

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



Agenda

Meeting of the South East LPCs and Partners

Date Thursday 5th December 2019

Time 10am – 1pm

Location: Toronto 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: 144655

Item Ref	Indicative Time	Purpose	Action	Paper Ref	Lead
1	10am	Welcome and Introductions	Standing item		JW
2	10am	Apologies for absence <ul style="list-style-type: none">• Jasmin Shah• Laura McEwan-Smith• Sunil Kochhar	Standing item		JW
3	10am	Governance for SE Forum Members <ul style="list-style-type: none">• Members are asked to note the contents of the meeting guidance attached.	Standing item	Attached	JW
4	10.00am	Minutes of the last meeting <ul style="list-style-type: none">• Minutes to be checked for accuracy, approved and signed by the Chair	Standing item	1219-01	JW
5	10.05am	Matters arising <ul style="list-style-type: none">• Matters arising from the minutes, not already on the agenda to be reviewed• Review of the actions and progress update against open actions• SE Forum Accounts	Standing item / for report	1219-02	JW JW
6	10.10am	LPC Updates <ul style="list-style-type: none">• Kent LPC• Community Pharmacy Surrey & Sussex			SS JW
7	10:40	Meeting dates Forward planning of meeting dates			JW SS
8	10.55am	PSNC Update – Luvjit Kandula			LK
9	11.05am	PSNC review discussion			LK JW SS
10	11.20am	NPA Update -			JS
11	11.20am	HEE Update – apologies			HP
12	11.25am	CPPE Update – Sarah Ridgway-Green			SR
13	11.45am	AHSN update – Lisa James			LJ

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14	12.15am	Sue Ladd – Regional pharmacist for EU Exit, NHS / NHSE/I South East England			SL
15	12.55pm	Any other business <ul style="list-style-type: none"> Wherever possible, please notify to the Chair at the start of the meeting of any items 	Standing Item		Chair
16	1.00pm	Meeting Wrap Up <ul style="list-style-type: none"> To review Governance, format, content, suggestions for future forum topics and agenda 	Standing item		Chair
17	1.00pm	Future Meeting dates, format and venue 5th March 2020 10am prompt – 1pm The Sandman Signature Hotel, 18-23 Tinsley Lane South, Three Bridges, Crawley, RH10 8XH	Standing item		JW
18	1.00pm	Close Forum members are welcome to stay for lunch, which will be served in the Toronto 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;

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- 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 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.

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- 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 Montreal Room, The Sandman Signature Hotel, 18-23 Tinsley Lane South, Three Bridges, Crawley, West Sussex, RH10 8XH. 1st October 2019 from 10.00am

Members Present: Gemma Staniforth Vice Chair West Sussex LPC, Hemal Chudasama Vice Chair Surrey LPC, James Wood, CPSS CEO, David Onuoha Chair Kent LPC, Sarah Davis Vice Chair East Sussex, Mark Donaghy Chair West Sussex, Sally Green-Smith LPN, Sunil Kochhar PSNC, Shilpa Shah, Kent CEO, Lisa James AHSN, Atif Shamin HEE, Helen Porter Pharmacy Dean.

Non-members present: Hinal Patel SDSP Community Pharmacy Surrey & Sussex, Sandra Lamont CEL Community Pharmacy Surrey & Sussex, Micky Cassar BA Community Pharmacy Surrey & Sussex, Suraj Varia, Pre-reg in GP regional facilitator.

1: Apologies:

Rupi Bhasin LPC Chair Surrey LPC, Craig McEwan Chair East Sussex, Rob Proctor Pharmacy Integration Lead, Sarah Ridgeway-Green CPPE, Laura McEwan-Smith, Luvjit Kandula PSNC, 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 7th July 2019 were reviewed, the minutes were signed as accurate by the Chair.

4: Matters Arising

The action log was reviewed. The accounts were circulated prior to the meeting.

