

Minutes of Meeting of Surrey Local Pharmaceutical Committee

Date: Wednesday 17th November 2021 starting at 09:30
Location: Tyrrells Wood Golf Club, Leatherhead, KT22 8QB
Present: Hemal Chudasama, Vice Chair, Sejal Patel (online), Jaymil Patel, Purvi Shukla, Rupri Bhasin, Chris Scoble, Anish Prasad, Sunil Kochhar.
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 and the new members Chris Scoble and Jay Amin were introduced.

CCA Reporter: Rupri Bhasin

Next Stepper: Julia Powell

2: Apologies for Absence

Neha Vyas, Anish Prasad.

3: Governance Matters

The Vice 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 29th of September 2021 LPC minutes and if there were any issues with the accuracy. The Chair signed the September 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 – JP is currently looking into this and is awaiting a third quote (Surrey).
Action: Jaymil to pass JP details for an accountant for Surrey.
- 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) on the agenda for this meeting.
- 236 – JP to see if funding could be arranged for out-of-date consumables.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.
- 239 - Send funding details for the PCN training day to the LPC members for a decision to be made – on agenda for this meeting.
- 240 - Invite Linda Honey to the November LPC meeting – in progress. Will be invited to the January LPC meeting.
- 244 - MH to look into rag rating – in progress.
- 245 - Upskill media training to be as efficient as possible – in progress, need to review after RSG recommendations as local media may be less needed and done nationally by PSNC.
- 246 - Review a potential further levy holiday at the November LPC meeting – on agenda for this meeting.

5: CEO Report

Website update: MAKE were chosen to transfer the existing website to the new platform with the £1000.00 support option being chosen. Due to issues highlighted during this process PSNC have decided at this time not to go live with their website and to ask LPCs to pause work on their websites, apart from 3 LPCs including CPSS. CPSS have agreed to progress work on the website. There is an outstanding query with regards to the T&Cs however once this is resolved the move to the new website should be able to be finalised.

Action: Chase answer to outstanding T&Cs query.

The members reviewed the progress of the Q3 & Q4 Operating Plan.

Palliative care review update: The uplift price in Surrey was agreed in April/May. Sussex experienced some issues with this due to shadow committees and restructuring. This is however progressing and is being raised by JP with the Director of Pharmacy and Medicines Optimisation next week as no longer under contract.

Anenta waste project update: There has been a delay with progress as Anenta have yet to release their pharmacy manual. JP will escalate this to NHSE next week.

Action: JP to escalate to NHSE re the Anenta issues.

PCN training update: East Sussex and West Sussex LPC agreed at the last round of LPC meetings to fund training days for PCN leads however Surrey LPC were not quorate at the meeting so unable to decide. Pfizer have agreed to sponsor an event and run a masterclass in the morning with regards to stakeholder engagement and then the LPC could update as to ICS structure, PCNs and how they should engage to move forward. It was discussed that IND leads may need more support than multiples.

Decision: The members agreed the LPC should host an evening event via zoom for leads and then another event for leads and contractors.

Action: Host an evening event via zoom for leads and then another event for leads and contractors.

GP CPCS update: In Surrey there has been a delay due to sign the sign off of the EMIS contract. Both Surrey and Sussex contracts have now however been signed off. There are 25 PCNs in Surrey with 12 having already been trained to deliver the service. The CCG are approaching these 12 PCNs (dates to follow shortly) to check they are ready and confident to go live. The outstanding 13 PCNs will all then be contacted by the CCG. The PCNs will have an incentive to sign up due to the Investment and Impact Fund. The incentive payment will be paid for 21/22 and is based on sign up and then in 22/23 on referral numbers (which is calculated through list size and generally around 34 referrals per 1000 patient list size). NHSE England provide weekly reports on referral numbers to community pharmacy so this can be monitored to make sure they are correctly followed up. The aim is for all GP surgeries to be live by the end of March 2022. In Surrey there are facilitators to assist with the GP CPCS training however in Sussex the LPC have been asked to do the training. There are 161 surgeries in Sussex that need training. The LPC have received funding for this and have recruited a full-time member of staff starting 22/11/21 for a 6-month period to provide this training. A further member of staff is being recruited on a contract basis (self-employed) who will be able to assist with the training, both will be able to assist with support in Surrey.

