

Minutes of Meeting of Surrey Local Pharmaceutical Committee

Date: Tuesday 23rd February 2021 starting at 09:30
Location: Conference call
Present: Rupi Bhasin, Chair, Hemal Chudasama, Vice Chair, Sejal Patel, Purvi Shukla, Jaymil Patel, Dalveer Johal, Henal Ladwa.
In attendance: Julia Powell, Chief Executive Officer, Hinal Patel, Service Development Support Pharmacist, Sandra Lamont, Communications & Engagement Lead, Micky Cassar, Business Administrator, Sunil Kochhar, PSNC rep (for PSNC update part of meeting only).

1: Welcome & Introductions

The Chair welcomed the members and guests to the meeting also Julia Powell the new CEO of CPSS. It was noted that Aron Berry and Henal Ladwa have handed in their resignations from the LPC.
CCA Reporter: Hemal Chudasama

2: Apologies for Absence

Andrew Jackson, Anish Prasad, Aron Berry.

3: Governance Matters

The Chair asked if there were any changes to the Declarations of Interest, nothing raised.

4: Minutes & Matters arising

The Chair asked the members if they had read the 11th of November 2020 LPC minutes and if there were any issues with the accuracy. The Chair virtually signed the November LPC minutes as a true account of the meeting.

The action/decision log was reviewed. Matters arising:

Actions in progress:

- 168 – Approach Surrey Heartlands to establish if they would want to fund digitalisation of online ordering in pharmacies. – In progress with virtual practice discussions
- 171 – Operationalise freedom to speak up guardian arrangements via LPC (JW). - Documents drafted, ready for JP to review.
- 189 - Begin process of scoping joint accountant - more info available after the PSNC treasurer day 10/02

5: Welcome from new CEO Julia Powell

The members were given a brief update with regards to Julia's work history involving working in CCA, AIMp and IND pharmacy and 20 years of LPC experience including being part of Hampshire, Kent, West Sussex, East Sussex, and Surrey LPCs. The top line objectives for the first 30 days were outlined, including establish rapport with LPC members and CPSS team members. Review the current strategy, objectives, and operational plan. The business plan for next year will be brought back to the next LPC meetings for discussion and agreement. Introduction meetings with key stakeholders are taking place to develop working relationships. Short term we need to look at PQS, there are still several pharmacies outstanding who have not claimed. Gemma Staniforth is assisting with support clinics for contractors.

Action: MC to share Julia's contact details to LPC members.

It was noted that Hinal Patel has resigned from CPSS and will be taking up a role as project manager at AHSN. Recruitment will be progressing shortly.

6: Service development update

Surrey Public Health meetings are taking place every two weeks. Covid Q4 payment protection for Health Checks and Supervised consumption is at 100% until March 2021, the rest of LCS are activity based – talks are in progress for the restarting of Health Checks and Supervised consumption. It is unlikely this payment protection will continue into Q1 due to recent Government advise. The Surrey Public Health team are very supportive.

The PNA supplementary statement was circulated to members prior to the meeting. Three meetings took place in January for it with the LPC input. The supplementary statement incorporates Covid into it and states that there is no gap in pharmacy provisions. Full PNA review due this year for renewal next year. It was highlighted that there is a discrepancy in the supplementary statements as West Byfleet Boots closed in July 2020.

Action: Review supplementary statement data with NHS England.

LCS – not expecting any changes, contracts will be available from Public Health shortly and will run for 12 months. The budgets from Public Health will be the same as last year. Discussions about Surrey LCS for flu (council staff & teachers) are ongoing.

The Lateral flow test service has gone live across 23 sites in Surrey. The total number of pharmacies expressing interest was 56. There is a follow up meeting next week to include learnings so far and to discuss any potential gaps for service provision. Mapping will take place this week to establish if there are any provision gaps and to organise to get these filled. Brighton & Hove, West Sussex and East Sussex are looking to land the Surrey model and start as of 8th March.

CCG updates: all CCG meetings are on hold as Covid Vaccinations have taken priority so at this time no update. Surrey Care Record IT project work to reconvene from March 2021. The members reviewed the Q3 LCS data from 2020/21. Supervised consumption is still commissioned by the County Council. Across the CPSS area there are 3 CGL contracts, CGL are not giving any protection payment. Currently the service is running at around 20% of previous year's numbers and there are patient safety issues which are being raised. There is a benchmark of what income this service provides, and it is vital this is cost effective and does not increase pharmacy workload. A meeting is planned with CGL.

