

Minutes of Meeting of Surrey Local Pharmaceutical Committee

Date: Wednesday 29th September 2021 starting at 13:00
Location: Conference call
Present: Hemal Chudasama, Vice Chair, Sejal Patel, Neha Vyas, Jaymil Patel.
In attendance: Julia Powell, Chief Executive Officer, Marie Hockley, Service & Development Lead, Micky Cassar, Business Administrator

1: Welcome & Introductions

The Chair welcomed the members and guests to the meeting.
CCA Reporter: Neha Vyas.

2: Apologies for Absence

Purvi Shukla, Rupl Bhasin, Chris Scoble, Anish Prasad, Sunil Kochhar

3: Governance Matters

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

4: Minutes & Matters arising

The Vice Chair asked the members if they had read the 28th of July 2021 LPC minutes and if there were any issues with the accuracy. It was noted that point 12, Close, should have meeting date 29/09/21 not 23/09/21.

The Vice Chair virtually signed the July LPC minutes as a true account of the meeting.

The action/decision log was reviewed.

Actions in progress:

- 217 – JP to review Finance and Government documents and feedback actions at the July LPC meetings. In progress - LPC Governance document would normally be reviewed (how the LPC compares against the governance elements) at this meeting however PSNC are in the progress of re writing this and once released this will be reviewed and completed.
- 236 – JP to see if funding could be arranged for out-of-date consumables. In progress – Reviewing as part of re-launch of the service.

5: Sara White, Chair of the LOC

The members were given a brief update as to what optometrists do and what qualifications they need to have. Also, what a dispensing optician is, what qualifications they need and how they help patients. She explained how they work within the NHS with most practices having an NHS contract with fees being claimed from PCSE. NHS sight test is only available for a certain cohort of people and all others pay a private fee. It was discussed that pharmacy and optometry should work together to avoid patients having to visit their GP/hospital with conditions such as red eye.

6: CEO Report

The Surrey LPC AGM is taking place tonight, contractor sign up is low, but this is mirrored across all areas. James Wood, PSNC will be presenting on the new pharmacy contract and an update from the Review Steering Group.

The annual review for CPSS has been created and distributed (hard copy) as has the Surrey LPC annual report which is available on the CPSS website.

GP-CPCS update: A meeting was held this morning which Rob Proctor attended. They are looking to see how they can progress the contract. There has been an issue with EMIS contract sign off with wording on certain clauses, this is undergoing amendment. Of 25 PCNs across Surrey Heartlands 12 have now been trained in GP-CPCS and ready to go. Frimley have now gone live with EMIS integrated with Surrey Heath PCN about to go live and Farnham PCN starting soon.

In Surrey there were interface trainers doing the GP training, in Sussex they did not have this. Sussex are therefore providing the LPC with funding to provide this training. We are therefore recruiting for a part time trainer, either registered Pharmacist or Technician. There is £51,000 available to deliver this training. NHS E&I are looking at additional support to speed up the roll out of GP-CPCS, there are 2 proposals. One that there will be a national

provider who will deliver training, comms etc. to all GP surgeries or alternatively this money can be disseminated at a regional level. It looks like the national program will go ahead which will be welcomed support.

As part of this year's PQS PCN leads need to collate the flu data from their pharmacy contractors and hold a meeting with their clinical directors to discuss how they can together increase uptake of vaccinations with particular emphasis on those aged 60 and over. To start the leads and to provide timescales for them, CPSS held a webinar for PCN leads on the 15th of September providing an update on GP-CPCS, DMS and the PQS element around flu. Currently there are ten PCN lead vacancies. The contractors within these PCNs have been contacted and three are in the process of being filled. Where there are vacancies CPSS will support to ensure Lead appointment.

Action: Send LPC members information of which areas have PCN lead vacancies.