Frimley CCG went live before Surrey Heartlands, with 2 surgeries now live in Frimley.

CPCS is due to pilot in 2 areas in Sussex from A+E at Eastbourne Hospital and Worthing Hospital (both good performers of DMS). They will both be referring to community pharmacy from January 2022 however the pilot is likely to only involve a number of pharmacies based in close proximity to the hospital.

Regional meeting updates: The members were given an update as to meetings attended by JP.

JP presented at 4 LMC Liaison meetings across Surrey and Sussex on PQS and Hypertensive service.

PNA progression update: Progress in being made on the Surrey PNA (due October 2022), the East Sussex PNA and the B&H PNA however the West Sussex PNA is slightly behind. The questionnaire will be distributed to pharmacies in the new year to enable a draft of the PNA to be ready by March 2022.

Surrey Medicines Safety – Valproate audit funding. This was to be funded separately however is now part of the national audit.

HEE – early years steering group, clinical capacity, technician training update: As of 2026 all newly qualified pharmacists will be IP trained. At this time there aren't enough IP supervisors so moving forward will have to move to split sector trainee pharmacy placements to ensure the trainee can complete the prescribing element. HEE have stated that there will be no single placements moving forward, only split placements and the members discussed how much the LPC should be involved with supporting split sector placements. The members discussed the need to upskill legacy staff. HEE have been given 15.9 million pounds to support upskilling pharmacists in PCNs and community pharmacy. There will be a training portfolio to upskill clinical skills and some funding available to upskill to become an IP but no details at this time of what this will look like or how to apply.

The members were advised of 2 consultations, the first which has been responded to in October, if PPE should continue to be provided free of charge. The LPCs response was yes. The second consultation is from GPhC which is due 23rd November. This consultation is looking at changing some requirements of how to become an IP.

Should the two-year time requirement for entry to free-standing pharmacist independent prescribing training be removed? Yes.

Should the requirement to have relevant experience in a specific clinical or therapeutic area be removed and replaced with the requirement to have relevant experience in appropriate clinical setting(s)? The members discussed the safety issue this may cause. Yes.

Should we retain the requirement that applicants must identify an area of clinical or therapeutic practice on which to base their learning? Yes.

6: Service Development & Support

The members were given an update as to meetings attended by MH.

Meeting Groups – Surrey Palliative and End of Life Care, East Sussex Respiratory Clinical Leadership Group, HEE, LFT Testing, Public Health, East Sussex ICS MO Workforce steering group, Regional CGAG, DPS, Surrey PNA, Surrey Respiratory Network, Sussex Flu Planning Engagement Group, CDLIN – Sussex, CVD Brighton, DMS.

Attended- Surrey Heartlands ICS Partnership Forum, PM Academy Webinar Clinical Pharmacists in Primary Care leading the care of Diabetes patients, RSG Focus Group, LPC website workshop, PM Integrated Pharmacy and Medicines Optimisation Conference, PSNC Conference.

Presented at MOOG, Respiratory clinical leadership group, ES/WS/Surrey PH on Hypertension, PQS, Stop Smoking.

NHS England – linked up with Themba Mhlanga, Pharmacy and Optometry Senior Commissioning Manager NHS England and NHS Improvement.

Met with Novo Nordisk - support guide for pharmacist sent in newsletter – possibility of sponsorship.

Carers UK- Brighton - sharing of posters and events in our newsletter. Submitted an article for their newsletter to highlight pharmacy services in January – MH has taken over a lot of SL meetings to open dialog.

Parkinson's UK meeting yesterday, and they discussed that they were doing a lot of work with GP practices, but this also links to NMS which they were unaware of. Free training will be shared in the newsletter.

East Sussex Healthy Start - discussion about health inequalities and free vitamins. Possibility of retainer fee and set up cost – free vitamin vouchers, how pharmacy can assist with distribution. Discussions ongoing but there may be a retainer fee so MH in process of seeing how this can be progressed as won't work if pharmacy must buy stock up front and then claim back.

