

# Minutes of Meeting of West Sussex Local Pharmaceutical Committee

Date: Wednesday 4<sup>th</sup> May 2022 starting at 09:30.  
Location: The Old Tollgate, Bramber, Steyning, BN44 3WE  
Present: Mark Donaghy, Chair, Yola Barnard, Vice Chair, Sam Ingram, Sam Grieve, Becky Harrison, Alan Salter.  
In attendance: Julia Powell, CEO, Marie Hockley, Service & Development Lead, Micky Cassar, Business Administrator, Jess Turner, GP CPCS Training & Support Lead

## **1: Welcome & Introductions**

The Chair welcomed the members and guests to the meeting. It was noted that Sara Paxton has resigned from the LPC. The members wished to thank Sara for her contributions to the LPC.  
CCA Reporter appointed: Yola Barnard.

## **2: Apologies for Absence**

Nisheet Patel, C J Patel.

## **3: Governance Matters**

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

## **4: Minutes of the last meeting**

The Chair asked the members if they had read the 2<sup>nd</sup> of February 2022 LPC minutes and if there were any issues with the accuracy. None were raised. The Vice Chair signed the February LPC minutes as a true account of the meeting.

The members reviewed the action log:

- 307 - MH to chase regarding outstanding Palliative Care payments – in progress, further update later in the meeting.
- 314 - Set up Lloyd's banking mandate to include CP and BH. – in progress.
- 322 - MC to sort the double signatory mandate out. – in progress.
- 323 - Add the training video link to the website. – in progress, EMIS have now updated their system so a current YouTube video is unavailable at this time but will be uploaded when finalised.

## **5: Chair Update**

There was an APC meeting at the end of March. The agenda and draft minutes were circulated to the members. Sir Peter Bottomley, MP, made a pharmacy visit (Kamsons). The increase in workload was highlighted to him and that this has been made worse due to a local consolidation. It was also highlighted to him that patients are coming into pharmacy for more complex consultations. MD requested that specific issues should be feedback to MD with regards to pharmacies having issues obtaining medicines due to quotas. This was raised with Sir Peter Bottomley MP, who was interested in the quotas issue.

**Action:** Members to feedback to MD re specific issues regarding meds quotas.

## **6: CEO Report**

The members reviewed the operating plan for Q1. There are a couple of ongoing tasks from Q3, mainly with the palliative care review, also the conversations with CGL. PCN lead training has been booked in for the 10<sup>th</sup> and 18<sup>th</sup> of May. Pfizer are sponsoring these events and will do a masterclass in the morning around networking and stakeholder engagement. The afternoon session run by CPSS includes a session on the restructuring of the ICS and where PCNs fit in, the devolvement of the pharmacy contracts to the ICS from NHSE and the hypertensive service. There is further funding for PCN Lead training available and a further networking event (evening) with backfill will take place in June/July.

The Surrey Shared Care Record and the Frimley Shared Care Record will be rolled out and available to community pharmacy. This is a shared record from various services which allows for a broader overall oversight of the patient's health. For Surrey, access will come in 2 phases, first level of access will be read only however planned in phase two pharmacy will have read and write access. Sussex are further behind in the development of this but are keen to get community pharmacy onboard.

MC is in the process of creating a CRM database for pharmacy contractors, MPs, and others, with a purpose to retain knowledge and continuity.

Hub and spoke consultation update: The Government have circulated this consultation which was discussed at the Exec meeting. It was decided due to the mixed views, that the LPC would not respond but that the consultation would be highlighted in the newsletter to make contractors aware.

September contractor event update: This will be an all-day meeting (18/09/22) and Janet Morrison has agreed to attend as a keynote speaker. The RSG results will be available by then so PSNC may have a further transitional plan in place they could discuss. The members were asked if they had any suggestions to add to the agenda. The peer review subject headings have recently changed, and it was suggested this should be highlighted to contractors. It was also suggested that it would be good to have a demonstration of how to claim for the hypertensive service on MYS. MH will invite a suitable person for this. There is a video of how to use a ABPM but would be good to see someone demonstrating how to use it. If there is a PQS update by then this will be included. Local services input was suggested to highlight best practices and hints & tips, also awards.