SL has now left CPSS, and MC has taken over dealing with the website and the newsletters. The format of the newsletters has been changed and contains both our own news and our partners news. The website is being updated and will be migrated across to the new platform in October. CPSS is part of phase 1 and will be supported by MAKE. The members were asked to give any feedback on the website or newsletters. The email list of personal emails will all be contacted to ask for them to specify locality they are interested in to allow for more targeted mail for EOIs and services etc.

The members reviewed the Q2 operational plan progress. CRM database for MPs and press, this has been moved to Q3 as SL has now left. In the Southwest HEE were providing funding for LPCs for 5 IP places however in the Southeast there is no budget for this. HEE has been given some funds to provide training over the next three years for community pharmacy for clinical skills and part of this also includes IP funds. This is however not available yet. 200 pharmacies applied to become covid phase 3 booster sites, 20 are confirmed as sites currently. NHS E&I have not advised those that have not been successful so far as they are on a waiting list depending on gaps etc.

The members reviewed the Q3 operational plan. Migration of website will take place in October. Roll out of GP-CPCS with an aim to get half of Surrey's PCNs live before Christmas. The pharmacy careers website will launch at the end of September. It has taken slightly longer to launch as will now be nationwide rather than just KSS.

We have had an offer from Pfizer who want to sponsor expert trainer master classes around stakeholder engagement for leads. In Surrey they are looking to fund the facilitators to provide a master class in morning then structure and PCN role information for the second half. As Surrey LPC are not quorate today the information will be sent out by email to members to establish if we should run this training. There are currently two funding bids awaiting response, one with HEE and one with NHSE (as they are providing funding for this in other localities).

Action: Send funding details for the PCN training day to the LPC members for a decision to be made.

It was highlighted that there are still 140 Health Champion spaces available, and the members were encouraged to circulate this information to try and encourage uptake. The LPC do not want to lose the funding for this free training.

Update on Regional Meetings – NHS England: JP presented at 4 LMC Liaison meetings across Surrey and Sussex on GP-CPCS and DMS. The new round of LMC meetings in September will receive an update on PQS and Hypertensive case finding service. This was also presented at 2 cardiovascular disease groups, one in Sussex and one in Surrey and Surrey are keen to see how they can link up with the new Hypertensive Service (draft service spec due to be published later this week and final spec to land after 1st Oct). A joint LMC/LPC flu letter has been created and distributed to all GP surgeries and pharmacies to encourage joint working to increase flu vaccination uptake.

Due to the ICS structure changes there are several new meeting groups forming, in Sussex the LPC have places on the Medicines Safety group, the workforce steering group, the Planned care Group and Cancer Group. There is also a Cardiovascular Group and Palliative Care Group in Surrey. The members were asked if they would like to assist and attend any meetings they may have an interest in.

PSNC PLOT meetings occur on a fortnightly basis and are attended by Shilpa and Julia in turn, if members want to feed anything back to PSNC this can be done at these meetings. There are currently concerns around the fuel issue, with regards to staff being able to attend work and medicines delivery which will be feedback to PSNC.

NHS England still host fortnightly meetings and recently Covid phase 3 boosters has been high on the agenda. All pharmacies that were selected from the initial EOIs have had a virtual site visit and are in a rolling process of starting up. Across Surrey 100 pharmacies expressed interest with 15 chosen so far. NHSE have not gone out to all contractors

yet to relay being unsuccessful as they are on a holding list in case gaps are identified. Announcement expected today regarding the winter plan and covid phase 3.

HEE meetings have taken place around various things including attending the early years steering group, looking at the changes in pharmacy qualification and how they start practice in their foundation year.

Surrey Heartlands CCG and Frimley CCG are likely to be going, and ICSs will take their place in April 2022 when they are given a legal entity status, these have been running in a shadow format since 2018. NHS organisations, local councils and other partners have increasingly been working together as integrated care systems (ICSs), the whole of England is now covered.

ICSs have four key purposes: improving outcomes in population health and healthcare; tackling inequalities in outcomes, experience, and access; enhancing productivity and value for money; supporting broader social and economic development. Health inequalities is part of both PQS and for GPs, their Investment and Impact Fund, in terms of what we need to do to support.