Surrey Sexual Health Outreach Group (SHOG) Meeting – Kate Crockett led the meeting Stephen Jones also attended. After meeting MH met with Stephen to discuss new services for Surrey and all organisations coming together for condom distribution. 4 pharmacies in Surrey are already doing this for free. Discussed condom distribution – spec not in place but Stephen Jones and MH discussed a condom distribution service and HPV and depo injection service. Condom distribution service may go ahead as a pilot and a retainer – ongoing discussions. May be outside of the DPS. Hosting webinar for chlamydia – meeting with Kate Crockett to reinvigorate the service. In February a relaunch webinar is to be hosted by MH with a trainer. This webinar will be 1.5 hours in the evening, pharmacies don't need training, but they need help and support re the claiming process.

The members reviewed the Surrey LCS data. The figures are still not back to pre-Covid levels. SCC flu is working well, and some pharmacies are doing pop up clinics in schools for teachers with lots of positive feedback. The members reviewed the DMS data.

Hypertensive Case Finding Service is a new Advanced Service which went live on the 1st of October 2021. 75 Pharmacies have signed up to date. This service supports the work that general practices and wider PCN teams will be undertaking on CVD prevention and management. The service involves the pharmacist identifying people over the age of 40 (or under 40 at the discretion of the pharmacist), with potential hypertension who have previously not had a confirmed diagnosis of hypertension. GP's can refer existing patients who are on medication or undiagnosed to the pharmacy for BP clinic checks. The approved equipment list is published on PSNC, this can cost more than £1000.00 and the service must cease if this is damaged or not returned. The setup fee is £440 with £15 per clinic check and £45 per ABPM. An incentive fee of £1,000 will be available if 5 ABPM intervention are provided in 2021/22, followed by a payment of £400 in the subsequent years if the pharmacy reaches the thresholds for those years (15 ABPM interventions will be required in 2022/23 and 20 in 2023/24).

Action: MH to speak to IND to see if/how they are insuring equipment.

Stop smoking advanced service update: The pilot is in place between 14 September 2020 and 31 January 2022. The pilot areas include Oldham, Greater Manchester and Southwark and Lambeth. NHS trusts are to refer patients discharged from hospital to a community pharmacy of their choice to continue their smoking cessation care pathway, including providing medication and behavioural support as required, in line with the NHS Long Term Plan care model for tobacco addiction. Public Health are keen to support this service, we can't yet promote the service as relying on NHS trusts to refer into pharmacy. If there isn't an LCS pathway it may not work so well. The lack of Champix was discussed and if this is still ongoing. A generic version may be coming but then all PGDs would need to be updated.

There is a set-up fee of £1,000; a fee for the first consultation of £30; a fee for each interim patient consultation of £10; and a fee last consultation of £40. This service is due to be commissioned January 2022.

C-19 Lateral flow device distribution service update: Pharmacy Collect service – From the 4th of October an amended COVID-19 test kit distribution service started. As part of the changes, people wanting a LFT have been asked to register on gov.uk or via 119 for a collect code to pick up test kits. These changes include service fees, data collection, max of 2 kits per transaction, reduction of age to 16 years, daily reporting, and stock management. There is a service fee of £1.70 + an allowance for VAT per transaction using a collect code and a service fee of £1.20 + an allowance for VAT per transaction using the anonymous collection route. Collection volumes remain steady - waiting for report from DHSC to compare. The members reviewed the Surrey Distribution numbers for Community Collect, Pharmacy Collect and Direct.

Action: MH to feedback that the 16-digit code and QR code make this complicated and lengthy and open to input error.

Action: MH to look into numbers of test kits being distributed.

Surrey Dynamic Purchasing System update: Pharmacies register online on a portal called Proactis, after this they can bid for all or combination of 7 LCS contracts. The length of the contract is 5+2 years. The tender process must be completed by 12 noon on Monday 6 December 2021. MH is running clinics (advertised in the newsletter) so she can support. SCC have also committed to contacting pharmacies so will work with MH to avoid duplication calls. If contractors do not submit their tender, they will not be able to apply after April. The portal is only open for a certain amount of time, it is unknown after this when it will open again.

Pandemic home delivery advanced service update:

Due to the figures, it is likely that not all work is being claimed for. Service is live until March 2022. The payment is aligned to the banding for the transaction payment.

