

# South East Forum of Local Pharmaceutical Committees

## for Kent, Surrey, East and West Sussex

Secretariat c/o Community Pharmacy Surrey & Sussex

The White House, 18 Church Road, Leatherhead, Surrey, KT22 8BB. Tel 01372 417726

Online <http://communitypharmacyss.co.uk/about-us/se-forum/>

Email [SEForum@communitypharmacyss.co.uk](mailto:SEForum@communitypharmacyss.co.uk)



## Agenda

### Meeting of the South East LPCs and Partners

Date Thursday 4<sup>th</sup> June 2020

Time 10.00 -12.00

Location: Zoom Conference Call:

<https://us02web.zoom.us/j/85193996205> - Meeting ID: 851 9399 6205, Password: 117263

For phone in details email Micky Cassar [michaelacassar@communitypharmacyss.co.uk](mailto:michaelacassar@communitypharmacyss.co.uk)

**Circulation: South East Forum Members** (Chairs, CEOs and staff of East Sussex, West Sussex, Surrey, and Kent LPCs)

**In attendance:** Regular Guests from PSNC, NPA, CPPE, HEE, NHS England

| Item Ref | Indicative Time | Purpose  | Action                     | Paper Ref | Lead      |
|----------|-----------------|--|----------------------------|-----------|-----------|
| 1        | 10:00           | <b>Welcome and Introductions</b>   | Standing item              |           | JW        |
| 2        | 10:05           | <b>Apologies for absence</b> <ul style="list-style-type: none"> <li>Shilpa Shah</li> </ul>   | Standing item              |           | JW        |
| 3        | 10:05           | <b>Governance for SE Forum Members</b> <ul style="list-style-type: none"> <li>Members are asked to note the contents of the meeting guidance attached.</li> </ul>  | Standing item              | Attached  | JW        |
| 4        | 10:10           | <b>Minutes of the last meeting</b> <ul style="list-style-type: none"> <li>Minutes to be checked for accuracy, approved, and signed by the Chair</li> </ul>   | Standing item              |           | JW        |
| 5        | 10:15           | <b>Matters arising</b> <ul style="list-style-type: none"> <li>Matters arising from the minutes, not already on the agenda to be reviewed</li> <li>Review of the actions and progress update against open actions</li> <li>SE Forum Accounts</li> </ul> | Standing item / for report |           | JW        |
| 6        | 10:20           | <b>LPC Updates and COVID discussion</b> <ul style="list-style-type: none"> <li>Kent LPC</li> <li>Community Pharmacy Surrey &amp; Sussex</li> </ul>   |                            |           | SK<br>JW  |
| 7        | 10:40           | <b>PSNC Update</b> – Mike King   |                            |           | MK        |
| 8        | 11:00           | <b>NPA Update</b> – Michael Lennox   |                            |           | ML        |
| 9        | 11:15           | <b>CPPE Update</b> – Sarah Ridgway-Green/ Sally Greensmith   |                            |           | SRG<br>SG |
| 10       | 11:25           | <b>HEE Update</b> – Atif Shamin  |                            |           | AS        |
| 11       | 11:35           | <b>AHSN update</b> – Lisa James  |                            |           | LJ        |
| 12       | 11:45           | <b>Any other business</b> <ul style="list-style-type: none"> <li>Wherever possible, please notify to the Chair at the start of the meeting of any items</li> </ul>   | Standing Item              |           |           |
| 13       | 11:55           | <b>Meeting Wrap Up</b> <ul style="list-style-type: none"> <li>To review Governance, format, content, suggestions for future forum topics and agenda</li> </ul>   | Standing item              |           |           |
| 14       | 11:55           | <b>Future Meeting dates, format and venue</b><br>14th January 2021 (hosted by – Kent) 10:00 – 13:00<br>Venue TBC   | Standing item              |           |           |

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### Meeting Governance Guidelines

#### Competition Law

The South East Forum of LPCs brings together a number of parties, some of whom are competitors. This can give rise to competition law concerns should any commercially sensitive information be disclosed or discussed at any meeting.

To avoid any competition law concerns, all participants at any meeting (whether it be a formal Forum meeting or more informal occasion) should take care in any discussions with other participants who are or who may become competitors. The guidelines below provide a framework for such discussions and, where appropriate (for instance the use of an agenda or minutes would not be appropriate during an informal social gathering), should be adhered to at all times.