**Action:** Highlight to contractors that the peer review headings have changed.

**Action:** Feedback to JP any ideas for the September event.

AGM update: The AGMs were discussed at the Exec meeting, and it was decided to add them on to the September LPC meetings this year. There is already an all-day contractor event in September and if the RSG vote is yes there will also need to be an EGM which will fall at the same time.

It was also agreed at the Exec that the annual review will not be produced this year only the mandatory annual reports, but that this will be reviewed on an annual basis.

The July LPC meeting is the joint LPC meeting. It was suggested that the 3 LPCs have a combined meeting in the morning followed by individual meetings in the afternoon. James Wood will be attending as a guest speaker. The RSG vote will be known, and a discussion will need to be had around the outcome and what this means for the LPCs. It was discussed that the RSG discussion could take place in both am and pm. The members were asked if they had any further suggestions of guests to invite. An ICS speaker was suggested and also HEE to give an update on careers funding/IP. HEE are reorganising, Sussex currently sites under LaSE region, this is changing so London will form a separate region. Therefore, by then there may be a new Head of the KSS region so they could be invited. Invite HEE to both the July meeting and the Sep contractor event.

**Action:** Feedback to JP any ideas for the July LPC meeting speaker.

**Decision:** Invite HEE to the July LPC meeting and the September contractor meeting.

Accountant update: JP has tried to contact the accountant who deals with the CPSS and the East Sussex LPC accounts. The current West Sussex LPC accountant is unable to continue with the accounts. Ideally the same accountant that does East Sussex LPC accounts and CPSS accounts will be used however if they are unavailable an accountant used by the London LPC's will be contacted.

Office PA contract has been cancelled due to price increase and small number of calls and phones redirected to JP when MC not working.

Reports from local meetings update: Eileen Callaghan (Director of Medicines Management and Optimisation) and Amy Galea (Chief Primary Care Officer) are attending the meeting later today. It was suggested that Amy be invited to attend a pharmacy in person to gain pharmacy insight. They will be giving an update on ICS structure and possibly the devolving of the pharmacy contract from NHSE. There will be one hub in Surrey administrating the team on behalf of all the ICSs in the South East. The hub will have a delegated committee attended by a representative from each ICS. Ash Soni who will be sitting on the ICB might be a good person to invite to the Joint LPC meeting.

**Action:** Invite Amy Galea to attend a pharmacy to gain further pharmacy insight.

**Action:** Invite Ash Soni to the joint July LPC meeting.

NHSE have created and are funding a new 2-year Community Pharmacy Clinical Lead role. Frimley are advertising for a permanent role as have Sussex, therefore this role will continue to be funded ongoing by the ICS. Surrey are recruiting for a 2 year role. The LPC have been invited to sit on the interview panel for all three roles.

LPC member training plans update: Common themes have been identified. PSNC are planning training around these themes in the second half of the year so hopefully details will be known by June / July. Pfizer have also been approached to see if they can assist.

## **7: Caroline Chileshe – Deputy Chief Pharmacist SECAMB**

The members were given an update from Caroline with the main aim to establish collaborative learning from incidents. Caroline's role has been in existence for 7 months and spans both 111 and 999. Incident feedback & learning – main route is to the Patients experience team

### **Patient Experience Team**

South East Coast Ambulance Service NHS Foundation Trust

Nexus House, 4 Gatwick Road, Crawley, RH10 9BG

Tel: **0300 1239 242**, Email: [pet@secamb.nhs.uk](mailto:pet@secamb.nhs.uk), Text/SMS only – **07824 625370**

**Action:** Circulate the incident reporting contact.

There is a form for incident feedback & learning which will enable identification of issues including patients misusing 111 for medication etc to increase patient safety and also allows feedback to community pharmacy and GP practices. Reporting duplication was raised also that further training is needed for the call handlers to understand how CPCS works. There is a toolkit that has been produced which should assist.

It was highlighted that at the end of PharmOutcomes there is an option to feedback to commissioners, and it was queried who receives and deals with this feedback. Caroline will establish who reads the feedback. The feedback form needs to be an electronic system not paper based. It was also raised that Mental Health referrals that have not been appropriate have come through to pharmacy as a common theme. It was asked if there was any other way of referring back in to 111. Mental Health issues should be transferred to the mental health team rather than referred to pharmacy.

