

Minutes of Meeting of Surrey Local Pharmaceutical Committee

Date: Wednesday 9th February 2022 starting at 09:30
Location: Tyrrells Wood Golf Club, Leatherhead, KT22 8QB
Present: Hemal Chudasama, Vice Chair, Sejal Patel, Purvi Shukla, Rupl Bhasin, Chair, Rupal Badiani
Chris Scoble, Anish Prasad, Jay Amin, Jay Patel,
In attendance: Julia Powell, Chief Executive Officer, Marie Hockley, Service & Development Lead, Micky Cassar, Business Administrator, Sunil Kochhar, PSNC (online – part of meeting) Akash Patel (contractor observer).

1: Welcome & Introductions

The Chair welcomed the members and guests to the meeting, also Akash Patel an observer from Trio Pharmacy.
CCA Reporter: Chris Scoble

2: Apologies for Absence

Neha Vyas, Jaymil Patel.

3: Governance Matters

The Chair asked if there were any changes to the Declarations of Interest. Rupl Bhasin has resigned from Superdrug and is leaving the committee.

4: Minutes & Matters arising

The Chair asked the members if they had read the 17th of November 2021 LPC minutes and if there were any issues with the accuracy. The Chair signed the November LPC minutes as a true account of the meeting.

The action/decision log was reviewed.

Actions in progress:

- 189 – Begin process of scoping joint accountant – in progress.
- 245 - Upskill media training to be as efficient as possible - in progress, waiting to see if PSNC will offer this training and if not, other training will be arranged.
- 250 – JP to escalate to NHSE re Anenta issues – complete, manual has been published on our website.
- 251 - Evening event for PCN lead - update later in the meeting.
- 252 – MH to speak to IND to see how they are insuring their equipment - complete. Only way to insure is via business insurance.
- 257 - Create a banking mandate to change Treasurer and signatory details – in progress.

5: Chair Position

The current LPC Chair, Rupl Bhasin, has resigned from Superdrug and will therefore no longer be part of the LPC. Jay Patel has expressed an interest in becoming Chair. Rupl Bhasin, Akash Patel, and Jay Patel left the meeting for a discussion to take place. The members unanimously agreed to vote Jay Patel as the new Chair and all persons re-entered the meeting.

Decision: The members agreed that Jay Patel be voted as the new Chair.

5: PSNC Update – Sunil Kochhar

Janet Morrison is the new PSNC CEO starting in March. The members were asked to highlight the following to contractors:

Complete the pharmacy audit, the deadline has been extended to 18th February.

The CPCS provider pays IT platform deadline.

The PQS window will be closing 2nd of March.

Smoking cessation service – encourage sign ups from 1st of March when the window opens. OneYou Surrey is who hospitals automatically use to signpost as there is no LCS. It was requested if a FOI request could be submitted to get smoking cessation data.

Action: Submit FOI data re smoking cessation.

It was asked if there was any update with regards to early adopter ICS sites for the pharmacy contract. At this time no update, however Sunil agreed to raise this again.

6: CEO Report

The new website is now live, PSNC will be moving to the new format in February. The LPC WhatsApp Groups need updating due to member changes, all new members were happy to be added.

Action: MC to add new members to WhatsApp group.

It was raised that at the CPSS Exec meeting in January the Chairs and Vice Chairs proposed that a joint contractor event should be held. This has preliminarily been booked for the 18th of September 2022 pending all 3 LPCs agreeing, looking to be held at the East Sussex National. This would be an all-day event and sponsorship will be explored with pharmaceutical companies with invites being circulated in July. The members agreed to the proposal and were asked for ideas of what they would like to see on the day. Revalidation, invitation of the new PSNC CEO, Peer review and RSG update were highlighted.

Decision: The members agreed to a joint contractor event on the 18th of September.

QTR3 – in red:

Palliative care in Sussex – Surrey signed off the increase in payment last May. The proposal went to the harmonisation group meeting last week and the £550.00 increase with £1000.00 increase ongoing was agreed. In Surrey the discussion for palliative care for 2022/23 is ongoing with £1000.00 being requested.

PCN lead training – originally planned for November but delayed due to workforce issues. Further update later in the meeting.

QTR4 – in red:

Stop smoking advanced service – The service spec has been delayed and may not start until March / April. There is no LCS in Surrey. There is a set up fee but reliant on referrals from hospital.

