

Minutes of Meeting of Surrey Local Pharmaceutical Committee

Date: Wednesday 10th May 2023.
Location: Tyrrells Wood Golf Club, Leatherhead, KT22 8QB.
Present: Purvi Shukla, Treasurer, Jaymil Patel, Jay Amin, Chris Scoble, Neha Soni, Sejal Patel, Smita Patel, Mala Mahasuria.

In attendance: Julia Powell, CEO, Marie Hockley, Deputy Chief Officer, Micky Cassar, Business Administrator.

1: Welcome & Introductions

The Chair welcomed the members and guests to the meeting.

CCA Reporter: Chris Scoble

2: Apologies for Absence

Jay Patel, Priya Patel.

3: Governance Matters

The Chair (JP) asked if there were any changes to the Declarations of Interest, nothing was raised.

The members were advised that the committee size is now 10 members and to be quorate needs to be 6 members.

The members were reminded by the Chair of the LPC constitution and the Nolan principles.

4: Set up of new committee

Jay Patel was nominated for Chair and Chris Scoble was nominated for Vice Chair, Purvi was nominated as Treasurer. This was agreed by all.

Action: Email the committee members to see which subcommittee they wish to be on.

5: Minutes & Matters arising

The Vice Chair asked the members if they had read the 8th of February 2023 LPC minutes and if there were any issues with the accuracy. No issues raised. The Vice Chair signed the February LPC minutes as a true account of the meeting.

The action/decision log was reviewed.

Actions in progress:

301 - Set up a Surrey payroll for honorariums. In progress.

6: CEO Report

CPSS new Services Lead:

The role was advertised on Indeed and C&D. The candidates were shortlisted, and the interviews took place 2 weeks ago. A candidate has been selected and has verbally accepted but once this is formal this will be relayed.

Q4 and Q1 Operating Plan:

The members were updated as to progress on workstreams.

There are still 2 Sussex LPC IND vacancies, and the members were asked to advise if they knew any potential candidates. Surrey Heartlands ICB and Frimley ICB shared care records: in test pilot stage. Once these tests are complete, the rollout can proceed.

The Surrey Downs Project: These funds were due to go towards a UTI service, but as confirmed yesterday, community pharmacy will now have 7 minor ailment conditions they can prescribe for and one of these is uncomplicated UTIs so waiting to hear if they still want to proceed with this. The members discussed what other service these funds could potentially be used for. Winter fit and summer fit programs was suggested.

Community Pharmacy PCN Leads:

Funds from Surrey Heartlands ICB and Sussex ICBs will shortly be received for PCN leads for one day / month for networking. HEE funds to run a training session for the PCN leads has been received. 3 training companies have been contacted who have each put in a proposal for the training, with Captivating Solutions being the preferred provider (agreed across SE LPC Chief Officers). This training will likely be held in July/September. There were 2 proposals, one mini training and one 12-month proposal. The mini proposal fitted better with HEE budget. It involves pre work, a face-to-face training day and then follow up online meeting. The 12-month proposal was above budget however if more funds are received in the future the mini proposal funds can be put towards this.

The current PCN leads have been contacted to see if they wished to continue as leads. Where there are vacancies the pharmacies in the areas were contacted (this needs to be followed up). The evaluation after the training project will need to establish the value of the service. The PCN leads will have access to the new CRM system to update with their progress and demonstrate what actions they are taking.

Action: Follow up potential PCN leads in gap areas.

Annual Report and AGM:

The AGMs will be held in September and the end of year accounts are currently with the accountant. The members were asked if they would like the AGM to be an evening meeting or an add on to the LPC meeting. The members agreed at this time to add it on to the LPC meeting and make the meeting hybrid so contractors can join online if they want.

Document Updates:

All documents referring to the changes in relation to the terminology of the LPC (due to the Sussex merger) and logo (not change of content) need to be updated. The members were asked if they were happy that if no content change, then changes can be made without review. PSNC are creating a new branded logo which may not be available until late summer.

The members were asked if they would like to attend the PSNC LPC conference on the 18th of May (virtually).

Reports from local meetings:

Covid antivirals – This used to come via the CMDU, in Surrey Heartlands and Frimley they were using Frimley hospital to provide stock. The anti-vials are now available to community pharmacy free of charge and with a £2.50 reimbursement fee. An LCS is being discussed to commission a number of pharmacies to hold this stock so that patients can be signposted to these pharmacies e.g. on a Bank Holiday. There are 2 other localities in England that have this LCS (slightly different). The members discussed what the potential LCS should look like and what fees would be needed. This is being discussed and if agreed EOI will be sent to all pharmacies.

The members discussed CPSC 111 referral issues. It was raised that methadone referrals are being incorrectly received at weekends and this is happening more since 111 went online. There is no control and patients can make multiple nominations. It was also highlighted that some referrals are going via NHS mail instead of PharmOutcomes despite signing up to PharmOutcomes as the provider pay. This has been highlighted to PharmOutcomes who have requested that if this happened you contact them directly and they can fix this. A new BaRS system (in next 12 months) would support the referral pathways. It was highlighted that better screening is needed but call handlers are not medically trained which is the issue.