The members reviewed the TCAM data. DMS went live in February. The need to chase pharmacies to complete their TCAM should decrease with DMS. There are two trusts in Surrey that border other areas, Epsom & St Helier, and SASH (both in implementation stage), they will go live in due course. The members discussed if there is a specific template hospital are using for referrals with a specific DMS referral wording. Surrey & Sussex have a standard template for TCAM via PharmOutcomes, in the CPSS area email referrals are not being used. The focus will be on engagement with trusts and increasing uptake. The members were asked to highlight if referrals were not being made via the standard TCAM route. It was highlighted there is set data that needs to be included in the referral.

Action: JP to discuss with Jaymil re information required for DMS.

The members reviewed the advanced flu service data (data ending 12/01/21). This has shown a year-on-year increase of 154% across the patch with the service ending on the 31st of March. The Surrey County Council service ends on the 5th of March and final figures for both services will be available at the May LPC meeting.

PQS: Part 1 has ended with 8 contractors in Surrey not participating. Focus for Part 2 will now be to target those who have not made their part 2 declaration but did do their part 1 declaration. There are lots of contractor queries re the PCN lead domain, any PQS queries will be forwarded to Gemma Staniforth at this time. Contractors are being encouraged to read information prior to contacting CPSS with queries due to workloads. It was highlighted that the PQS questions are ambiguous and not clear, this needs to be fed back to PSNC. All the PCN lead roles have been filled however there have been queries regarding resignations and boundary changes and any potential changes will be reviewed in the summer. Access to information is important but behaviour change is needed to reduce queries. PCNs are the way work is likely to be progressed in the future and therefore support is vital so perhaps extra resources should be put in place to get PCN leads to the right place. PharmaPlus is supporting PCN leads through meetings and WhatsApp groups and could be used by CPSS. It was discussed that contractor engagement is high during the declaration period and lower at all other times and should the LPC budget be used for this support when the contractors are making the declarations and receiving the payments, PCNs need to be able to communicate amongst themselves. Issues with Clinical Director contact were raised, there is a task of building this relationship but during the pandemic this is harder.

Action: JP to discuss with Jaymil regarding PharmaPlus.

£15,000.00 has been funded by HEE for the evaluation of the Blood Pressure+ project. The evaluation has started this week and an early insight review report should be ready by late March and the final report in June.

LCS SLA work is taking place for Surrey, East Sussex and B&H. Public Health meetings have been set for the year and fall 2 weeks before the LPC meetings. HP is presenting to 3rd year students in the 1st week of March about community pharmacy.

HEE have offered to fund health champion training, including the exam across the whole South East Region LPCs. The spaces available are allocated on contractor numbers giving Surrey & Sussex a total of 194 online places. This training will be provided by Pharmacy Complete and will be advertised in due course. This will be offered to one place per contractor on a first come first served basis. This will be available over a 12-month period and the uptake will be monitored.

Covid vaccination and uptake with BAME staff has been raised and members were asked to promote the correct messages within their networks. It was highlighted that pharmacies can now complete their EOI to become a Covid vaccination site to offer 400 vaccinations/week, this closes 28/02/21.

7: Communications & engagement update

The members were reminded about the three media objectives - access to information, presenting the LPC as a well-managed professional organisation and enabling others to advocate and campaign for us which are underpinned by protecting and promoting the sector. The members were given an update on recent work evaluations including the CEO recruitment campaign, the festive 2020 campaign and the pharmacy Covid vaccinations communication evaluation.

Upcoming comms and engagement plans include bulletins and there is a comms plan in place for GP CPCS. There is public affairs work coming up with PSNC whereby Conservative MPs across Surrey & Sussex will be invited to a meeting and CPSS will host the S&S MPs in a breakout discussion. To support this a stakeholder briefing is being created including human interest information. The Home Office have released a press release regarding the Ani campaign, which is a voluntary scheme, the LPC have urged contractors to sign up to. Managing media is a current work piece and it was highlighted the good work that has been done recently in the media by SL at CPSS.

8: Finance update

The members were given an update as to the Surrey LPC accounts. It was highlighted that there has been a 2-month levy holiday in December and January but there is still a surplus and after business plan work going forward is done this will be reviewed. There are unknowns with the Wright Review which will be taken into consideration in the business plan. The current budget is a copy of last years as this year includes further unknown lockdown opening dates etc. The members agreed that a business plan be in place before any further levy holidays were discussed. There was also a CPSS month levy holiday due to meeting cost reductions etc. It was agreed the draft planning will be completed before the next meeting so that it can then be reviewed and agreed at the next meeting.