5: LPC Updates

Kent LPC:

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Shilpa Shah was welcomed into her new role as CEO of Kent LPC. Shilpa gave an update on priorities at this time and engagement is vital. Also meeting with key stakeholders to reinforce the message that pharmacies are the heart of the community. Skill mix and workforce within pharmacy is also important and a strategy meeting is taking place today for the next three years.

Surrey, East Sussex & West Sussex LPC:

PCN update was given. SK updated that PSNC will have a mapping tool to assist later in the year. At this time contractors are being asked to validate the PCN they have been allocated to. There is a deadline of the 4th October and then these lists will be published. Then contractors will need to establish a PNC lead and we are going to provide guidance regarding this. The LPC needs to be notified who the leads are and that this has been agreed in the PCN network. In Kent, if more than one person wants to be the lead there will likely be a vote. However, it was discussed that this could have its own issues and guidance should be in place. Also, guidance regarding what to do if no one comes forward to be a lead, what should be done. There is also a question around the funding for the lead, how this figure was calculated. PSNC advice was that local contractors would decide who the most appropriate lead would be. It was discussed that there needs to be guidance and a plan and that decisions need to be transparent and evidenced. It was discussed if a conference in January with the PCN leads would be useful, also maybe a separate date sooner to explain what the role will be. A webinar has been planned to do this.

Action: Look into an event in January for the Leads and create a webinar pre-January JW/SS

6: PSNC Update

MoU regarding PCNs are being updated for the website. PSNC will be creating an action plan that is due out this week re PCNs, next steps. SK will take back to PSNC re potential conflicts with more than one lead offer / no offer.

Sign up for MYS is going well and we need to encourage all to sign up as this is the only way to claim for flu. Aspiration payment – you can start claiming, PSNC resources for this are available for contractors. The contractors should be encouraged to read the contract. Flu feedback has been relatively quiet.

Roadshows – please highlight to contractors the webinars.

HLP – they are looking for every pharmacy to have a consultation room. HLP will be essential. Not all pharmacies across S&S have a consultation room. There will be a 2-year tolerance window then after this they will lose their contract. GP practice room does not count it needs to be in your premises.

FMD – regardless of what happens something will continue however the room was asked to supply redesign thoughts to their CEOs to pass back to PSNC (please by end of the month).

DSP pharmacy – blanket HLP for both, looking into digital ways to communicate with patients. Representation review that PSNC wants to undertake, it was suggested that LPCs should have this discussion now and then feedback to PSNC for their ongoing review. NMS – if there are

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any new criteria, please can any updates be fed back as soon as possible. Advice at this time is do your MUR accreditation.

Possible PSNC levy change – can this be clarified asap as we need to know for budget reviews (this will be clearer around November).

7: NPA Update

Jasmine Shah gave an update:

PQS is starting today, support is important for our members and guidance was received yesterday. For support to members they have provided resources on PQS, action plan ready, who needs training etc. to meet requirement of PQS. In terms of PQS itself they have been working on patient safety, the risk review. Updating the audit template to make sure it works for community pharmacy (has been released in the guidance yesterday). Refreshing and updating emergency supply resources to support implementation of CPCF. Hoping to do a CPCF webinar mid-October to ensure pharmacies are prepared. There are also have resources on their website. LPC support workstream being conducted for LPC by Michael Lennox. Lots of queries are being received regarding medicine shortages especially regarding HRT. Resources have been published to support Flu services and other vaccinations. Patient safety resources are free to access for all not just members.

It was asked if there are any member forums being planned in S&S – not at this time but Jasmine will look into this and respond.

PCN engagement – Michael Lennox is the main integration lead (for LPCs). JS will email over a summary of their work at this time for distribution.

Action: JS to look into forums.

Action: JS to circulate summary of integration lead work for distribution.

8: HEE Update

Helen Porter Dean gave an update:

The people plan update: interim plan published in June regarding how they will implement the long-term plan. The final plan will be published this year. The workstreams of the people plan, national people board,

core work streams – making the NHS the best place to work, improving leadership, 21st century care (being more efficient and releasing time for people to do what they are supposed to do, utilizing skill sets etc.), securing future workforce supplies.