#### Objectives of the meeting

A clearly listed agenda should be prepared before the meeting identifying the topics for discussion - the agenda should be used to provide the framework for the discussion and the meeting should not stray beyond those items listed to be discussed.

Topics for discussion should be limited to the activities and responsibilities of the LPC, as well as general industry matters. Examples of LPC activities and responsibilities and general industry matters would include the detailed functions and roles of the LPC including (but not limited to):

- liaising with National Health Service bodies and local authorities on behalf of chemists;
- the negotiation, as representative of the chemists, with NHS and local authority bodies on the conditions of service and remuneration for the provision of locally commissioned services;
- Responding to control of entry applications;
- the provision of an advisory service to chemists on local NHS matters.
- Current or proposed legislation or regulation - for example:
  - Liaising with PSNC on defects in existing legislation/regulation and difficulties faced by the sector in complying with such legislation/regulation;
  - responses to local and national consultations;
  - impact of current or proposed legislation/regulation (without disclosing any commercial information relevant to a member);
- General developments or trends in the sector;
- Collection or review of chemist data (but any data that contains commercially sensitive information should be historic, generalised and made anonymous prior to being disclosed to other members);
- Educational or training events for members;

#### Conducting the meeting

Minutes should be made recording all discussions during the meeting. If a member wishes to clarify (for competition law compliance purposes) whether he/she can or cannot discuss a particular topic, or if any member has any doubts about an issue it would like to raise for discussion, this should be

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raised with the Chairman of the meeting outside of the meeting prior to the issued being raised. If any of the issues listed in the section below are raised, the discussion should be terminated immediately.

### Discussions during the meeting

Where members (at the meeting) include actual or potential competitors, they should not discuss their own or their competitors' commercial strategy or any matter which would be considered commercially sensitive. Subjects to avoid are:

- Individual commercial policies of those companies present - this includes historical, current or future policy where it is not in the public domain and participants should not question other participants about such policy;
- Any commercial difficulties faced by the participants other than in very general terms - for example, members may express their general concern at rising costs or overheads but should not disclose the impact of those costs on their profit margins or other financial figures;
- Any proposal discussing any coordinated commercial conduct between participants (for instance relating to pricing, distribution or arrangements with customers);
- Any request made by one participant (or discussion) asking other members to stop any particular commercial conduct or relationships;
- The sharing of commercially sensitive information (verbally and in writing) – including (but is not limited to);
- Pricing terms;
- Current terms and conditions of supply trade;
- Details of the commercial arrangements with customers or suppliers;
- Sales information;
- Making any allegation as to the commercial conduct of others.
- To the extent that any information is shared between participants, such information should be general, non-specific and where appropriate, should be historical and made anonymous to ensure that the information is not commercially sensitive and cannot be attributed to any participants.

### Outcomes of the meeting

Minutes of the meeting should be prepared and circulated to attendees. However, remember that any decision or recommendation made at the South East Forum of LPCs & Partners meeting, however informal, can be subject to competition law and could constitute a potentially anti-competitive agreement and thus the minutes should be carefully reviewed prior to circulation.

### Minutes of the meeting held in the Foxhill Room, Hilton Cobham, Seven Hills Road South, Cobham, KT11 1EW. 5<sup>th</sup> March 2020 2.00pm

**Members Present:** Gemma Staniforth Vice Chair West Sussex LPC, Hemal Chudasama Vice Chair Surrey LPC, Sarah Davis Vice Chair East Sussex, Mark Donaghy Chair West Sussex, Sally Greensmith Surrey & Sussex LPN Chair, Sarah Ridgeway-Green CPPE, Gareth Jones NPA (via telcon), David Onuoha Chair Kent LPC, Mike King PSNC, Katie Reygate, HEE, Foundation

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Pharmacist Training Programme Director, London, Kent, Surrey and Sussex, Atif Shamin HEE, Sue Mills CPPE, Shabina Azmi, HEE, Rupi Bhasin, External independent Chair Surrey LPC.

