

# 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** Tuesday 1<sup>st</sup> Oct 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: 144655**

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> <ul style="list-style-type: none"> <li>• Sarah Ridgway-Green</li> <li>• Rob Proctor</li> <li>• Laura McEwan-Smith</li> <li>• Rebecca Sharp</li> </ul>	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	1019-01	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	1019-02	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/SS JW
7	10.40am	<b>PSNC Update</b> – Luvjit Kandula, Sunil Kochhar			LK/SK
8	11.05am	<b>NPA Update</b> - Jasmine Shah			JS
9	11.20am	<b>HEE Update</b> – Atif Shamin			AS
10	11.30am	<b>CPPE Update</b> – Sally Greensmith			SR
11	11.45am	<b>AHSN update</b> – Lisa James			LJ
12	12.15am	<b>Suraj Varia – Regional facilitator Pre Reg-Pharmacist into General Practice</b>			SV

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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
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>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;

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- 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.
- 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. 4<sup>th</sup> July 2019 from 10.00am**

**Members Present:** Gemma Staniforth Vice Chair West Sussex LPC, Hemal Chudasama Vice Chair Surrey LPC, Sarah Ridgway-Green CPPE, James Wood, CPSS CEO, David Onuoha Chair Kent LPC, Craig McEwan Chair East Sussex, Sarah Davis Vice Chair East Sussex, Rupi Bhasin Chair Surrey.

**Non-members present:** Hinal Patel SDSP Community Pharmacy Surrey & Sussex, Sandra Lamont CEL Community Pharmacy Surrey & Sussex, Micky Cassar BA Community Pharmacy Surrey & Sussex, Martin Packham GPhC, Felicity Mitchell Surrey Heartlands ICS, Nisha Mistry NPA, Lisa James AHSN, Becky Sharp AHSN, Laura McEwen-Smith HEE, Luvjit Kandula PSNC.

### 1: Apologies:

Mark Donaghy LPC Chair West Sussex, Rob Proctor Pharmacy Integration Lead, Sally Green-Smith LPN.

### 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 2nd May 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:

CEO recruitment update, a candidate has been selected out of 13 applicants (6 were shortlisted). An announcement will follow shortly, and they are due to start Aug/Sep.

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Services: Kent County Council and 2 out of 3 providers for drug users in Kent (Forward Trust and CGL) contract was last agreed 2012. TCAM no update currently however there has been a contractor event. CCG update – Medway have been approached by an online provider who requested a 12-day prescription time (is currently 7 days).

### **Surrey, East Sussex & West Sussex LPC:**

BP+ did its first 1000 checks in the first quarter. Public Health meeting has taken place, QTR 1 figures for pharmacy is promising. Contractor events for service launches have taken place in East Sussex. Health Checks are going well. Health check quality assurance may move to Surrey. HP will be part of the national discussion forum for Health Checks. Alcohol screening had a slow start, but the numbers are increasing. Renewals have also been focused on in the last quarter.

**PCNs:** Webinars have taken place. PCN footprint across the South East is still awaiting clarification but should be known shortly. Once the PCNs are known, mapping work to match GPs and Pharmacies will take place. A contractor survey regarding training needs has been circulated and the closing date has passed so the data is being analysed. There are roadshows scheduled for Sep along with the AGMs. Pharmacy prospectus was highlighted. The members discussed the workforce implication of pharmacists being recruited by PCNs. It was suggested if we could as LPCs, assist with a trial shift pattern model and if this should be part of our offer to retain our workforce. Hertfordshire are currently working on their proposal and they have updated their job descriptions. The GpHC are currently conducting a survey for pharmacists in relation to insight. The recruitment into PCNs will depend on how advanced in their development they are. Workforce development is being raised at PSNC. HEE have a full day event of the people plan this month. The data relating to our area's workforce, compared to other areas, will be supplied by HEE to allow for workforce planning.

### **6: PSNC Update**

PCNs – a summary piece on the mapping of PCNs has now been created. From these, 4 phases have been identified to try and assist with resources at each stage. The mobilisation part is really important. A couple of the gaps identified is - a lack of knowledge of the long-term plan and PCN general information. NHS future collaboration platform - there are a lot of resources here to learn how PCNs are developing. Also, there is information on the open prescribing software, a tool to map GP practices and deprivation areas. There are also useful webinars etc. on this page. The core message for today is we need LPC members and contractors to know about PCNs. Change leadership – resources are being developed. GP practice engagement – messages Community Pharmacy should be delivering at this stage; resources again are being developed by PSNC to assist in building good relationships.

LPC dashboard – this is still being developed but should assist contractors with information on LPCs. MUR & NMS data will be available on this. Some of the items on the dashboard will be down to the individual LPCs to populate.

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LPC conference is coming up and members were asked to attend (Congress Center in London). Freestyle Libra – the team has now negotiated for it not to be on a DMD list. Provider company workshop is on the 24<sup>th</sup> September. SSP protocol has also been made available. The wellbeing workshops for contractors need 28 people and we could possibly do this jointly KSS.