New operating model for workforce (role of STP / ICS and developing workforce).

Key priorities for the people plan:

1, nationally funded model to deliver foundation training for pharmacists. This is also important for stakeholder engagement / commitment.

2, The need for good system pharmacy leadership (at STP / ICS level). Ambition is one per ICS – making sure patients get the best outcomes from their medication.

3, Technician workforce – recognizing their role and the extension to their role in the primary care work force. There are fewer technicians joining the workforce than the number leaving.

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A training pathway for technicians is being analysed, also how they can increase training capacity across the sector. 09/10/19 there is an event in London to explain this pilot scheme. Dossett boxes were discussed and if there is any chance for funding for social careers to be competent to administer medication in original pack rather than Dossett boxes. Local Authorities are trying to train their staff but private are an issue. There will be a pharmacy lead within the PCNs, and this could help join.

It was raised that recruitment into pharmacy could be funded and supported by HEE. It is vital that people understand when they are applying for and what the role is. There is a funding band for apprentices which is being developed as an alternative route into the business.

Action: To see if HEE could support training and development for carers re MDS/MCA.

Action: Item to be raised at the LPN re HEE can support system and employer co-ordination at careers fairs to support recruitment into pharmacy.

9: CPPE Update

Sally Greensmith gave an update:

Resources for PQS have been developed and eLearning available. Sepsis eLearning is now live. Community pharmacy consultation service workshops are being rolled out across the country (phase 2) and commissioned by HEE to provide workshops. Phase 3 will be to go out to open bid to other providers. Workshops are for 24 but can be up to 96 at each event. Sevenoaks has one with 24 spaces in December. S&S will be in March at Holiday Inn Gatwick, all events are open to all, it is not area specific. Mary Seacole leadership program is now multi-disciplinary, each cohort has around a dozen spaces for pharmacy. Anti-microbe – new program from October and dates are on the circulated document. Foundation pharmacist training which CPPE are funded to provide are for IND and small multiples. New medicine service training is available for newly qualified and people moving from abroad. Flu vaccination Declaration of Competence has been updated. Accuracy checking program available – is in house and support available. Primary care pharmacist education pathway – 18-month workplace-based program. To be eligible you need to be in a PCN additional role, it may open to others later, but this will depend on funding.

Action: JW to discuss with SG regarding an event in Surrey.

10: AHSN Update

Lisa James gave an update:

There are 2 nationally commissioned pieces of work: TCAM and the role out of the Pincer program (now 150 practices live across Surrey Heartlands, East Sussex and Surrey, Kent and Medway due to start in the new year). There are lots of training dates for the Pincer training and they have been approached for commissioning this training for additional PCN pharmacists. Commission ends in April next year for TCAM and Pincer, proposition paper has been created and they are hopeful they will be asked to continue this work for at least another year. TCAM there is a launch event next week in Surrey Heartlands (08/10/19). In Kent and

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Medway there was a paper that has been provisionally supported so next steps can be instigated. Challenges with EPMA in Kent may slow implementation timeline. Project board has been established in Medway. Sussex and East Surrey – likely western start first. BSUH are keen to implement but have challenging resource issues at the moment.

Position paper re national poly pharmacy program – outcome, keep doing what you are doing re poly pharmacy locally and bid for further funding will be put in.

11: Regional facilitator Pre-Reg Pharmacist into General Practice.

Suraj Varia gave an update.

Suraj explained in more detail the pre reg pharmacist registration program in General Practice and the foundation thought behind the program which began this summer. GP practices are partnered with a pharmacy and this opens an opportunity to work alongside and learn from the multidisciplinary team. The benefits for community pharmacy are several including integration with practices in primary care networks.

Action: SV to circulate documentation for next year

12: AOB

It was asked if there would be any further funding for Health Champion training from HEE – this is unlikely at this time.

13: Meeting wrap up

14: Future meeting dates & venue

5th December 2019 – 12:00 – 14:00. The Sandman Signature Hotel

5th March 2020 – 10:00 – 15:30. The Sandman Signature Hotel

15: Close 1.15