Yesterday it was announced that £645 million is to be allocated as part of a recovery plan with 7 minor ailment areas including additional funding for the hypertensive case-finding service and the oral contraceptive service. The oral contraceptive service was launched against the advice of PSNC. The members discussed if the LPC should send out a communication advising pharmacies that by doing this service the funds are simply coming out of the global funds as they may not realise this. The members agreed to send a communication to this effect highlighting that it is an individual contractor decision.

Action: Create a communication to contractors highlighting that the oral contraceptive service funds are coming out of the global funds. The PSNC statement will be used for this.

7: NHS Surrey Heartlands & Frimley

IP Pathfinder – The 42 ICBs across England were asked to put in a proposal. In Surrey Heartlands the proposal was for minor ailment service and hypertension. Frimley did similar and the proposals are now at national moderation with NHSE to reply by the end of May if the proposal has been successful or not. It is possible that all 42 proposals will be selected but on a smaller scale which will involve smaller funds for each ICB.

Surrey ICB are running an event on the 17th of May and the members were asked to attend if possible and encourage others to attend. It was suggested to send a further reminder.

In the SE the ICBs were early adopters of the pharmacy contract (delegated management). A committee in common was formed who meet monthly with reps from the 6 ICBs and NHSE. Surrey Heartlands ICB as of 30th June will not administer this anymore but Frimley will take over as of the 1st of July.

8: Surrey LPC and CPSS ways of working

The members were asked to have a breakout session to discuss expectations of what the LPC should be doing, should keep on doing or stop doing over the next 12 months.

The members feedback that the deadline tracker is good. That face-to-face meetings are generally more helpful than online but that online meetings are sometimes useful. The WhatsApp group is beneficial but may need maintenance as not really used anymore. The contractor survey is good and it's good that contractors can ask for things to be raised at the LPC meetings. It was discussed that summary bullet points of the LPC minutes should be highlighted in the newsletter, so contractors are encouraged to read the minutes and know what is being discussed. It was suggested that at each LPC meeting 3 bullet points should be highlighted and added to the newsletter. It was discussed if contractor visits could be funded, this would allow members to visit pharmacies and highlight LPC work. The a-z part of the website is very useful. It was suggested if a contractor WhatsApp group could be set up with one way communication only.

Continue focus on developing new local services. Uplift in fees conversations to continue. Use of standard NHS contract. The LPC are looking to find contracts that work for all. Feedback examples could be circulated prior to the meeting (for example re NHS 111 issues) as then more examples may be brought to the meeting.

It was suggested that the LPC should highlight work intervention times, meetings attending etc. so contractors are aware of what they are doing. This would highlight to contractors that they can reach out for support. MH highlighted the service clinics.

9: PSNC Update

No update received.

10: Service Development & Support

The members reviewed the Surrey LCS data, the YTD comparison data and the advanced service tracker 22/23 (for individual Surrey & Sussex areas and also together). NHS Healthchecks – Public Health do not have their budgets at this time so do not know what uplift will look like currently. BP+ has been decommissioned as the funding is not available for the service anymore. Tomorrow night there is a supervised consumption networking event at the Brooklands Museum (Public Health hosting), the members were encouraged to attend. The CGL model focuses on the patient's wellbeing and remuneration is for both supervised and unsupervised.

Advanced Service:

Pharmacy Contraceptive service (PCS) started 24th of April, sign up not encouraged due to funding.

Community Pharmacy Consultation Service (CPCS/GP) - Hursh supporting pharmacies in Surrey, Ciara supporting Sussex. NHS Mail applicable to those not signed up to a provider IT platform. Calls made to pharmacies outstanding in Surrey, Sussex in progress. Met with PharmOutcomes Team to discuss the CPCS changes.

Smoking Cessation Service (SCS)- [Bitesize video](#) recorded and uploaded to website.

- Steve King NHSE supporting implementation.
- Monthly meetings – Sussex / Surrey.
- UHS update meeting TBA, AFSP update meeting TBA, SASH moving forward, ESHT no update. CPL 's to attend monthly meeting.

Go live Plan

- TDAs in place
- IT platform to be confirmed
- Contact pharmacies - Check in
- Launch webinar

The members reviewed the Hypertensive case Finding service stats.

The members reviewed the Hypertension case finding service: AccuRx Evaluation Data. The pathway has been nominated for the NHS Parliamentary awards in July and shortlisted as a finalist for the HSI awards in June. The pharmaceutical Journal has reached out to publish the project and NHSE are using this to support May Measurement Month.

We are discussing other projects that can include pharmacies collaborating with GPs and are looking into the Pharmacy Contraception Service as a viable option.

DMS update

Monthly meetings with Surrey DMS board to discuss the status of the trust, challenges, support needed and moving forward. The patient safety lead for Surrey is highlighting to hospitals that they are not alerting pharmacies when the patient is discharged.

