basis to review the PGD.

The members were updated on the pilot of the Oral Contraceptive Service and how the service fee was negotiated. Also, the service costing tool was shared with the committee, the set-up fee will be paid to pilot pharmacies and the training day for pharmacies will be 13th February 2020. The committee were happy with the outcome and the SLA and service requirements and supportive for it to go ahead.

**Action:** HP to attend the training day and support the pilot pharmacies where needed.

The members were given an update from the meeting with the Substance Misuse Commissioner and asked for feedback for future review meetings. HP updated the committee on the proposal

for the NHS Healthcheck PHSLA renewal for 2020-21, the committee were in favour of the changes and change of pharmacy sites.

**Action:** HP to go back to the commissioner on the agreement of NHS Health checks.

The members were updated with regards to the Brighton & Hove Public Health meeting. The Upcoming funded training for Varenicline PGD is on 22nd of January 2020 in Brighton and the committee were asked to promote it.

An update on TCAM across the South East was provided and in detail EDGH was discussed. The committee seemed pleased with the completion rate of 74% but raised concerned about the low referral numbers.

**Action:** HP to raise low referral numbers at the next TCAM board meeting in January and feedback to the committee.

The members were updated on the Blood Pressure Plus project and that HP and JW will be presenting in the HSJ awards on the 21st January 2020.

HP highlighted IT issues on PharmOutcomes which have led to missed payments for contractors, but this has now been resolved. The committee seemed pleased with the update and discussed recruitment and retention of pharmacists.

### **8: Finance – Paul Antenen**

The members were given an update re the East Sussex finances. The members approved the accounts.

### **9: AOB**

Nothing raised

### **10: Close**

### **11: Future meeting dates & venue**

#### **LPC Committee Meetings**

East Sussex LPC	West Sussex LPC	Surrey LPC
The East Sussex National, Uckfield, TN22 5ES 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
<b>Monday 11/05/20</b>	<b>Wednesday 06/05/20</b>	<b>Wednesday 13/05/20</b>
<b>Thursday 02/07/20</b>	<b>Wednesday 01/07/20</b>	<b>Wednesday 08/07/20</b>
<b>Tuesday 22/09/20 Short meeting + AGM – Venue TBC</b>	<b>Tuesday 15/09/20 Short meeting + AGM – Venue TBC</b>	<b>Thursday 17/09/20 Short meeting + AGM – Venue TBC</b>
<b>Thursday 05/11/20</b>	<b>Wednesday 04/11/20</b>	<b>Wednesday 11/11/20</b>
<b>Thursday 11/02/21</b>	<b>Wednesday 10/02/21</b>	<b>Wednesday 17/02/21</b>

#### **Community Pharmacy Surrey & Sussex Executive Committee:**

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

**4<sup>th</sup> June 2020** – 15:30 – 17:00 The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**8<sup>th</sup> October 2020** – 10:00 – 12:00 LPC Office, The White House, 18 Church Road, Leatherhead, Surrey, KT22 8BB

**14<sup>th</sup> January 2021** – 15:30 – 17:00. TBC (Kent Venue)

**31<sup>st</sup> March 2021** – 10:00 – 12:00 LPC Office, The White House, 18 Church Road, Leatherhead, Surrey, KT22 8BB

### **South East LPCs and Partners (Regional Meeting)**

(Chairs, Vice Chairs to attend)

**4<sup>th</sup> June 2020** – (hosted by Surrey & Sussex) 10:00 – 13:00  
The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**14<sup>th</sup> January 2021** (hosted by – Kent) 10:00 – 13:00  
Venue TBC

### **NHS England & Improvement**

(Chairs, Vice Chairs to attend)

**4<sup>th</sup> June 2020** (Surrey & Sussex) – 13:00 – 15:30. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**October 2020** (informal meeting of NHSE/I officials & LPCs CEOs – Horley 14:00 – 16:00

**14<sup>th</sup> January 2021** (Kent) – 13:00 – 15:30 Location TBC

**March 2021** (informal meeting of NHSE/I officials & LPCs CEOs – Horley 14:00 – 16:00

### **PSNC Forward Dates:**

**5<sup>th</sup> May 2020 – 10:00 until 16:00 National meeting of LPCs**

**Radisson Blu Edwardian Bloomsbury Street, 9-13 Bloomsbury St, Bloomsbury, London WC1B 3QD**

*Formally the national meeting of LPC Chairs and Chief Officers, this event now gives the flexibility for **each LPC to send any two LPC members/officers**. The agenda will include PSNC briefings and discussions on current issues and NHS policy, sharing LPC ideas and expertise, and collaborative working.*

**16<sup>th</sup> September 2020 – 10:00 until 16:00 LPC Annual Conference**

**Congress Centre 28 Great Russell St, Bloomsbury, London WC1B 3LS**

*The LPC Conference remains an important event for LPCs to represent their views for PSNC to consider at its planning meeting in November, when PSNC's priorities and plans for 2021/22 are agreed. **East Sussex LPC and West Sussex LPC can send up to 3 representatives each and Surrey LPC up to 4 representatives each.***

### **2020 PSNC Meeting Dates**

Wednesday 5<sup>th</sup> and Thursday 6<sup>th</sup> February London  
Wednesday 20<sup>th</sup> and Thursday 21<sup>st</sup> May London  
Wednesday 24<sup>th</sup> and Thursday 25<sup>th</sup> June London  
Wednesday 9<sup>th</sup> and Thursday 10<sup>th</sup> September London  
Wednesday 25<sup>th</sup> and Thursday 26<sup>th</sup> November London

### **2021 PSNC Meeting Dates**

Wednesday 3<sup>rd</sup> and Thursday 4<sup>th</sup> February London  
Wednesday 19<sup>th</sup> and Thursday 20<sup>th</sup> May London  
Wednesday 7<sup>th</sup> and Thursday 8<sup>th</sup> July London  
Wednesday 8<sup>th</sup> and Thursday 9<sup>th</sup> September London  
Wednesday 24<sup>th</sup> and Thursday 25<sup>th</sup> November London

### **12: Close**