**Action:** Caroline to establish what happens to the feedback at the end of PharmOutcomes.

**Action:** Caroline to distribute the incident form electronically as a webform to be able to distribute to contractors.

**Action:** Caroline to raise the issue that mental health issues are slipping through to pharmacy.

They are looking into ways to circulate feedback after it is logged and how this can be seen on 111. It is currently logged on an internal system, and they are looking at how this can be fed back to GPs, possibly through local care record systems. It was questioned if the pharmacy would be informed that feedback had been actioned and that if feedback was acknowledged it would be more likely to happen more often. It was suggested that Microsoft forms could be used.

## **8: Documents and policies**

The CPSS collaborative agreement expired in March 2022 and has now been extended until 2023 and signed by all three LPC chairs.

Financial risk register: The draft was circulated with the minutes. This was shared with the 3 treasurers and reviewed at the CPSS Exec meeting. The members were asked if they wished to add or amend anything.

**Decision:** The members agreed to adopt the risk register.

The Health & Safety risk assessment and policy has been updated. This was circulated to members prior to the meeting. There are three outstanding items. PAT testing is taking place in June. Fire risk assessment details from office outstanding. Health & safety training also pending.

## **9: Service Development & Support**

NHS community pharmacy contraception management pilot update: This pilot is running in Portsmouth and Reading from Sep 2021-Sep 2022 with a possibility of extension. The aim of the pilot is to create additional capacity in primary care and sexual health clinics, it is not a replacement for local authority commissioned services. There are 2 tiers to the service. Tier 1: community pharmacies to provide more access to ongoing oral contraception. Tier 2: Exploring the possibility of community pharmacies initiating access to contraception and recognising it as a place to support wider patient choice and create capacity.

The members reviewed the LCS data for West Sussex 2021/22. There has been an increase in delivery over the last few months. There is an Alcohol Brief Intervention webinar on the 10<sup>th</sup> of May, Holly Yandall is due to speak as are CGL to discuss Naloxone and substance misuse. There are still issues with MH not receiving data and this prevents support for low performers.

CGL meetings update: Service Specs have now been created by MH and JP and circulated to CGL however there has been no response to date. CGL have appointed Tina Fowler as Pharmacy Liaison Lead. MH is currently meeting with Tina every 2 weeks and after she has been in role for 3 month this will become monthly meetings. Tina has been

contacting the pharmacies that have not provided their bank details for the changeover to CGL. There is a meeting pending with CGL and MH has also highlighted that the Naloxone SOP is a Lloyds copyright. Monthly meetings with Ian Dunster are taking place. MH has met with the East Sussex substance misuse lead and is also meeting with the West Sussex substance misuse lead next week to discuss the specs and next steps, both these leads want fair remuneration for pharmacy. MD requested to attend the next meeting with Ian Dunster.

**Action:** MH to give information of next meeting with Ian Dunster to MD.

The members reviewed the DMS data. Hospitals have quality indicators (CQUIN) and DMS is part of this, they get their data on how many pharmacy DMS claims are made via MYS. There are significant differences in completed and claim numbers which is an issue. This impacts the trust as they use this data to meet their targets. The manual process of taking data from PharmOutcomes and then manually adding to MYS is a barrier. MH does contact these pharmacies to highlight the outstanding completions. It was suggested that a tutorial on how to claim on MYS could be included in the September contractor event.

**Action:** Newsletter article on claiming.

**Action:** Include a section on how to claim at the September contractor event.

Hypertensive case finding service update: This service has been commissioned by NHSE SE. Payment is available (£400.00 for submission of proposal and a further £800.00 on submission of the second part) for PCN leads for data collection of who is / isn't providing the service or who is intending to. This information will then be circulated to GP surgeries to assist with a pathway of signposting. 52 out of 65 proposals were accepted, 13 without a lead participating which MH will complete. In West Sussex 86 pharmacies have signed up to the hypertensive case finding service.

