

Minutes of Meeting of East Sussex Local Pharmaceutical Committee

Date Thursday 29th September 2022 starting at 10:00
Location: East Sussex National, Little Horsted, Uckfield, TN22 5ES
Present: Craig McEwan, Chair, Sarah Davis (pm), Vice Chair, Mark Weston, Joel Daniels, Ankit Tyagi, Jas Condon, James Grieves.
In attendance: Julia Powell, CEO, Marie Hockley, Service Development & Support Lead, Micky Cassar, Business Administrator, Ciara O’Kane, Community Pharmacy Clinical Lead NHS Sussex (am).

1: Welcome & Introductions

CCA reporter: James Grieves.

2: Apologies for Absence

Paul Antenen, Dan Melrose.

3: Governance Matters

The Chair asked if there were any changes to the Declarations of Interest, none were raised. The members were reminded by the Chair of the LPC constitution and the Nolan principles.

4: Minutes & Matters arising:

The minutes from the last meeting on the 20th of July 2022 were reviewed and the minutes were signed off as accurate by the Chair.

Actions in progress:

250 - MH to chase outstanding Palliative Care payments for all pharmacies.
272 - MC to set up a separate CPSS account for possible additional grant funds.
274 - CC to update re electronic form use.

5: CEO report

The East Sussex PNA is going to the HWB today. B&H PNA went to the HWB last week. None of the PNAs identify any gaps in service provision. All 4 local PNA’s have recommendations in them (due to reduced opening hours) for a rota service commissioned from existing providers. The Brighton & Hove PNA commented there was no late-night pharmacy in B&H. A locally commissioned service for a rota provision has been put forward with a task and finish team reviewing. The LPC was not invited to the first meeting but will be for future meetings. The members were asked if contractors would be interested in an LCS based on £400.00/hour, the rota would be until 22:00. The members were asked if they would support the rota LCS.

Action: The members were keen to progress a potential LCS for late night opening in Brighton & Hove.

The BH NHSE rota ends Easter 2023 and this needs to be discussed now and take into account inflation costs.

The issue of patients attending pharmacy before their prescriptions are ready was raised. The surgery needs to understand the timescales and not give the patient the wrong timeframes. CO highlighted there is a practice manager meeting, and this could be raised there.

Action: CO will find details of the practice manager forum, and this can be raised there.

Q2 Operating plan:

PCN lead network event update: HEE have provided funding for PCN training dates however it has recently been established that PQS will not have any PCN lead elements this year. The future of the PCN lead role was discussed at the PSNC conference and also the terms for the 2023/24 CPCF elements. All SE Chief Officers had a meeting in relation to the funding for PCN lead training and JP has met with Amy Galea with regards to PCN lead funding. JP has met with Ash Soni who has requested proposals to improve pharmacy which would then be funded. The members were asked to give any ideas to JP who will collate and respond to AS.

Action: Give JP any ideas to collate and feedback to Ash Soni.

Q3 Operating plan:

PQS update: Gateway criteria for PQS includes completion and claim of 20 NMS between April – April. There are a number of pharmacies not claiming any NMS (the last data shows 86 made no claim in June across CPSS). CPCF transitional payments are continuing.

It is unknown when the workforce survey will be circulated but is likely to be in October. Workforce issues were discussed. There are workforce meetings across the patch. DPP – Avon LPC now have £10,000.00 from LPC funds and are recruiting a person one day a week with target in the first 12 months to get 50 pharmacists through the IP course then increasing. In Surrey a bid has been put in for £200,000.00 to pay the GP £2692.00 to be a DPP community pharmacist equivalent to the funding they receive for supervising ACP's. It was suggested this is looked at across Sussex. It was discussed if a bid for funding could also be put in. There is funding for technician training, 12 community pharmacies across Surrey and Sussex applied for funds to train up technicians. JP has met with Shane Costigan Pharmacy Director, there is currently £37,000.00 left of the careers website funds. The members were asked for ideas with regards to how this could be used to further career opportunities within community pharmacy and to relay these to SC. MD happy to attend career fayres etc.

The community Pharmacy Event scheduled for 18/09/22 was cancelled due to the death of HM Queen Elizabeth II and will be rescheduled, when the date is set this will be circulated. It was suggested that a webinar for peer review could be done shortly as this was something that was due to happen at the event.

Action: create a webinar for peer review.

