

# 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> July 2019

Time 10am – 1pm

**Location:** Montreal Room, The Sandman Signature Hotel, 18-23 Tinsley Lane South, Three Bridges, Crawley, West Sussex, RH10 8XH. Please find the directions to the location [here](#)

**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

**Should you wish to join the conference via dial in, please call 0333 3350 335 using PIN number: 231968**

Item Ref	Indicative Time	Purpose	Action	Paper Ref	Lead
1	10am	<b>Welcome and Introductions</b>	Standing item		JW
2	10am	<b>Apologies for absence</b>	Standing item		JW
3	10am	<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	10.00am	<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	<a href="#">0719-01</a>	JW
5	10.05am	<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	<a href="#">0719-02</a> <a href="#">0719-03</a>	JW JW
6	10.10am	<b>LPC Updates</b> <ul style="list-style-type: none"><li>Kent LPC</li><li>Community Pharmacy Surrey &amp; Sussex</li></ul>			DO JW
7	10.40am	<b>PSNC Update</b> – Luvjit Kandula			LK
8	11.05am	<b>NPA Update</b> -Nisha Mistry			NM
9	11.20am	<b>HEE Update</b> – Laura McEwen-Smith			LM
10	11.30am	<b>CPPE Update</b> – Sarah Ridgway-Green			SR
11	11.45am	<b>AHSN update</b> – Lisa James, Rebecca Sharp			LJ / RS
12	12.00am	<b>GPhC Update</b> – Martin Packham			MP
13	12.55pm	<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		Chair

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14	1.00pm	<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		Chair
15	1.00pm	<b>Future Meeting dates, format and venue</b> <b>1<sup>st</sup> October 2019</b> <b>5<sup>th</sup> December 2019</b> <b>5<sup>th</sup> March 2020</b>  10am prompt – 1pm The Sandman Signature Hotel, 18-23 Tinsley Lane South, Three Bridges, Crawley, RH10 8XH	Standing item		JW
16	1.00pm	<b>Close</b> Forum members are welcome to stay for lunch, which will be served in the Montreal Room until 1.30pm	Standing item		Chair

### 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:

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- 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 raised with the Chairman of the meeting outside of the meeting prior to the issue 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.

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### 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 Montreal Room, The Sandman Signature Hotel, 18-23 Tinsley Lane South, Three Bridges, Crawley, West Sussex, RH10 8XH. 2<sup>nd</sup> May 2019 from 10.00am**

**Members Present:** Mark Donaghy LPC Chair West Sussex, Gemma Staniforth Vice Chair West Sussex LPC, Hemal Chudasama Vice Chair Surrey LPC, Sally Green-Smith LPN, James Wood, CPSS CEO, David Onuoha Chair Kent LPC, Atif Shamin HEE, Craig McEwan Chair East Sussex, Sarah Davis Vice Chair East Sussex, Rupi Bhasin Chair Surrey, Leyla Hannbeck (via conference call) Mike King Head of Contractor Support, Luvjit Kundola PSNC.

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

### 1: Apologies:

Rob Proctor, Sarah Ridgway-Green CPPE

### 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 7<sup>th</sup> May 2019 were reviewed. Warfarin was spelt wrong and amended, the minutes were signed as accurate by the Chair.

### 4: Matters Arising

The action log was reviewed.

Events for 2019 will need to be taken back to the individual LPCs.

Inspection results regarding displaying results in pharmacy is ongoing.

Market entry portal will be able to be used for change of ownership we will hopefully have a demonstration at our July meeting.

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Accounts ending 2018/19 were reviewed.

### 5: LPC Updates

**Kent LPC:** Kent have had their last LPC meeting with Mike Keen who has now retired. Recruitment is underway for the new CEO. Services: they are working on a pilot in Medway re repeat dispensing which launched in March. The service pays £10.00 per patient for referral to practice for eRD. Marchart service – aim of which to support discharge from hospital to allow a care package to be in place. TCAM – second program board meeting has taken place and are looking into the IT development needed to proceed with this. Maidstone / Tunbridge Wells are engaged in the program and Mental Health Trust are aware of the program. It was highlighted that the fully integrated system is preferable than the web base system. Also, it was highlighted that a common definition of what medicines reconciliation means is vital. It would be good to establish which LPCs have gone live with TCAM for experience, feedback and learning. As TCAM is unfunded it needs to be highlighted that this is not mandatory. GSK are supporting with respiratory training events across the area, these have taken place and were well received, tying in with Asthma Support.

**Surrey LPC:** Surrey Heartland BP+ project went live 1<sup>st</sup> April. 17 pharmacies are live, this should be 20 by the end of May. 196 patients have been seen and some have led to onward referral. HP has visited all the pharmacies for training. Aim is to do 5000 checks per year (400 per month). NW Surrey CCG Network event meet quarterly, this includes community pharmacy which will assist with PCNs.