The members reviewed the flu data across various LPC areas. The members also reviewed the Covid Vaccination Phase 3 data for the Surrey area. At this time there are approximately 48 pharmacies providing Phase 3 across Surrey and Sussex, 28 of these were not live in phase 1 or 2.

HLP update: Only 5 spaces have been filled between 01/09/21 and 28/10/21. The members were asked to promote this free training.

Other updates:

Surrey CCG agreed new LCS for fidaxomicin and vancomycin.

Surrey Flu vaccination LCS - 27 commissioned, 196 vaccines delivered – schools being approached for pop up clinics, New Ondansetron service in Frimley - waiting for training dates.

Surrey Blood Pressure Plus (BP+) Launch webinar 23rd Nov – 26 pharmacies to go live. Pharmacies who were unsuccessful have been contacted and equipment asked to be returned.

West Sussex:

Alcohol WS – The service lead at Public Health has emailed pharmacies to relaunch. Plans are in progress to create a webinar to relaunch the service.

MH met with Public Health; the Sexual Health Service was highlighted as potential to expand (Condoms, Chlamydia).

Brighton:

Hepatitis C service has been paused.

Alcohol awareness - HLP commissioned service – £50 paid training and £100 paid for service delivery.

DBS question added in PharmOutcomes as a tick box – public health will reimburse contractors for enhanced DBS checks by submitting invoice.

East Sussex:

Progesterone Quick start Service 3 pharmacies – Janet Rittman supporting PGD completion.

Respiratory Clinical Leadership Group - Primary care would like a presentation in January from community pharmacy. MH met with Public Health and gave a presentation which received good feedback and will be shared with the Head of Primary Care. Funding for PCN lead and Clinical Director engagement was discussed, and this will be fed back. There is £9,600 available for an event in March for a clinical service event which will be discussed at the January meeting.

WS, ES and SCC looking to review tariffs for LCS.

CGL- Waiting for a meeting date tbc, Surrey open to discussion regarding fee as unlikely to go back to pre-pandemic numbers.

Service evaluation tool completed and uploaded to website.

WS and ES ADHD potential new service – potentially monthly checks and use of IP's.

Palliative care service Sussex – awaiting sign off £550.00 increase from £300.00 no update but has been escalated.

Palliative care service Surrey- Fee increase from £300 to £548.17- signed off and live. Meeting with CCG to discuss out of hours provision and community pharmacy service.

7: Local elements of PQS

Domain – Infection Control and AMS: Antimicrobial Stewardship (AMS) criterion requires awareness of local formularies – added to CPSS website.

Domains PCN Elements: PCN Prevention – Flu.

Context – worth approx. £750,000 to Surrey & Sussex contractors.

Action so far – infrastructure to enable the above, reconfirm PCN member pharmacies & geography, helping contractors to identify their primary PCN, checking and updating local data of pharmacies/PCNs.

Re-engaging PCN leads, webinar ran on the 15th of September (and facilitating appointments where needed).

All contractors are now set within their PCNs. We are now looking at PCN leads to be completing their tasks, the flu survey and contractor webinar (both of which need to be completed by 31st December). MH and MC are supporting the localities where there is no PCN lead to find one. 3 leads have completed the tasks. Contractors are being requested that if they are not willing to engage, to put this in writing so there are no issues when the claiming period starts. The members agreed that if multiples are part of the PCNs with no leads that the corresponding LPC member is contacted to try and organise.

Action: Contact LPC members who have PCNs with no leads.

The members were asked for further suggestions of how the LPC could support. It was highlighted that a significant number of contractors have not met the NMS threshold and these contractors could be contacted for extra guidance. PSNC have also asked for ideas of what PQS should look like next year.

Action: Members to feedback ideas of what PQS could look like next year.

NHSE have sent out the long CPAF survey to a number of contractors, CPSS have asked for a list of who this was sent out to, to be able to support them. The deadline is in a week, and it is important that all contractors complete this. NHSE will only visit a proportion of these. NHSE have been chased for Christmas hours, there are concerns that there could be directed hours due to gaps in coverage.