### 7: Surrey Heartlands ICS

#### **Felicity Mitchell gave an update:**

Aim to get all partners working together. Medicine safety issues are common across providers and they are working on an engagement piece.

### 8: NPA Update

#### **Nisha Mistry gave an update:**

MOS report will be released by the end of July. SSP – there is a template that will be available shortly, so contractors are aware what they need to do and a template for GP letter. Medicine shortages step by step guide also available. NHS long term plan webinar was held in May and is available on the website. Hypertension pilot project update – they are now evaluating the results and the findings will then be shared.

### 9: HEE Update

#### **Laura McEwen-Smith gave an update:**

Pre reg recruitment open day has taken place and was well attended. Community Pharmacy was not well represented at the event due to various circumstances and this will be reviewed. Katie Raygate is running pilots regarding rotation pharmacists and if there is an interest in this area please flag this. Apprenticeships – engagement event 18<sup>th</sup> July and after this there should be some formal communications to be released. The new apprenticeships standards have just been released. Prior to this it was the apprenticeship framework. Now it is just one qualification and far more streamlined, a single route.

Pre reg recruitment – oriel placements. They are reviewing the quality of the placements. A series of workshops will begin soon to see how the quality of management process can be improved.

**Action:** to meet with Laura to discuss how we can get this information out to the wider workforce.

### 10: AHSN Update

#### **Becky Sharpe & Lisa James gave an update:**

Members were given an update how AHSN work locally and nationally. It was asked how AHSN can best support and mapping is a potential as they are also doing this. TCAM program and care homework was highlighted and how AHSN have supported this.

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Poly pharmacy centers around regional work and care homes, and how they can support across KSS. This links in with the long-term plan.

Me and my medicines – new initiative, patient and public engagement piece. Started in Leeds 3-4 years ago. It is a patient charter encouraging conversation from the patient to their care provider to give them more skills to know what to ask.

Reducing medication errors is a national program that is being linked in through the medicine's safety officer network. The AHSN have just agreed to fund the MSO network in relation to this. Training in Surrey Heartlands have been set up (6). The same offer will be available for ES & BH and discussions with Kent are also taking place imminently.

TCAM update – Three areas. Surrey Heartlands good progress and hopefully go live in Oct. The integration at Ashford & St Peters is nearly complete. Epsom & St Heliers are doing internal process mapping and go live may be after Christmas. Royal Surrey are having issues with the system integration with PharmOutcomes so may be looking at web-based reporting. East Surrey Hospital will be integrated into Surrey Heartlands program. Launch events in October. Kent & Medway – full program board is set up. Medway are looking to implement as soon as possible. East Kent will likely be later and are waiting for electronic prescribing first. ES are live with our pathway and today there have been approx. 140 referrals. Quarterly AHSN sharing day – we all get together which allows us to compare nationally. Regarding the TCAM project – engagement levels nationally are good.

Medicines optimisations and care agencies – next area of patient safety was discussed.

PINCER – webinars are being run explaining what the work is.

It was discussed why some pharmacies are not receiving any TCAM referrals and that maybe the reasons should be communicated out to stop any worries.

**Action:** further conversation to be had in relation to PINCER and what Community Pharmacy can offer.

### 11: CPPE Update

#### Sarah Ridgway-Green gave an update:

Asthma focal workshops are now finished and the plan for next semester is being put together. Antimicrobials training which relates to all pharmacy professionals. Also, sexual health training, one in Sep and one in Mar. Health checks training also coming up. There are concerns that people are being trained and then not using their knowledge enough. There has been an increase on delivery rates. Consultation skills also coming up (whole day training).

Mary Seacole developments – follow up dates for delivery workshops will follow (6 weeks apart). New renal E-course is available. It was requested if further implementation could be made available in the SE.

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The members were asked for suggestions of “how promotion of the training courses that have been made available through higher education institutions can be improved”. It was asked if the modules can be used towards accreditation so as to not duplicate and this will be possible on the next one. It was highlighted it would be good for this to be made more widely known.

**Action:** SL to discuss with SR on how to promote their training.

### 12: GpHC Update

#### Martin Packham GPhC gave an update:

The members were shown a presentation covering regulating registered pharmacies and guidance. The key principles of regulating pharmacies were highlighted to the group and which types of inspections are available. The key changes including the three types of inspections were highlighted. Patient safety is the most important aspect and can mean an inspection is delayed ensuring this. The inspection reports are published including action plans. Examples of notable practice, both good and bad examples are made available in a knowledge hub to encourage learning. Themed inspection, intelligence led inspection and routine inspection are the three inspection types with routine being the most common. The inspections will be as a rule be unannounced. The themed inspections will involve visiting a selection of pharmacies to focus on specific themes or issues. The outcome of the inspection will be either standard met or standard not met and the outcomes will be in plain language. The inspection reports, action plans and notable practice were planned to start summer 2019. Online pharmacies have some additional checks including identity checks and multiple orders to the same address. Survey on education & training – please take part, closing date 24 July. The useful resources page on the website is recommended reading.

### 13: AOB

### 14: Meeting wrap up

### 15: Future meeting dates & venue

**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 1.15