LPC members training plans: PSNC initially stated they would be providing training in the last 6 months of this year however at this time there are no planned dates. JP has met with Pfizer who are willing to sponsor LPC training. JP will provisionally get sessions run in March 2023 for LPC members while awaiting PSNC training.

Reports from local meetings:

NHSE devolved the contract to the 6 ICBs in the South East. JP has contacted Amy Galea asking for community pharmacy to have a seat on the place-based boards. A member of each of the ICS's attend a committee in common with NHSE, Sussex would like the whole contract further devolved down. Charlotte Keeble is managing the POD contracts in Sussex, JP to arrange to meet with her. At the committee in common they discuss issues arising including work force shortages and closures. There will now be a closure summit in the middle of October where reps from each ICS, all Chief Officers and NHSE will be in attendance. Management from Boots and Lloyds will also be attending to share updates on actions they take to minimise closures. In Surrey all the surgery email addresses are being collated by the LPC and will be circulated once complete to assist with communications when closures occur.

JP has met with Linda Honey (Surrey Heartlands) who is creating an action plan to give to meds management and PCN staff. This will include a list of paid support staff (from the ICB) who would be able to offer support to avoid closures at short notice. It would be NHSE who would hold this bank of staff not the LPC. It was discussed that communication of closures is an issue and it was suggested that a flow chart document could be created to remind people of what actions they need to take on the event of a closure. NHSE were asked to do this and send out to pharmacies, still waiting for this to happen.

The final CPAF data has been received with all completing in East Sussex LPC, 2 not completing in West Sussex and 4 in Surrey.

6 pharmacies did not complete the data protection toolkit in Surrey. The shared care record access will not be rolled out if they have not completed the toolkit.

Risk Register: The members reviewed the updated Risk Register.

Decision: The members agreed to adopt the updated Risk Register, and this will be published on the website.

Business Continuity Plan: The members reviewed the updated Business continuity plan.

Decision: The members agreed to adopt the updated Business continuity plan.

6: NHS Sussex

The members were given an update from Ciara O'Kane, Community Pharmacy Clinical Lead for NHS Sussex. The medicines optimisation structure was explained and who was in charge for each area. 3 priorities, quality assurance, governance and PCN engagement. CO is recruiting a project manager which is funded by NHSE until March 2024. In April 2023 Sussex formulary will go live, currently being mapped. The Sussex wide APC now have authority to make decisions as of July.

Low carbon inhalers is a priority and the members were given an update on what steps are being taken for patients to assist with this. A medicines optimisation incentive scheme, MOIS scheme was launched in July focusing on dependence forming meds, antimicrobial stewardship, CVD and self-care.

One of CO main focus is the community pharmacy consultation service (CPCS) and trying to get PCNs engaged and signed up to the service. The members were asked how this was working or if they had any suggestion for improvement.

DMS – the members were asked how it is working, what the challenges were and what could be improved. The double entry with PharmOutcomes and MYS is an issue.

7: Service Development & Support

The members were shown the East Sussex LCS data. MH has met with Colin Brown regarding the stop smoking service, the data is looking positive, they are looking at making the training easier and quicker. The training courses needed for the service are not always available and are currently a 2-day face to face training. MH is looking into this being changed to online training and shorter. Tanya Sutton is the OneYou East Sussex trainer and current training dates have been circulated. It has been confirmed that refresher training is not currently being offered however they will record the next refresher training session which will be added to the CPSS website.

East Sussex Public Health meetings have included discussions on remuneration for NHS Healthchecks and the viability of the service discussions are continuing. PH would like to onboard more pharmacies to the service and the criteria is being discussed.

The members reviewed the Brighton & Hove LCS data. Naloxone prescribing levels are low and an engagement event is being considered.

The members were shown the Advanced Service Provision data for 2021/22. It was highlighted that it would be good to circulate information as to which pharmacies provide stoma services.

Action: MH to circulate information of which pharmacies provide the stoma service for signposting.

Action The services infographics will be added to the website.

Hypertensive case finding service update:

There are 363 pharmacies signed up Surrey and Sussex, of these some maybe in implementation phase.

Community pharmacies have completed 4805 BP clinic checks and 255 ABPM (up to 31st August 2022).

We have collaborated with PCN's and the wider network to develop pathways that are mutually beneficial.