**Non-members present:** Hinal Patel, SDSP Community Pharmacy Surrey & Sussex, Micky Cassar, BA Community Pharmacy Surrey & Sussex,

**1: Apologies:** Shilpa Shah, CEO Kent LPC, Sunil Kochhar PSNC, James Wood, CEO CPSS, Laura McEwan-Smith HEE, Lisa James AHSN, Rob Proctor Pharmacy Integration Lead, Sandra Lamont, CEL CPSS, Craig McEwan, Chair ES LPC. Becky Sharp AHSN,

**2: Governance for SE Forum Members:** The members were asked if there were any changes to the DOI, nothing raised.

**3: Minutes:** Minutes of the previous meeting on 5<sup>th</sup> December 2019 were reviewed, the minutes were signed as accurate by the Chair. The members were shown the accounts.

**4: Matters Arising:** The action log was reviewed. The accounts were circulated prior to the meeting.

- Contingency plans for closures – Work has been done by SS. Communication with CCGs going forward needs further work.
- LPC Chairs to be invited to LPN meeting – carried forward.

### **5: NPA update from Gareth Jones**

Gareth gave the members an update mainly on three current workstreams of the NPA. The impact assessment on the community pharmacy contract has been commissioned and started, there are 3 parts to it. Part one, to help NPA members understand the financial implications to the 5-year deal Pharmacy Contract acknowledging that the larger companies might find it easier to do compared to others. A national survey will be sent out in the next few weeks, to feed in financial data to help them. Part two is to ask the question whether the funding allocated is enough to deliver all the ambitions both pharmacy and the NHS have. Part three is a broader look at arrangements within pharmacy to support the role, this report is due end of June. The NPA will be sharing the report with PSNC and widely, the work has been outsourced for credibility. The NPA would like to work more with multiples if possible and get CCA members to contribute.

Hub & Spoke – changing to allow independents to access Hub & Spoke. Last week the NPA published a report looking at models of Hub & Spoke worldwide, this report covered interesting findings including where 1 in 3 pharmacies get standard prescribing through Hub & Spoke. The conclusion of the report is that there is not a lot from around the world which is possible in this country. Theoretically it may seem to make sense but there is no evidence of it freeing up resource, it can free up capacity in one area but simply moves it to another. Corona virus contingency plan is being worked on to maintain continuity through what could be a difficult period.

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Independent Review: The NPA have made their submission indicating LPCs need sufficient financial support to function properly. The NPA also suggested there should be a unit to support those that are testing new services at pilot stage.

### 6: LPC updates

#### Kent LPC:

It has been a busy period with three contractor events, 2 HLP & HLP leadership courses in the run up to PQS (50 contractors attended). Successful PCN pharmacy lead event also 26 attended. All 41 PCN leads are now in place. Positive press for community pharmacy on the back of the surgery closure in Dartford, SS has been on BBC Radio Kent about how people can better use pharmacy. Kent LPC now have a confirmed place on the STP program board. 2 invitations have been received to address clinical leads to help them understand Community Pharmacy. The LPC have decided to move committee size from 15 to 9 from April for cost saving also the LPC office has also been closed. David is leaving the LPC at the end of March as resigning from Boots and moving to a role with PSNC.

#### Surrey, East Sussex & West Sussex LPCs:

PQS figures – over 98% of contractors got through. All 64 PCN leads are in place. HLP training event took place in January in Crawley, where 30 HLP pharmacies got trained.

Services – TCAM, Royal Surrey has gone live and good level of referrals. 3 more trust are in implementation phase. There are contract changes for substance misuse for Brighton. Oral Contraception Service Pilot through Community Pharmacy commences in East Sussex from 10<sup>th</sup> March. JW and SL today attending first Surrey Wide PCN Clinical director and Community Pharmacy meeting.

### 7: PSNC Update

The independent review report should be finished by the end of March. There will be an opportunity in April for LPCs to see the report prior to the meeting of LPCs on the 5<sup>th</sup> May. David Wright is attending this meeting to answer questions. The members were asked for feedback on the review process. Once the recommendations are received decisions need to be made on how to implement them.

Contractual framework: it has been raised that there is a funding gap between what pharmacies want to do and what they can do. The benefit of the deal is the certainty over the next 5 years. There will be a review period each year. It was a reluctant decision to go with it however it gives certainty to contractors and protects contractors from possible further cuts. It was asked what distant selling pharmacies and pharmacies with no consultation room will do in April. No consultation room should do from April as nothing has been announced. There is still no clarification.

PCNs: feedback has been that different LPCs are dealing with things differently with regards to backfill, communication channels etc. PSNC will be sending out a short questionnaire to LPCs to get a bigger picture of how things are being done nationally this will allow for PSNC to see how they can best assist. There is a call for a consistent approach.