8: LPC Self Evaluation & Governance Audit

On an annual basis the LPC should self-evaluate themselves of where they sit on the PSNC criteria and create an action plan if lacking in any areas. The members completed this. All topics were agreed to be purple apart from:

Capability & expertise – Green. Member's competence – Amber. Press relations – Amber. Contractor proactive engagement – Amber. Patients & representatives – Green. Strategic Health Partnerships – Green.

9: PSNC Conference

The members were given an update from the recent PSNC conference. The recruitment for Simon Dukes replacement is still ongoing, interviews did take place however a suitable candidate was not found, and this has now gone to head hunting. Covid cost payments - 95% received their full payment and PPV will be required for some. Annual review – in middle of 5-year deal, want to showcase how much pharmacy contribute to the Government. Evidence gathering is a focus so advice audit will be done again in 2022 along with a contractor survey and also the impact on staff and costs of delivering services to include minimum wage increase. Year 4 scoping work to be done and finished for annual review. A strong focus on what is existing capacity and what evidence can and should be gathered to provide to the Government. There was an update on IP's and how this will work going forward and making sure we have services for them. NHSE have announced within each ICS there will be a pharmacy integration lead. This will be funded for the first 2 years and there is an expectation that the ICS will fund after this. The community pharmacy contract will come down to ICS level either 2022 or 2023.

10: PSNC Update

The members were given a virtual update by PSNC rep Sunil Kochhar. . They were reminded to submit data via MYS and lots of contractors have now received the early advanced payment on the 11th of November. A few contractors are still paper based, but this will eventually all move over to MYS. There is currently no update from the RSG steering

group however PSNC have a two-day meeting next week so hopefully an update will be provided then. The audits have been established and reevaluating what happened last year. There has been lots of feedback re workforce issues and lack of pharmacists/staff. Currently there is no replacement for Simon Dukes and the position will readvertised. It was asked if there was an update on Cat M and how it affected community pharmacy. There is no update, but SK will feedback that this is still affecting community pharmacy. It was discussed at the PSNC conference that a further minor ailments audit would take place and SK was asked if it was known when this would be circulated to contractors however at this time this is unknown. It was asked if PSNC are highlighting the workforce issue, and this is being done. At this time there is no conference feedback but once received this will be circulated. The members within CPSS that attended the conference highlighted that there was not a great deal of information shared. The members were reminded to make sure when the RSG outcomes vote comes out contractors are well informed to vote, contractors may not vote if not engaged or informed.

11: Finance Update

The members were updated as to the Surrey LPC accounts and the CPSS accounts.

CPSS YTD underspent compared to budget, mainly due to staff costs, events, and travel. Levy holiday will be discussed at the next meeting.

Surrey LPC YTD underspent compared to budget. The members reviewed the accounts and agreed to extend the levy holiday to also include February and then to review the financial situation at the March LPC meeting.

Decision: Levy holiday for Feb 2022 and review at the March 2022 LPC meeting.

It was noted that the current Treasurer Anish Prasad has resigned from the LPC as of 31/01/22. Jay Patel will be replacing him as AIMp rep from the 1st of April 2022. The members therefore discussed who would take on the role as Treasurer. Purvi Shukla agreed to take on the role and the members agreed for Governance reasons that there should be two signatories on the Surrey Account. Jay Amin agreed to become a signatory as did Chris Scoble.

Action: Create a banking mandate to change Treasurer and signatory details.

The members agreed to review the terms of reference for the finance sub-committee. PSNC have a draft which will be reviewed by JP after this meeting and if no issues arise these will be implemented by the LPC.

12: Market Entry

Nothing open currently.

13: Proposal for 2022/23 committee meeting dates

The new meeting dates were circulated prior to the meeting and no issues were raised therefore these will be adopted. The members discussed the option of having a joint LPC meeting across CPSS. It was agreed that the February meeting will go ahead (face to face) as planned and then a joint meeting can be discussed at a later date.

14: AOB

It was raised that pharmacy is under pressure just like GPs etc and if more should be done to raise awareness of this.

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 10/02/22	Wednesday 02/02/22	Wednesday 09/02/22
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
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Community Pharmacy Surrey & Sussex Executive Committee:

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

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

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)

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

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

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