The AccuRx pathway has been developed by Marie Hockley, Service Development and Support Lead CPSS and Dr Suneeta Kochhar Clinical Lead for CVD Prevention, NHS Sussex ICB which is designed to complement BP@Home and other workstreams in order to support hypertensive indicators. Our most advanced pilot site is Bexhill PCN which has a 40%-50% acceptance rate with between 5-10 patients treated to target (up to 1st of September 2022). An example of best practice was highlighted where the surgery and pharmacy agree a day of the week where the pharmacy will employ an extra staff member and the surgery will book up that day for the hypertensive appointments.

LPC updates:

East Sussex

NHS HealthChecks LCS – Waiting for updates for additional pharmacies to be onboarded.

LCS Smoking – Pharmacies emailed and asked to indicate barriers, challenges, and training needs so MH can liaise with the Public Health team for bespoke training.

Smoking LCS - Tanya Sutton is organising training sessions.

Monthly meetings with Colin Brown Public health tobacco lead.

Service specification reviews to take place September to discuss fees and specs.

Varenicline PGD not renewed as currently unable to supply.

Brighton

AccuRx roll out to support hypertensive case finding service: West Hove - waiting for update on engagement, East Deans and Central PCN live 5.9.22 - 30 invites sent, 5 received, 1 patient initiated on antihypertensives.

Smoking service specification in discussion and review taking place.

Flu plans in discussion regarding council colleagues – private agreement expected, EOI went out to pharmacies and this info shared.

Surrey

Flu for SCC colleagues – Recommissioning for 2 years. EOI sent out, spec and fees in progress- 23 received (deadline this Wednesday). £11.30 admin fee plus drug tariff cost of drug.

Condom distribution service - EOI sent out to pharmacies who provide sexual health services- 18 received. EOI initially sent to pharmacies doing chlamydia screening.

AccuRX roll out to support hypertensive case finding service SASSE 1 and 3 Live, East Guildford- go live to be agreed, Epsom meeting to finalise details. Pharmacies in COCO, Woking wise 2, North Guildford contacted waiting for PCN contact details. Some PCNs have decided not to do it at PCN level but surgery by surgery. There are now PharmOutcomes templates in place.

DPS – portal open for submissions. SCC have rolled over the contracts and want all contractors to move to the DPS portal. If anyone needs help with this contact MH.

C difficile service approved - EOI's to start around October time. Draft spec is being finalised.

H Pylori – Service signed off expected to be circulated for sign up in October.

Frimley - Additional pharmacies to be onboarded for Simple UTI service.

MH sits on the sexual health needs assessment Working group – This groups works on 72 recommendations that were identified as part of the report. Community pharmacy play a role in shaping these to enhance the opportunities for new services. There are three groups which MH attends, Communication / young person's / adult groups.

Microsoft form sent to pharmacies commissioned for BP+/NHS HC LCS and asked to indicate barriers challenges and training needs. Responses were sent on to the Public Health lead who is contacting the pharmacies to ensure they get the training they need.

West Sussex

AccuRx roll out to support hypertensive case finding service Coastal and South downs live but due to a technical issue there is no data yet. MH has met with Chanctonbury PCN who are eager to go live. MH presented at Arun PCN board meeting. Cissbury PCN pharmacies were contacted but no pharmacies live, due to recall pharmacies to check in with live status.

EHC PGD's sent out to pharmacies.

Fee uplift and Service specification reviews confirmed to be a public health priority, MH is attending a meeting with Moira to discuss.

LCS NHS HC and Smoking – Pharmacies emailed and asked to indicate barriers, challenges, and training needs.

Other updates:

MH is trying to establish which pharmacies are still providing the Gluten free WS service (which is to be decommissioned).

NHS Community Pharmacy Smoking Cessation Service: 97 pharmacies signed up – 39 Surrey, WS 28, ES 30. MH on tobacco dependency group in Surrey. MH will be presenting at the next meeting to give them an overview of the service spec.

Hypertensive case finding service: 363 signed up, 70.1% of our contractors. Continued exploration to find addition pathways into the service and supporting contractors via phone and email as requested.

Substance misuse contract Sussex: Specification approved, final draft awaiting. In Surrey there may be an event coming up organised by Public Health for community pharmacy teams, this will likely be an evening event to network and reinvigorate the service. Update to follow when more information available.

PCN leads: There are 4 vacancies, Haywards Heath Central, Horsham Central, West Byfleet and Surrey Heath.

GP Self-care domain 2022/23 Prescribing incentive scheme Sussex- CPCS a priority for GPs signed up to service- JT presented at the meeting to encourage surgeries to increase referrals.