ICSs comprise all the partners that make up the health and care system working together in the following ways. The statutory ICS arrangements (subject to legislation) will form two different boards, an Integrated Care Partnership (ICP), the broad alliance of organisations and representatives concerned with improving the care, health, and wellbeing of the population, jointly convened by local authorities and the NHS an Integrated Care Board (ICB), who set the strategy for the locality bringing the NHS together locally. Pharmacy has no designated seat on either of the two boards currently.

Other important ICS features are place-based partnerships (likely to mirror the old CCG areas), beneath these partnerships are the PCNs. If the ICS statutory arrangements are signed off, these structures will start to come into place 1st April 2022. ICS will take control of the community pharmacy, dental and optometry contracts. This will happen in two stages. Some will start as of 1st April 2022; majority will take on the contracts as of 1st April 2023.

The ICSs are currently placing themselves in a shadow structure, so they are ready to go live on the 1st of April. Surrey currently doesn't have a Chair for the ICB. Meds management team across Surrey are also restructuring, the Director of Medicine and Pharmacy Optimisation will be Linda Honey who will have two Associate Directors working with her, Rachel MacKay and Sarah Watkins. It was suggested it would be advisable to ask Linda Honey to attend a LPC meeting to update re the structure.

Action: Invite Linda Honey to the November LPC meeting.

Covid costs update – more people put in high value claims than expected but as yet the amount claimed is unknown.

PQS update – CPSS hosted a PQS PCN Lead Webinar on the 15th of September with all leads currently in role invited. A timeline was shown to ensure all pharmacies that wish to take part in PQS can. All PCN leads need to collate information from pharmacies in their PCN re flu vaccinations again this year, to hold a webinar with their PCN contractors in terms of working together and to have contact with the Clinical Director to discuss working together. This needs to be completed by the end of December. There are currently 10 PCN lead vacancies where CPSS will follow up again to see if leads can be found. The aim is to get all actions around the PCN element finalised by the end of October / start of November to avoid last minute panic. This webinar will be recorded for new PCN leads or those who can't join.

CPSS comms – Email list, website and newsletters update – SL has now left, and the decision has been made to wait for the RSG outcomes before recruiting a replacement to allow for any recommendations. MC now doing website / newsletters and support. Email list update – there have been two contractor queries as most comms go to the pharmacy shared email. CPSS will contact those signed up with personal emails to see which area they fall into. This will allow for emails other than shared NHS mail to be area specific and sent to both contractor emails and others. Website update: PSNC are changing their website and the CPSS website will be transferred to the new platform. CPSS are transferring in the first wave at the end of October.

Action: As CPSS are moving to new platform the members were asked for website feedback to ensure the site is fit for purpose.

The newsletter format has changed and is now a weekly, amalgamated LPC and partners news. The members were asked for feedback.

7: PSNC Update

Information regarding negotiations and PQS info has now been announced. Simon Dukes is leaving 1st oct and a recruitment panel is now in place for his replacement. At this time there is no information of interim measures but there will likely be a three-month gap due to notice periods.

Phase 3 covid vaccination site have been selected and announced. The flu service spec and PGD has been circulated. Over 6500 contractors applied for Covid payments, 95% will be paid the full claim amount 1st October, 5% will be paid some funding but not full amount of cost until clarity of additional evidence. Out of the original Government funding, which was due to be 120 million, in excess of 260 million has been claimed for. RSG had focus meetings in July and August looking at the tasks PSNC would do and proposals of what LPC tasks will be, waiting further information on next steps and the new structure proposal.

PQS update webinar has taken place and information is available on the CPSS site. It was raised that some contractors did not understand the gateway criteria to use MYS when submitting NMS data and using paper submissions. This has been flagged in the CPSS newsletter. It was highlighted that the latest drug tariff online doesn't reflect the increase on NMS (still had old amount 0.5 instead of 1).