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Events: The date for the annual meeting of LPC treasurers is 16/06/20 in London. Open to all LPC treasurers. IR35 arrangements will be touched upon. The risks of LPCs getting this wrong have often been raised by PSNC.

Covid19 – lots of information on the PSNC website. Top 4 things contractors can do etc.

It was asked what the minimum is we need to do for PCNs, can a guidance form be created by PSNC of what is expected of the PCN leads.

Compulsory MUR accreditation – It was raised that we keep asking re new accreditation for NMS and we hear nothing back.

PQS: It was raised that you cannot see the questions you have to answer before you are inputting the data and therefore could the questions be seen beforehand; it was mentioned that the evidence checklist that PSNC produced was very helpful and positive feedback from contractors.

### 8: CPPE Update:

CPPE have 2 new regional tutors including Tanya Grey who covers Kent Surrey & Sussex and Sue Mills who covers Surrey & Sussex. Workshops: CPCS workshops are now mostly full and a new batch going through to October have just been released. There is lots of positive feedback and lots of scenario sharing. COPD focal point event (evening) coming up, inhaler technique workshops, 2 in Surrey & Sussex this semester and Kent next semester. Full day events on consultation skills. Helping others learn (new course) for anyone helping develop other people (facilitation skills). Gateways on pharmacy quality schemes continued to be updated and a new sepsis gateway page. Due to corona virus CPPE already have drop out from workshops but they will continue following Government advice.

It was requested if there could be CPCS workshops for pre reg in August for when the pre reg students will be newly qualified. It was commented that post August there will be more providers than CPPE providing CPCS training.

### 9: HEE Update:

National recruitment scheme update. Final numbers of the third round of recruitment were reviewed. The numbers are going up year on year consistently, fewer failures partially due to more hands-on support. Increasing number of employers joining the scheme. 98% of successful applicants were made an offer through the scheme. Placements in General Practice – 256 places available in England for trainees wishing to spend between 3 – 6 months in General Practice setting – fill rate 81%. Trainees in Wales will be NHS owned as of next year and then go on rotational sector program. If there is any learning they will try and incorporate this in England.

Key points:

updated terms & conditions for employers: Minimum salary requirement, stipulation of no deductions.

Employers renege: Regional leads collating data on persistent offenders, Advisory letter to be sent on application acceptance.

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Students renege: Implications for SoPs, regional leads collating data on the scale of the problem, to include in SoP reports.

Oriel 2: If you have registered your site through Oriel, Oriel 2 will also allow you to access your data.

The importance of going to where you are placed in Oriel is being highlighted. School of pharmacies will be updated if any have a specific problem as this can affect their reputation.

Longitudinal Evaluation: to better understand the extent to which the selection methods predict future performance in the pre reg pharmacist role and beyond. – Understanding the broader impact of the recruitment process on undergraduate education.

It was questioned why students have to travel to London during peak travel time for interviews as the cost is quite high.

It was also raised that there is no way to feed in bad experiences into Oriel. The longitudinal survey should resolve this as the questions as to the reasons in a breakdown in placement will be asked.

Katie Reygate – Foundation Pharmacist Training Program Update:

Discussions nationally regarding the need for a national program to create a workforce that can work across all sectors. Roughly 2000 people go on to the GPhC register, however HEE don't know where they work. The large Community Pharmacy providers have their own programs, but locums do not. How can HEE reach out to the locums, foundation pharmacists no matter where they are should have support and this is built into HEE programs. Rotation of foundations pharmacists through the 3 sectors has been great. The employment model of who are employing these people. Funding the infrastructure of the education. Looking at how HEE will develop this, biggest issue, how do HEE engage with Community Pharmacy, how do they get Community Pharmacy to participate in these programs and how do they implement them. The members were asked for their opinions. CPPE provides foundation pharmacy support for independent pharmacies for a year. There will be funding to support practice supervision. Any future pilots coming up should include band 6. It was raised that rotation isn't what some patients want, they want to see the same person each time they come in.

### 10: AOB

None

### 11: Meeting wrap up

#### 12: Future meeting dates & venue

4th June 2020 – (hosted by Surrey & Sussex) 10:00 – 13:00

The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

14th January 2021 (hosted by – Kent) 10:00 – 13:00

Venue TBC

### 13: Close 3.30pm