HLP 75 courses requested: 28 passed, 15 in progress. 28 withdrawn 3 invalidated, 1 not achieved. HEE have decided that this program will be withdrawn so if not completed before the end of October they will be withdrawn. MH will contact all to ensure as many as possible get through.

Continued fortnightly meetings to support colleagues: Ben Sylvester new public health lead for substance misuse in Surrey, Tina Fowler (Sussex) Pharmacy liaison lead for CGL and Georgina Gillard Pharmacy Services lead at Kent LPC, ICS Community Pharmacy Clinical leads - Sussex Ciara Okane and Surrey Hursh Gadga and integration project manager Hadi Zare. MH having monthly meetings with counterparts in Hertfordshire and Northeast London.

Palliative Care Sussex: Jo Piper has been chased for an update on outstanding payments and confirmation of email address for the new specification. Waiting for confirmation that new spec will be approved.

DMS: Claim data indicates a significant issue with uploading information from PharmOutcomes to MYS. There are issues with pharmacies not uploading referrals as CQUIN hospital data needs this. In Surrey MH working with Nicki Smith on how support can be provided to ensure everyone is doing this. A webinar will be held around November (date to follow) including instructions from admission through to claiming support. There are a lot of referrals that were not claimed for but were completed.

Covid vaccination phase 5: 41 current sites and there are 30 sites undergoing assurance process.

Flu- Specification 50-64 years old cohort will only be eligible once more vulnerable groups have been offered vaccination, including those aged 65 years and over and those in clinical risk groups. Contractors will be able to start administering vaccines to 50–64-year-olds not in a clinical risk group from 15th October 2022.

Services newsletter circulated to all pharmacies in August detailing claiming information for services and links to essential guides along with links to other resources that will support claiming.

Forward view:

- Continued roll out of the Gp AccuRx pathway
- Discussion and meetings ongoing with trusts regarding smoking cessation service/DMS
- Expression of interest Surrey CDS service, training, and rollout
- SCC Flu - LCS Commission
- C Diff and H Pylori rollout Surrey
- De/Recommissioning Gluten Free, H Pylori, MAR charts Sussex
- Support for DPS Surrey
- Area manager forum – TBC
- Service clinics
- CGL substance misuse contracts
- Palliative care
- Continued collation of data for PCNs without funded lead for hypertensive case finding service
- PCN Lead support- presenting at PCN meetings and advising on local matters
- Next round of PH and stakeholder meetings
- Service fees and contract renewal from 1st April 23

Action: MH to start distributing the slides prior to the meetings.

8: CGL update

Service Specification and financial information:

The members reviewed the service spec which was shared prior to the meeting. The fees were highlighted. A quarterly review of the patient (option to tick if unable to pursue) but still get £10.00 per client per month. You need to input the unsupervised patient details once a month to receive this payment. The missed doses are not paid for but have been included in the costing and therefore still need to be recorded in PharmOutcomes (renumeration part of the supervised consumption fee) and this data will be reviewed by the drug and alcohol team. The quarterly review is on PharmOutcomes (approx. 5 yes/no questions – unless further explanation needed). It has been agreed that the audit will take community pharmacy no more than 15 minutes to do (once a year) as CGL will complete the rest. The final service spec should be available mid-October for the service to start towards the end of the year / beginning of next year. An annual inflation requested to be built into the contract.

Decision: The members were happy to progress with the CGL service.

9: PSNC update

The announcement was made at the conference on the 22nd of September as to what the new CPCF is for year 4 and 5. PQS details have started to be circulated. There was an update regarding the levy, the proposal moving forward is that this is based around items and service income. This was discussed in breakout rooms. The final new levy amount will be communicated to LPCs this week. There was an update with regards to the model constitution and TAPR. The draft constitution has now been received and will be circulated to members. If the LPC does not adopt this model the LPC will not be part of the Chiefs Officers forum or have access to the online Clyde & Co support. It was raised that there were not a lot of people physically in the room and this should be increased for next year. It was also highlighted that pharmacy are not good at promoting themselves unlike GPs. Public perception is fairly strong now due to Covid so this needs to be built on.

10: Finance update

The members reviewed the East Sussex accounts YTD. The members were reminded to submit their expense claims promptly. The members reviewed the CPSS accounts YTD. No questions were raised.