Action: JP to flag at the PLOT meeting that the drug tariff is reflecting the old amount.

Cat M clawbacks, expecting a certain reduction but going through the figures for July it seems to be a lot more across the group, and will there be a better way of doing these reductions in the future?

Action: JP to feedback to PSNC re the Cat M reduction.

8: Service Development & Support

Weekly meetings for Surrey & Sussex with regards to LFT testing are taking place. Hep C meetings have taken place which have led to one store in Brighton signing up to start the service, (no sign ups in Surrey at this time). Various engagement and conference events have taken place including the NHS digital weight management program (two pharmacies have EOI to test the software and platform). Service clinics will be held on the 23rd and the 30th of September, these dates have been circulated both in the newsletter and directly to area managers. The Area Manager Forum "save the date" has been circulated (20th October 2-3.30pm), this is primarily a networking event looking at PQS and services, supporting them to support their teams.

The members reviewed the Surrey LCS Data, figures are still not back to pre-covid performance. Annual flu vaccine has started to take priority, but the aim is to reinvigorate these services across the patch. Needle syringe supply is going up steadily and Surrey Public Health Teams are campaigning to increase uptake on take home Naloxone and supervised services. The sexual health forum took place yesterday with chlamydia screen service focus shifting slightly, young men will still be able to get tested in the service but moving towards women due to the harm undiagnosed chlamydia can cause. Also discussed condom distribution, Public Health are reinvigorating this service and it will be a digital platform not paper based however there does not seem to be any remuneration for pharmacy. MH looking into why and it appears that those giving sexual health services wanted to do condom distribution but didn't realise that they would not be remunerated, and this should have been highlighted. MH meeting with Kate Crockett to discuss if there is an option for a nominal fee for pharmacy to provide this service. Update to follow.

DMS: MH has established a new email process for outstanding DMS referrals and check in calls will take place with pharmacies with significant volumes outstanding. These reports will cease as AHSN support has now stopped, PharmOutcomes access has been requested. Another barrier appears to be that pharmacy teams are reluctant to use technicians instead of pharmacist so upskilling may be needed. MH in negotiations with PharmOutcomes to get access so data can be retrieved on national services.

The members reviewed the Surrey LFT Pharmacy collect service data (only available up until August at this time) 202 pharmacies in Surrey participating. The members reviewed the assisted lateral flow testing data. Pharmacy collect is the most popular service, but Surrey has highest rate of booked assisted LFT across CPSS patch. Surrey is reviewing platform data and reviewing if these are regular patients booking every week. Surrey has seen a decline in assisted booked tests, an ongoing trend over last few weeks apart from when events are taking place. The service has been extended until the 31st of December and will possibly be longer, four additional pharmacies have expressed an interest in providing this service and will be contacted by the project manager.

BP+ meeting due with Jason Ralphs however will be postponed as no spec for hypertensive case finding service yet. 21 pharmacies have been shortlisted including 8 new ones who will require f2f training, 13 pharmacies were

previously commissioned so will not need f2f training (unless they request) and a webinar will be held for all 21 pharmacies. No further update on the go live date currently.

The pharmacy collect service LFT is due to end on the 3rd of October however from the 4th of October an amended Covid test kit distribution service will begin. There are two pricing structures, to get £1.70 you need to collect the 16-digit code from the pack, if anonymous supply, you only get paid £1.20. As part of the changes people wanting a kit will be asked to register on Gov.uk or via 119 for a collect code to pick up tests. Concerns have been raised regarding how time consuming obtaining the 16-digit number and providing this service will be which has been fed back to PSNC by JP. Pharmacies need to keep a log of the 16 digit for 6 months and needs to be put in MYS.

NHS DWMP – Geddes Pharmacy and Day Lewis Tadworth have both expressed an interest to test the platform.

West Sussex Flu are enrolled on Boots Corporate Flu Program.

Brighton Flu are offering their staff the opportunity to book into any pharmacy and are reimbursed with a receipt.

East Sussex Flu awaiting decision (for staff).