HLP Champion – 66 spaces out of 150 have been filled. The members were asked to highlight this.

CPCS update: GP CPCS Surrey Heartlands CCG has gone live and the EMIS contract has been signed off. 12 PCNs have already been trained and are now signing off their local protocols for the service. Once this is signed off, they go live a week later. In the last week 15 surgeries went live with 131 referrals into community pharmacy. Pharmacies can temporarily remove yourself from DoS if there are issues.

CPCS – A&E and urgent care centres pilot Surrey – Epsom, SASH, Royal Surrey, NW Surrey (2 walk-in centres). As this is a pilot it won't be open to all contractors, just the 5 nearest (if they wish to take part). At this time all community pharmacies closest to the hospital have agreed to take part (as mapped by NHSE through referrals data). This should run until July as a pilot but may be extended.

CPCS provider pays model: Lots of information has been provided to contractors however there still seems to be a lack of understanding about timescales and the need to get this in place. The members were asked to highlight this to contractors. It was raised that this could be highlighted as a news article on the website, a direct email with only this information and a pop up on the website.

Action: MC to create a news page highlighting the need for contractors to sign up to the provider pays model.

Action: Send a direct comm re provider pays model and a pop up on the website.

Investment & impact fund update: From the 1st of April 2022 this will start at PCN level and for every 1000 patients on their list they have to make 34 referrals per week to hit their incentive. In Sussex the LPC have asked the CCG to email the PCNs and the surgeries to highlight this. Surrey Heartlands CCG will communicate this out to get up and running by 1st of April.

Regional meetings:

PCN lead training is planned to take place in March with Pfizer sponsoring. A successful bid for funding from HEE for PCN training across the SE enabling backfill for PCN lead training (potentially 4/5 events across the patch, both face 2 face and zoom are potentials). In the process of invoicing for this, MoU was signed last week and the funding should come through this financial year. The training will take place in the next financial year. In addition, we have further funding from the pharmacy careers website project (£20000.00) looking to include technicians on the website. NHSE have also agreed to fund £9500.00 for PCN lead training for each LPC. In addition, NHSE are finalising the details to provide funding (£1200.00 per lead for the PCN lead) to come up with a proposal across the PCN on how to move forward the hypertensive service. £400.00 would be paid upfront for the initial proposal, with the additional £800.00 3-4 months later on completion of the proposed actions.

Surrey Heartlands have asked JP to write what we would like them to support us to achieve from the 1st of April for 2022-23. Currently this will include:

- CPCS including GP CPCS across all GP practices in Surrey Heartlands and UEC CPCS.
- Hypertension case-finding service with a pathway implemented for GP surgery referral into the service.
- Smoking cessation on hospital discharge – process set-up and in place for each acute trust to refer into the service.
- Discharge Medicines Service – available across all acute and community hospital sites and fully utilised.
- Surrey care record – available for use by community pharmacies.
- New medicines service – noting the extended range of medication included.

There are 2 additional roles being created in the ICS from 1st April 2022, NHSE are funding each ICS to have a Community Pharmacy Clinical Integration Lead for 2 years. Their remit will also be to support with all the above elements. There will also be a part time role, program support, for NHS trusts. The pharmacy contract is being devolved down in July to the ICS and Surrey and Sussex will be early adopters.

Site visits will take place with regards to Covid vaccinations in Surrey Heartlands CCG to establish what support community pharmacy would need in relation to workforce (from September onwards). There will be a list of 300 vaccinators who will be assigned to sites where needed.

7: Training needs assessment

The members completed the training needs assessment form prior to the meeting. The data has been collated and passed to PSNC who are looking at what training they will be providing. Once this is known if there are any gaps then this will be dealt with internally. In the next financial year training sessions will be set up and these can be separate or added onto LPC meetings.

8: Draft Operating Plan 2022/23

The draft operating plan was circulated to members before the meeting. The operating plan currently reflects that a communications lead will be in post however this decision is awaiting RSG recommendations. The members reviewed if anything needed adding or amending in the operating plan. Once the 3 LPC meetings have taken place any amendments will be made, and the final document circulated.

1 contractor support service development:

With respect to services – review financial viability of current service provision.

With respect to PCN leads – success is the completion of face 2 face training but also a measure of PCN lead retention.