11: Market entry

Awaiting outcome

Application for inclusion - Westham

No significant change relocation - Rye

Notification Received – Approved

No significant change relocation – Lewes Rd, Brighton

12: TAPR update

The PSNC conference highlighted recommendations of what LPCs need to look at in terms of next steps from the RSG. The transformation toolkit includes stage one and stage two of the recommendations and timeline. In September a new employment portal was launched with Clyde and Co (funded by PSNC). Access to this portal is for CEO's, Chairs, Vice Chairs and Treasurers. The portal contains a number of templates including an updated staff handbook which is currently being reviewed by SD. In October LPCs should meet to discuss 5 key questions and develop a proposal of what should happen moving forward with regards to boundaries / sizes etc.

Once LPCs have worked through the toolkit an EGM should be held for contractors in January 2023, to take them through changes and then start implementation in February 2023. Due to the tight timescales, it has been proposed that instead of the current committee ending 31/03/23 that LPCs could move this by 3 months so would finish 30/06/23 with the new committee in place 01/07/23.

There is a stocktake document for LPCs to work through to establish where they are in this process. JP has completed the toolkit for the three LPCs, East and West Sussex are not aligned as Sussex is covered by just one ICB. Surrey covers 2 ICB areas. Surrey Heartlands is fully aligned with the LPC, but Frimley is not. The contractor composition has also been reviewed along with committee representation. The stocktake also looks at contractor numbers, contractor composition, committee members and levy amounts.

By the end of the November LPC meeting the LPCs need to have answers to 5 key questions:

Does our current structure match that of the NHS:

Are we the right size:

Are we being effective and efficient with our finances:

What are we called:

How big is our LPC committee:

The options with regards to boundaries are, stay the same, break up the CPSS structure, or West and East Sussex LPC's merging or to merge all three. The members discussed the options. It was proposed that anyone who is unable to attend the November meeting will have the discussion beforehand with JP/Chair and have a proxy vote to allow a vote from all members. It was suggested that Kent could also join as a federation. It was also suggested that it seems right that East and West Sussex merge to mirror the ICS. The CPSS structure has worked well so should be kept. The members agreed that it would make sense to merge with WS. WS have suggested a subcommittee is formed with three members from each LPC (AIMp, IND and CCA) and that they meet prior to the next LPC meeting to discuss any issues to allow for a decision to be made at the November meeting. SD volunteered, CM, JD. It was also proposed that the November meeting be joint (half day separate and half day joint). WS also felt that they would like a committee size of 12. It was raised whether the committee size should be an uneven number.

Action: Subcommittee to be set up to meet prior to the LPC meeting in November, SD, CM, JD.

Action: Set up a date for the subcommittee and circulate doodle poll.

Action: Set up a doodle poll for a date for the Nov LPC meeting.

The CPSS office future was discussed. It was proposed to give notice. The issue of confidential storage will need to be reviewed; this will likely be resolved through storage in store.

Action: Give notice for the LPC office.

13: AOB:

Mark Weston will be resigning from the LPC as of this meeting.

It was highlighted that Novo Nordisk are supporting pen recycling. It is free to obtain equipment including a waste bin. At time of dispensing the patient is given a box to send the pen (without the needle) either through the mail direct to Novo Nordisk or to a pharmacy. You order supplies through Alliance, and they collect the waste bins on their normal route so no real additional work other than handing out the box and relaying what to do with it. Sharps are discarded in the normal sharps bin at home (council collect) and then they return the other parts. There have been pilot sites and their vision is zero emissions by 2024.

Decision: The members agreed this information could be circulated in the newsletter.

14: Close

15: 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	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 23/11/22	Wednesday 23/11/22 (ES National)	Wednesday 30/11/22
Thursday 09/02/23	Wednesday 01/02/23	Wednesday 08/02/23
Thursday 18/05/23	Wednesday 03/05/23	Wednesday 10/05/23
Thursday 20/07/23	Wednesday 12/07/23	Wednesday 19/07/23
Thursday 14/09/23 Short meeting + AGM – Venue TBC	Wednesday 13/09/23 Short meeting + AGM – Venue TBC	Wednesday 20/09/23 Short meeting + AGM – Venue TBC
Thursday 23/11/23	Wednesday 22/11/23	Wednesday 29/11/23
Thursday 08/02/24	Wednesday 07/02/24	Wednesday 15/02/24

Community Pharmacy Surrey & Sussex Executive Committee:

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

12th January 2023 – 15:30 – 17:00 Online

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

South East LPCs and Partners (Regional Meeting)

(Chairs, Vice Chairs to attend)

12th January 2023 (hosted by – Kent) 10:00 – 13:00 Online

PSNC Forward Dates:

No future dates announced