There is a pilot referral scheme GP pathway into pharmacy through AccuRx (secure message service). In Surrey 2 PCNs are going live in the next couple of weeks. The care coordinator in the PCNs will highlight a cohort of people per week and send them a message (after first checking pharmacy capacity). A map has been created for patients to see where they can attend. This scheme will be evaluated in 6 weeks. There will be a link in the message where the results from the pharmacy tests are inputted. That goes directly onto their clinical record. If ABPM needed the pharmacist will contact the care coordinator who will send a new link. If this is successful it will roll out across Surrey and Sussex. The members were asked for feedback on the service.

Smoking cessation advanced service update: Sign up from the 10<sup>th</sup> of March. The members were shown the inclusion and exclusion criteria. This service should not be actively promoted to the public by the pharmacy as it is for discharge from hospital, not to replace local services. 27 pharmacies across the patch have signed up to date.

NHS smoking cessation service pilot Transfer of Care to Community Pharmacy from Maternity Services update: This pilot started on the 31<sup>st</sup> of March 2022 in Nottingham. The service spec is on the NHSBSA website and if successful will be further rolled out.

Updates:

West Sussex

- Alcohol brief intervention and advice – webinar 10<sup>th</sup> of May, alcohol wellbeing advisors and CGL to present Naloxone and Nyxoid
- Feb PH meeting: Discussed collaborative working with PH priorities and campaigns, service review, sharing information and national services

Brighton

- Alcohol awareness - HLP commissioned service not claimed money - working with Roisin at B&H to chase up and support claiming
- Stop smoking LCS meeting scheduled with Jimmy Burke public health lead
- Jan PH meeting: Discussed CV19 Vacs, national services, smoking LCS and CVD

East Sussex

- EHC PGD – Suspended due to PGD issues – plan in place to avoid this in future in form of MOU with the CCG which will increase governance assurance
- April PH meeting: Discussed sign-up, activity, training, successes & areas for improvement, national services and to meet regularly with EHC and Smoking leads

Surrey

- Surrey CCG - LCS for fidaxomicin and vancomycin for treatment of C. difficile
- Surrey LCS Flu vaccination - FY 21/22

- Frimley UTI service – EOI gone out to pharmacies in Frimley. The pharmacist to supply nitrofurantoin, when indicated to patients in line with the requirements of the locally agreed PGD in uncomplicated patients presenting systems as detailed in spec
- Ondansetron service in Frimley - Up and running, 1 pharmacy contacted had received their first prescription and evaluation is planned in due course
- CDS - Condom distribution service – MOU, £50 retainer, £4 per supply, committee approval required
- DPS - waiting for information on date portal will be reopened

#### Updates:

- Weight management - NHS Low Calorie Diet Pilot Programme Guidance for GP practices, total meal replacement diet 800-900 kcals provided by Xyla
- HLP champion - 25 assessments completed, 3 invalidated/not achieved and 38 workbooks. 6 new signups in Q4 - used 74 places out of 194
- Pharmacy collects Lateral flow test: Completed Transactions for Covid-19 Lateral Flow Device Distribution Service
- Palliative care - Service spec due to be signed off through final stages, £1000 approved, Jo Piper collating data for payments owed 20/21, 21/22. MH does not have access to information of who is owed funds.
- H Pylori, Mar Charts and Gluten free services have been escalated for review
- Sussex Lung cancer service ended 31.3.22

**Action:** Advise contractors to claim for palliative care payments.

#### Forward view:

##### Next three months

- Roll out of the GP AccuRx pathway
- Discussions with trusts regarding smoking cessation service
- Expression of Interest Surrey CDS (if signed off)
- Area manger forum
- Next round of service clinics
- CGL substance misuse contracts
- Palliative care payments and continue supporting LCS claims to be paid
- Collation of data for PCNs without funded lead for hypertensive case finding service
- PCN Lead training events
- Next rounds of PH meetings and stakeholder meetings
- Annual review prep
- Brighton PGD renewals

#### **10: GP and A+E CPCS**

- 36 Practices live/trained in East Sussex within 15 PCNs
- 30 Practices live/trained in West Sussex within 14 PCNs
- 21 PCNs live in Surrey
- Over 3600 referrals made across Sussex & Surrey
- Pilots starting this year for referrals from 8 UTCs/A+E
- National support offer to GP Practices from PCC – should encourage & improve usage
- Online webinar for pharmacy contractors to share best practices as we move to BAU

JT has created a webinar highlighting best practice of CPCS GP referrals. Needs to become business as usual. The members reviewed the referral data.