**West Sussex LPC:** Alcohol intervention service began in January. In West Sussex 24% of adults are drinking above the national guidelines. The intervention stage is funded at £4.00 and the training can be done online. 44 contractors signed up however only 13 sites are active. Part of this service is to encourage the patient to self-refer. Drug tariff training has taken place where 25 contractors attended. Our message regarding the negative impact of branded generics is strong as ever and was also part of the drug tariff training. The levy has been dropped by 5%. The annual report will be sent in hard copy to our contractors.

**East Sussex LPC:** It was raised that there had not been as single TCAM referral to some pharmacies however there have been approximately 60 referrals. it does not look like all wards have gone live. The project board are meeting on the 20<sup>th</sup>. Recommissioning of sexual health and smoking cessation contracts have just gone out. Substance misuse has been awarded to CGL so no longer sit under Public Health. Local GPs have decided to federate and have approached JW regarding pharmacists working in GP practices. ePS have changed the workload in community pharmacy, there is a perception with the public that the surgery can issue a prescription last thing one day and then it will be ready at the pharmacy the next morning and this isn't possible. Blister packs and Dossett boxes issues were discussed including capacity and contractual obligations. Also, some of the electronic scripts are not appearing to come through properly regarding pregabalin and there are issues with prescriptions being postdated.

### 6: NPA Update

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**Leyla Hannbeck gave an update:** NPA have been supporting members regarding medicines shortages with communications to surgeries etc so please keep reporting issues to us. Primary Network, there is a team working with the NPA to see how community pharmacy fit in and what role they can play. There are continued talks with the Government regarding pharmacy agenda and this is so far positive, and our views are coming out. The GPhC inspection was discussed and what the NPA are doing to support pharmacies as there have been issues with unannounced visits, what should be in the public domain and what shouldn't be etc. Any issues with these inspections need to be fed back to us. It was offered that they could do a talk for contractors regarding the GPhC inspections. How contractors can challenge the results of these reports was discussed, they need to approach the regional team in order to do this. Perigo are doing training events re GPhC so if this is ready it would be worth contacting them. Gordon Hockey has regular meetings with GPhC so is a good access point.

### 6: PSNC Update

Negotiations have begun and will be critical, we are not underestimating the difficulty of this challenge and have a negotiation team. We are working with the DHSE and NHS England and we will keep you informed as and when this is possible. Something should be in place by October. We are in the process of reengineering the pharmacy contract. Kennedy is the new minister for pharmacy. PCN update: the importance of community pharmacy and PCNs is understood. PCN leads have been appointed, (Michael Lennox and Luvjit Kandula) at PSNC and a plan of action is in progress. Phase 1 of the plan is the engagement of contractors. The PCNs are not formed yet, when they are the LMC will provide this information so we can publicly publish this for our contractors once pharmacies are also mapped. The LPCs need to engage strongly with the LMC, contractors, locums etc, visibly of these networks will be important. A request will be sent out to ask for LPC feedback regarding contractor issues that can be raised at the September conference. Can anyone developing services now email Zainab to keep everyone up to date even at a pilot stage.

### 8: CPPE Update

**Sally Greensmith gave an update:** Digital minor ailments service is piloted in different parts of the country and the learning from this is available on our website. New revalidation page also available for anyone struggling with the requirements. We are happy to help with webinars regarding this, however RPS Sussex are also running events. New AF learning available, self-declaration of competence for Warfarin available. Suicide prevention gateway page available which also takes you to eLearning. Asthma focal point dates coming up. Return to practice course twice a year which are very popular and free. Planning for the next semester will start soon so if there are any training requirements you would like please let Sarah Ridgway-Green know. Mary Seacole feedback has been positive however it was raised that there is nothing on the website regarding more training. A new cohort would be helpful.

### 9: HEE Update

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**Atif Shamin gave an update:** on the 19<sup>th</sup> of June we have our annual Oriel employer day for students. Last year there was a separate area for hospital and community pharmacy however this year all will be mixed as we need to move away from the segregation mentality and any potential bias on the day. The cut off date is the 3<sup>rd</sup> of May for applications to attend however this can be extended. The people plan – a London, South East pharmacy team meeting will take place the end of next week in view of the long-term plan.

### 10: AOB

It was asked if we should we extend a formal welcome for AHSN to attend this meeting on a regular basis – this was agreed.

**Action:** Arrange for AHSN to attend meetings in the future.

A pharmacy careers event was raised and how we can host one. It was discussed if this is aimed at school children or people in their early career and who could fund this. It was discussed we should be promoting pharmacy and attending school fairs, and someone needs to organize this, there needs to be a consistent promotion to early stage students. It was discussed if HEE could host a venue for universities etc.

**Action:** Atif and JW to discuss how this promotion could look.

### 11: Meeting wrap up

#### 12: Future meeting dates & venue

4<sup>th</sup> July 2019 – 10:00 – 15:30. The Sandman Signature Hotel

1<sup>st</sup> October 2019 – 10:00 – 15:30. The Sandman Signature Hotel

5<sup>th</sup> December 2019 – 10:00 – 15:30. The Sandman Signature Hotel

5<sup>th</sup> March 2020 – 10:00 – 15:30. The Sandman Signature Hotel

### 14: Close 1.00