

Minutes of Meeting of Surrey Local Pharmaceutical Committee

Date: Monday 26th September 2022 starting at 10:00
Location: Zoom online meeting.
Present: Hemal Chudasama, Vice Chair, Purvi Shukla, Jaymil Patel, Jay Amin.
In attendance: Julia Powell, Chief Executive Officer, Marie Hockley, Service & Development Lead, Micky Cassar, Business Administrator.

1: Welcome & Introductions

The Chair welcomed the members and guests to the meeting.
CCA Reporter: Purvi Shukla

2: Apologies for Absence

Sejal Patel, Rupal Badiani, Jay Patel, Chris Scoble.

3: Governance Matters

The Vice Chair asked if there were any changes to the Declarations of Interest. Nothing was raised.
The members were reminded by the Vice Chair of the LPC constitution and the Nolan principles.

4: Minutes & Matters arising

The Vice Chair asked the members if they had read the 20th of July 2022 LPC minutes and if there were any issues with the accuracy. No issues raised. The Vice Chair signed the July LPC minutes as a true account of the meeting.

The action/decision log was reviewed.

Actions in progress:

270 – Circulate the paper written by the College of Mental Health Pharmacy when final version available.

278 - Review the budget again at the September meeting.

279 - Look into insurance for LPC committee members.

281 - Surrey LPC members asked for a log in for Virtual Outcomes to do the CPCS training so they can see from GP end what it looks like.

5: Finance Update

The members were reminded to submit expenses promptly. The current rate was reiterated, this will be reviewed in March 2023.

Action: Review the expense policy in March 2023.

The members reviewed the Surrey accounts year to date, no questions were raised.

The members discussed the continued use of the office, and it was agreed to add this to the next meeting agenda.

Action: Add discussion of keeping the CPSS office to the next meeting agenda.

6: Market entry

Awaiting response

Inclusion in the pharmaceutical list – DSP – Ashvale – Appeal, awaiting outcome.

Unforeseen benefits – Guildford Road, Ash parish – Appeal, awaiting outcome.

Consolidation – Caterham.

Consolidation – Cranleigh.

Notification received – Approved

No significant change relocation – Chobham

The PNA is currently with the HWB to be signed off. This currently states there are no gaps but due to consolidations the need for a supplementary to be issued may need to be considered.

7: CEO Report

The 4 PNAs are now out for consultation and are due to be signed off by the HWB. None of the PNAs identify any gaps in service provision. All 4 have recommendations in them (due to reduced opening hours) for a rota service 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.

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

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 conference. PSNC conference discussed the terms for the 2023/24 CPCF elements.

Surrey & Frimley shared care records update: This should be signed off shortly allowing for a 4-phase rollout. Each phase will include around 50 pharmacies. Information will be circulated to establish who will be ready for the first phase.

Q3 Operating plan:

PQS update: Gateway criteria for PQS includes a 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.

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.

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. A member of each of the ICS's attend a committee in common with NHSE. 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 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. The LPC are collating surgery emails for Surrey Heartlands which will be shared with contractors to use when they need to communicate closures. This is currently being collated and will be circulated once complete.

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 who would be able to offer support to avoid closures at short notice. The members discussed if they would support this idea which they agreed to do. It would be NHSE who would hold this bank of staff not the LPC.

Decision: The members agreed to support the emergency team in principle.

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

8: TAPR Update

The PSNC conference was held on the 22nd of September which included an announcement on the CPCF. There will be no further funding, only concession is that 100 million due to be clawed back (due to overpayment to community pharmacy) will not take place. A new contraception service is launching on the 11th of January 2023 (a two-tiered launch). Tier one will be maintenance of oral contraception already started with tier two initiating in the Autumn.

The meeting also 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.

The PSNC funding and levy principles moving forward, and revised model constitution were also discussed. In October the LPC should receive an indicative amount of what the levy to PSNC 23/24 and 24/25 will be. The levy is currently based on items, this will change to looking at items and service income. The attendees discussed what service income should and shouldn't be included, for e.g., advanced services and Covid vaccinations. PSNC will shortly circulate what the agreed and final levy principles are (due next week). By the next meeting JP will have final LPC levy figures so the uplift, current levy and impact will be better known. 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, 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.

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 merging all three LPC's. Looking into if the three LPCs stay as independent or merge. 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.

Action: Members to decide at the November meeting how the LPCs will look boundary wise at the November meeting.

9: Service Development Update

The members were shown the Surrey LCS data. Remuneration for NHS Healthchecks and the viability of the service discussions are continuing. The members were shown the Advanced Service Provision data for 2021/22.

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 hypertension 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:

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.

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.

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

It was discussed that the issues with DMS is due to the time consuming and clunky way of uploading the data. It was suggested that “walk in your shoes” would be a good way of highlighting.

10: PSNC update

PQS has been announced including training requirement dates which needs to be relayed to contractors. Safeguarding has been changed to level 3.

11: NHS Surrey Heartlands update

Hursh Gadga, community pharmacy clinical lead and Mohammadhadi Zare, community pharmacy project manager, gave a brief update as to their new roles and their work priorities. Their main priority is to work collaboratively across the sector, increasing patient safety, easing transfer of care, and new services. It was suggested that it would be beneficial for both their roles to do pharmacy visits.

Action: Arrange pharmacy visits for Hursh Gadga and Mohammadhadi Zare.

12: AOB

Meeting dates for 2023/24 were reviewed. The members were asked if there were any issues, nothing raised.

Action: MC to book the venues for the upcoming LPC meetings.

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.

13: Close

14: 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