#### **11: Amy Galea, Chief Primary Care Officer, ICS and Eileen Callaghan, Director of Medicines Management and Optimisation**

Amy introduced herself and the members were given an update. The Health and Social Care Bill will come into place 1<sup>st</sup> of July 2022. The ICB will take on some functions from NHSE from then, including the pharmacy contract. There are 6 integrated care boards in the South East region who have all expressed interest on becoming early adopters, all others will be on 1<sup>st</sup> April 2023. The transition will be more phased for pharmacy. Governance structures from 1<sup>st</sup> July will be an integrated care board consisting of 15 people, 5 execs of the new organisation, 5 non exec directors and 5 partner members. They will be responsible for delivering the Sussex plan and allocation of resources.

Another forum that will be established is the Sussex Health and Care Assembly with partners from different organisations including universities, housing and environmental. They will have the remit to develop a 5-year strategic plan for the population of Sussex in terms of health and wellbeing improvement. Governance arrangements will be at system level. For primary care, 3 place-based forums which will be based on primary care footprints. These groups will evolve to also include community pharmacy, dentistry, and optometry.

### **12: RSG Update**

RSG hosted meetings at the end of March and more will follow in May. The prospectus has now been published. Voting will take place in May and results due in June. RSG are running events nationally to support, JP attended the meeting yesterday and gave the members a brief update. Once the vote is known plans will be put in place for PSNC timescales. The main LPC differences are the recommendations that the LPC should match the ICS footprint. The LPCs that do not match an ICS footprint have been mapped out (this includes Sussex). The LPC would also be impacted by the change in the levy distribution which would increase contributions to PSNC by 13%. LPCs will also have KPI's. It was agreed that the financial implications need to be known as soon as possible.

### **13: PSNC Update – Sunil Kochhar**

Apologies was received during the meeting from Sunil Kochhar.

### **14: Finance Update**

The members reviewed the West Sussex LPC YTD and the budget proposal for 2022/23.

The members reviewed the CPSS 2021/22 YTD and budget proposal for 2022/23.

**Decision:** The members agreed to accept the budget proposal.

Possible levy holiday to be reviewed.

**Decision:** Review the levy later in the year once the outcome of the RSG vote is known.

Honorarium – This should be reviewed (on a separate basis) and now needs to be taxed in the current financial year and should this therefore be increased to allow for this.

**Decision:** Increase now to allow for tax but a further review with the new committee in April 2023.

### **15: Market entry**

#### **Awaiting response**

Unforeseen benefits – Chichester

#### **Outcome - approved**

No significant change relocation – Worthing

#### **Outcome – refused**

Inclusion in the list - East Grinstead

### **16: AOB**

Nothing raised

### **17: Close**

### **Future meeting dates & venue**

#### **LPC Committee Meetings**

<b>East Sussex LPC</b>	<b>West Sussex LPC</b>	<b>Surrey LPC</b>
The East Sussex National, Uckfield, TN22 5ES 9.30am – 4.00pm	The Old Tollgate, Bramber, Steyning, BN44 3WE 9.30am – 4.00pm	Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead, KT22 8QP 9.30am – 4.00pm
Wednesday 20/07/22 (to be held at the Sandman, Gatwick)	Wednesday 20/07/22 (to be held at the Sandman, Gatwick)	Wednesday 20/07/22 (to be held at the Sandman, Gatwick)
Thursday 22/09/22 Meeting + AGM	Wednesday 14/09/22 Meeting + AGM	Wednesday 21/09/22 Meeting + AGM
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)

9th June 2022 – 15:30 – 17:00 Teams online

6<sup>th</sup> October 2022 – 10:00 – 12:00 Venue TBC

12<sup>th</sup> January 2023 – 15:30 – 17:00 Venue TBC

30<sup>th</sup> March 2023 – 10:00 – 12:00 Venue TBC

**South East LPCs and Partners (Regional Meeting)**

(Chairs, Vice Chairs to attend)

9<sup>th</sup> June 2022 (hosted by Kent) 10:00-13:00 Teams online

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

**PSNC Forward Dates:**

**2022 PSNC Meeting Dates**

22<sup>nd</sup> September 2022