Surrey Flu Vaccination for staff bid has been secured at £10.30 per vaccine (an increase of 22p from last year). EOI is open until Friday, spec due to go live 1st October.

Hypertensive case finding study which is a new advanced service due to launch 1st of October. Setup fee is £440.00. Each BP check will pay £15.00 and if blood pressure is elevated and monitoring is done for 24 hours you can claim £45.00. There is an incentive payment in years 3,4 & 5. In the first year if you do 5 ABPM you can claim £1000.00 (if not reached in the first year this rolls over to the second year), and then subsequent years £400.00 however we don't have specs yet, but we do have an approved list of monitoring equipment and MH looking into if there are any discounts available to pharmacy.

Stop smoking service (referrals from hospital) is due to launch in January with a setup fee of £1000.00, the first consultation fee being £30.00, interim appointment £10.00 and a last appointment £40.00.

Ondansetron in Frimley – final list due to be confirmed and shared with the children and young people's board, then locations, next steps, issues, contracts, and training can be put in place.

Surrey Dynamic Purchasing System webinar event was attended by 20 delegates with each public health lead highlighting their services. Due to start sending out information and packs to contractors.

The Lung Cancer Service has been extended until March 31st, 2022. This is not just performance based, the service is supported by cancer alliance and citizens advice bureau and to see if it's a successful service it needs to be in place longer. Citizens advice are doing leaflet drops alongside the LPC and check in calls are taking place. There is now an opportunity to onboard more pharmacies, numbers and timings are next steps.

It was suggested that rag rating services on our website would assist contractors and be a useful negotiating tool with the Public Health team.

Action: MH to look into rag rating.

It was also raised that the DMS platform is good but that you then have to manually transfer this data to MYS. This has been raised with PSNC due to time consuming duplication. Conversations have taken place between PharmOutcomes and MYS and it seems they are waiting for this to be joined up but no date as to when this will happen.

NHSE are conducting a project involving filming in independent pharmacies regarding new services, once more is known details will be circulated. It was highlighted that upskilling in media training may be needed.

Action: upskill media training to be as efficient as possible.

9: Independent Contractor Vacancy

Surrey LPC have an independent contractor vacancy, when this happens, and it is not election time an EOI is sent out to independent contractors. As a committee we can then appoint a person without an election who will remain until the end of the 4-year cycle (but if the officer extension proposal goes through tonight will be 1st April 2023). Five EOIs were received however as the LPC is not quorate no decision can be made therefore candidate information will be sent out by email for members for a decision.

10: Finance Update

The members were given an update as to the Surrey LPC accounts and the CPPS accounts. It was raised that this should be reviewed again at the November LPC meeting as there may be a need for CPSS to have a levy holiday.

Action: Review a potential further levy holiday at the November LPC meeting.

PSNC fees for the next 6 months has been paid and has an added fee of £1200.00 which is the proportion fee for the Review Steering Group. There are two additional incomes both regarding Virtualoutcomes.

The members discussed if the next LPC meeting should be held f2f or online. As the members are not quorate, an email will be circulated allowing a vote.

Action: Circulate email to LPC members to vote for next meeting platform.

PSNC governance guidelines finance subgroup update. As AP is AIM ideally there should be a CCA and IND member too. There is a term of reference, but a lot of tasks are already taken care of due to CPSS umbrella (setting up AGMs etc). This is mainly for financial governance to oversee the LPC are acting appropriately. Jaymil Patel volunteered, and it was suggested that new member Chris Scoble be approached to see if he would wish to take part, if not Hemal Chudasama will take on the role.

6: Market entry

Agreed

Change of ownership - Avicenna Retail Limited t/a Avicenna Pharmacy at 46 Frensham Road, Lower Bourne, Farnham, GU10 3P

13: AOB

Raise at PSNC the workforce crisis.

14: 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 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)

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)

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

PSNC Forward Dates:

2021 PSNC Meeting Dates

Thursday 10th 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