2 stakeholder relationships:

It was questioned who would complete all the tasks with the current staff level. The budget includes the financing of a communications lead however this may not be a full-time role. It would be beneficial to have someone who could also support with meetings. As the ICS forms it will become more apparent which meetings need to be attended and which stakeholders are most important. The RSG recommendations may influence this role as more of communications may sit at PSNC level. Media training was raised as missing within the group.

A Market Entry subcommittee was discussed. There are currently 9 LPC members however a subcommittee could be formed across the CPSS area. It would be good to upskill more members in market entry. PSNC may provide market entry training.

3 comms and engagement:

Make sure communications are clear. It was raised that the success of the newsletter should be measured on clicks etc. It was questioned if contractors know what the LPC do for them, and if engagement is being lost because they do not know.

4 LPC planning and 5 LPC governance:

The members agreed the plan is not too ambitious and all covered.

Governance:

Based on the PSNC financial toolkit.

Any amendments will be done and finalised for 2022/23.

9: Documents & Policies

The documents were circulated to members prior to the meeting.

Corporate Governance Statement:

Decision: Agreed to continue to adopt the policy with review date in 12 months.

Expenses Policy:

PSNC have a new expenses policy template. It has been updated in line with HMRC guidance.

The daily rate was due to be reviewed at this meeting. The members discussed if the full day of £280.00 should remain. The members agreed it was too soon to review this and this should be done at a later date. It was highlighted that there needs to be an amendment to the policy to change that claims can be made from outside the LPC area (milage) as some LPC members do not live in the LPC area.

Decision: Moving forward if any new members will be paid to personal account, then PAYE set up would need to be implemented via payroll. The members decided to adopt this new policy as of the 1st of April 2023.

Decision: The members agreed to keep the daily rate and add to agenda to review in 6 months' time.

Equality, inclusivity, and diversity:

Decision: The members agreed to adopt this policy.

Governance sub-group: Jaymil Patel is the governance lead. Recommendation is a subcommittee with 3 members. Hemal Chudasama and Jay Amin agreed to be part of the subcommittee

Decision: The members agreed that Hemal Chudasama and Jay Amin form the governance subcommittee. Adopt the Governance group template.

10: Service development & support

The members were given an update from various meetings attended by MH. MH gave a presentation at the Surrey Downs diabetes forum which has resulted in queries from GPs regarding referrals. MH has been invited to attend the APTUK branch meeting. Service clinics have been booked to coincide with the launch of the new contracts.

The issues with Palliative care payments is still ongoing in Sussex. Talks are ongoing with Surrey County Council for substance misuse remuneration. Lisa Byrne is the Public Health lead on this and is linking in with MH to see how community pharmacy can link into Public Health and wellbeing support.

CGL have put forward a proposal in Sussex. At this time this is still under negotiation, but the draft service specs should be available at the next CGL meeting with a further meeting in March, with an aim to start the service from April. In Surrey separate discussions with Surrey Public Health will take place regarding remuneration.

The members reviewed the LCS data. Jason Ralphs is doing a day training session on NHS HealthChecks, dates will be circulated in the newsletter. JR is moving roles and unknown at this time who will replace. MH has CVD steering group in Surrey tomorrow.

The assisted LFT is on the decline across the whole of CPSS and is due to end 31st of March, it is unsure at this time if this will be extended. The members reviewed the LFT testing data.

Surrey County Council flu LCS – so far 390 colleagues have been vaccinated under this service.

DMS is an essential service and must be provided as part of the contract. SASH is not live yet but hopefully NHS mail will start to be used by SASH but unconfirmed at this time, they are waiting on EPMA.

Action: Share data of stats so people can see how they are performing.

Action: Feedback if DMS data could be uploaded straight from PharmOutcomes to MYS it would be easier.

The Stop Smoking Advanced Service is due to go live April 2022 however this is reliant on acute hospital and capacity to aid roll out. Areas without a stop smoking LCS may find this challenging to implement

Other updates:

West Sussex and East Sussex are in very early discussions of a new ADHD service which would potentially involve monthly checks and the use of IP's. This could be a 3-tier program, level 1 involving pharmacy providing an ongoing health check. Level 2 could involve more than just assessment, signposting etc. Level 3 using IP prescribing and looking after patients. Service spec and costings need to be created.