9: CPSS update

A decision was made at the recent CPSS Exec meeting to pay Sarah Davis an honorarium for her role as HR lead for CPSS. No business plan for the forward year has been set yet. This work will now start as the new CEO is in place. There may need to be a further meeting in the interim between now and next LPC for this to be reviewed.

SE forum – HEE is working on raising awareness of pharmacy careers for now and the future, this work includes a website roadmap that potential students can access to see exactly what is done within pharmacy (with job description etc). CPPE gave an update with regards to their planning on DMS. Christmas/New Year opening this year will remain an open action on the agenda for the South East as New Year's Day will fall on a Saturday this year. Many pharmacies looking to close last year were refused, therefore now looking to start these discussions early to be able to plan for Christmas/New Year 2021 in good time.

10: PSNC update

PQS part 2 needs to be completed by end of this week so highlight to contractors. Delivery for shielded patients has been extended to end of March. The 28th of February is the deadline to submit EOI for Covid vaccination sites (for 400/week vaccine), pharmacies will be prioritised in any areas where there is a gap in the provision. GP CPCS has an extension until 30th June to claim the setup fee. The Wright review steering group have had two meetings. On the PSNC website the steering group have their own section for updates. It was asked if there was any update relating to the 370 million pay back – not at this time but MP engagement to fight our corner is encouraged. The uptake for the second audit gathering evidence of patient consultations was high. PSNC are fighting for the 370 million loan to be written off and for extra funding for the next part of the contract as the current level is deemed insufficient. It was asked that it was fed back to PSNC that the PQS questions on MYS website are not very clear leading to an increased workload for contractors. It was highlighted that in the MYS RTECH submission a lot of people forgot to tick the terms and conditions box and therefore it didn't activate the system (it may say compliant for RTECH but not actually activated). If this happens email NHSBSA to ask for assistance.

Action: SL to include in newsletter re RTECH.

The PSNC daily updates were praised as useful and very informative. These will continue as long as there is a need and staff to do them. It was asked if PSNC are doing anything for the local elections as an opportunity there with

political weight – there is a Hub for local government on the PSNC website. Work is being done with local MPs establishing what their party lines on community pharmacy are. A briefing note on is being created.

Action: SK to email the briefing note to SL (the info is on the website).

11: Market Entry

The market entry tracker was circulated to members prior to the meeting. One DSP application has come in, another couple that are due in just over a month which will be picked up by Julia.

Action: Re circulate the market entry tracker to members.

12: AOB

It was discussed if there is a plan for Hinal’s replacement at this time and highlighted the need for a robust plan to be in place for any transition period.

13: Close

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 Please note these will be online Zoom meetings until further notice.	The Old Tollgate, Bramber, Steyning, BN44 3WE 9.30am – 4.00pm Please note these will be online Zoom meetings until further notice.	Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead, KT22 8QP 9.30am – 4.00pm Please note these will be online Zoom meetings until further notice.
Thursday 13/05/21	Wednesday 05/05/21	Wednesday 12/05/21
Tuesday 20/07/21	Thursday 15/07/21	Monday 19/07/21
Tuesday 21/09/21 Short meeting + AGM – Venue TBC	Tuesday 14/09/21 Short meeting + AGM – Venue TBC	Thursday 16/09/21 Short meeting + AGM – Venue TBC
Thursday 25/11/21	Wednesday 24/11/21	Tuesday 30/11/21
Thursday 10/02/22	Wednesday 02/02/22	Wednesday 09/02/22

Community Pharmacy Surrey & Sussex Executive Committee:

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

31st March 2021 – 10:00 – 12:00 Venue TBC

3rd June 2021 – 15:00-17:00 Venue TBC

7th October 2021 – 10:00-12:00 Venue TBC

13th January 2022 – 15:30 – 17:00 Venue TBC

31st March 2022 – 10:00-12:00 Venue TBC

South East LPCs and Partners (Regional Meeting)

(Chairs, Vice Chairs to attend)

3rd June 2021 – (hosted by Kent) 10:00-13:00 Venue TBC

13th January 2022 (hosted by Surrey & Sussex) 10:00-13:00 Venue TBC

PSNC Forward Dates:

2021 PSNC Meeting Dates

Wednesday 19th and Thursday 20th May London

Wednesday 7th and Thursday 8th July London

Wednesday 8th and Thursday 9th September London

Wednesday 24th and Thursday 25th November London

2022 PSNC Meeting Dates

2nd and 3rd February 2022

18th and 19th May 2022

6th and 7th July 2022

14th and 15th September 2022

23rd and 24th November 2022