Surrey updates: Surrey CCG - LCS for fidaxomicin and vancomycin for treatment of C. difficile is in pricing stage. Surrey BP+ service have already done 377 checks across 9 providers. DPS - portal closed 11/1/22 SCC to cleanse data and review bids. They will reopen the portal around April/May. Covid vaccination - live in 59 sites across Surrey and

Sussex. Weight management - pharmacies to engage with referring patients online on the NHSDWP. HLP champion - 59 courses requested to date.

Condom distribution service.

The rag rating report and the pilot MoU for the potential condom distribution service were circulated prior to the meeting. The members discussed the details of the service and how practical it would be to deliver. Currently this would involve a £200.00 upfront retainer fee with no transactional fee. The members discussed if there was a legacy scheme in place for the pharmacies currently providing the service and highlighted the need for the correct pharmacies to be part of the scheme.

Decision: See if the service could involve a lesser start-up fee and then a transactional fee.

Action: MH to establish if there is a legacy scheme.

11: RSG Update

Focus groups took place at the end of January which were attended by MH and JP. LPC footprints will likely match ICS. Focus group very much looking at the council and how LPCs would be represented on the council and represented to PSNC. The prospectus will hopefully be out in the next month and hoping to do voting before the end of the financial year. LPCs looking to encourage contractors to get involved in the voting. The members discussed how the LPC can support and encourage voting.

12: Finance Update

The final CPSS budget has not yet been provided but is showing an underspend. At the CPSS Exec meeting it was decided not to take any levy for February and March from the 3 LPCs. Next years budget for CPSS will remain similar to last year. The members reviewed the Surrey accounts. It was suggested and discussed that a levy holiday could be implemented to reduce the current surplus. The members reviewed the Surrey LPC budget for the next financial year. At this time, it is unknown what the PSNC levy will be for next year. It was proposed that a 3-month levy holiday be implemented, this was unanimously agreed by the members.

Decision: Implement a 3-month levy holiday.

Action: Highlight in the newsletter regarding the 3-month levy holiday.

12: Market Entry

Response to be made

Unforeseen benefits – Epsom

No significant change relocation – Chobham

Inclusion in the pharmaceutical list – DSP - Ashvale

Awaiting response

Consolidation – Addlestone

The PNA questionnaires are currently being finalised and will be circulated once this is done.

13: Proposal for 2022/23 committee meeting dates

The members were asked if they would like to have a joint LPC meeting in 2022/2023, potentially in the summer. This could be opened out to Kent and could be discussed at the next meeting. Kent LPC have asked for support as they currently do not have a CEO and their administrator is leaving on Friday.

Decision: The members agreed they would like to have a joint LPC meeting.

14: AOB

It was highlighted that expenses should be submitted to Anish Prasad as soon as possible. Anish Prasad was thanked for all his work in his role as Treasurer over the years.

Rupi Bhasin was thanked for all his work in his role as Chair over the years.

15: 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 12/05/22	Wednesday 04/05/22	Wednesday 11/05/22
Thursday 21/07/22	Wednesday 13/07/22	Wednesday 20/07/21
Thursday 22/09/22 Short meeting + AGM – Venue TBC	Wednesday 14/09/22 Short meeting + AGM – Venue TBC	Wednesday 21/09/21 Short meeting + AGM – Venue TBC
Thursday 24/11/22	Wednesday 23/11/22	Wednesday 30/11/22
Thursday 09/02/23	Wednesday 01/02/23	Wednesday 08/02/23

Community Pharmacy Surrey & Sussex Executive Committee:

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

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

2nd June 2022 – 15:30 – 17:00 Venue TBC

6th October 2022 – 10:00 – 12:00 Venue TBC

12th January 2023 – 15:30 – 17:00 Venue TBC

30th March 2023 – 10:00 – 12:00 Venue TBC

South East LPCs and Partners (Regional Meeting)

(Chairs, Vice Chairs to attend)

2nd June 2022 (hosted by Kent) 10:00-13:00 Venue TBC

12th January 2023 (hosted by Surrey & Sussex) 10:00-13:00 Venue TBC

PSNC Forward Dates:

2022 PSNC Meeting Dates

18th and 19th May 2022

6th and 7th July 2022

14th and 15th September 2022

23rd and 24th November 2022