Sussex ESHT – Live, Queen Victoria – Live, University Hospitals Sussex West – Live, University Hospitals Sussex East – Live, SPFT & SCFT – Not Live

Surrey Ashford & St Peters – Live, Royal Surrey – Live, Surrey & Borders Partnership – Live, Epsom & St Helier – Not Live, SASH – Not Live

The members reviewed the Total claims as per NHS BSA – Surrey and Sussex.

LPC Updates

Surrey

- BP+ Decommissioned
- Condom distribution service (CDS) Training webinars for the year planned in
- Public Health Meeting TBC July
- Substance misuse networking event 11th of May
- Asthma Friendly Schools
- Green Inhalers – pdf of what each inhaler looks like and what the carbon footprint is and how much breath you need to deliver.
- UTI and infected bites PGD – no update
- C difficile
- H Pylori

Sussex

The following services are currently going through the decommission/recommission process – New fees agreed

- Gluten Free – Decommissioned April 23
- H Pylori - £17.50 per test in Coastal West Sussex and £14.78 per test in Crawley, Horsham, Mid Sussex- Confirmed as Sussex wide Specification being worked on. Fees increased.
- MAR Charts – increase in fees to £10.20 per month per patient- Status of service in discussion
- Palliative care – £1,027 per year 76 pharmacies confirmed

Brighton

- Service specification sent out for sign up- Supported chasing of signing
- Chlamydia treatment: New PGD sent out
- Monthly payments as of 1st April (used to be quarterly)
- Public Health Meeting 10/7/23
- Networking event 13th June
- Member of B&H PCN Health inequality collaborative group
- Attended TDC AGM AND Launch of Act on Cancer Together project

East Sussex

- Public Health Meeting TBA
- LCS Contract extension June 23
- New specification for EHC (£25.50 per supply), Smoking Fees TBA
- NHS Healthcheck - reviewing specification and fees
- Working with Colin Brown Public health tobacco lead on East Sussex Tobacco strategy – completed a peer review of the service
- Discussions ongoing regarding Boots LCS

West Sussex

- PH Meeting 16th May 23
- Service specification sent out for sign up and extension of sexual health services- Supported chasing of signing
- Webinar - PH team will review sign up activity and decide if a webinar is required

Frimley

- Fortnightly catch up with Yinka CPL

- SCS- discussions in progress
- Integration of CP
- DMS – access to PO discussed and shared
- Shared AccuRx model

Sponsored webinar Bayer Presents: Practical Management of Anticoagulation Webinar: A Pharmacist's Perspective with guest speaker Dr Sharma consultant general and interventional Cardiologist from St Peter's Hospital. Tuesday 27th June 7.30pm-8.30pm.

Forward View

- Continued roll out of the AccuRx pathway and additional projects
- Discussion and meetings ongoing with trusts regarding SCS Advanced service roll out and DMS
- Surrey CDS service - Training webinars
- C Diff and H Pylori rollout Surrey
- De/Recommissioning Gluten Free, H Pylori, MAR charts, Palliative care Sussex
- Support for DPS Surrey ongoing
- Area manager forum – Postponed until Q2 2023 – this will become a pharmacy manager forum, not just area managers
- PQS and Service Clinics
- CGL substance misuse contracts – Needle exchange
- Continue recording Bitesize videos
- Next round of PH and stakeholder meetings
- Service fees and contract renewal from 1st April 23 – ongoing conversations where contacts are extended
- Updating the website, essential guides, pharmacy checklist documents.

11: Market Entry

Awaiting response

Unforeseen benefits – Ash parish – Appeal
 No significant change relocation – Haslemere
 Inclusion on the pharmaceutical list – Ash Vale
 Consolidation – Farnborough
 Inclusion on the pharmaceutical list – Merstham

Response Received - approved

Consolidation –East Molesey
 Consolidation – Caterham
 Consolidation – Cranleigh
 No significant change relocation – Woking
 Dispensing Doctors relocation – Edenbridge

Surrey PNA published last October stating no gaps. There are now closures and the HWB will review each closure and if they identify a gap they will circulate a supplementary statement.

12: Finance Update

The members reviewed the LPC Management accounts 2022/23.
 The members reviewed the CPSS accounts 2022/23.
 The members reviewed the proposed budget 2023-24. It was asked if sponsorship for the LPC meetings is possible. There are willing sponsors so this will be looked into.
Action: Look into sponsorship for the LPC meetings.

Honoraria: The members discussed the Chair, Vice Chair and Treasurer honoraria. These have been fixed for a number of years. The members discussed what the roles involve and how much work. The members agreed to changes to the honoraria.

13: TAPR Update

In Sussex the two LPC bank accounts need to be merged. Documents need updating with new address and LPC titles and the website will need updating (this will start in June). TAPR recommendations toolkit should have been published to support with changes and toolkit number 4 has been due since March but is still not available.

PSNC have moved to their new committee from the 1st of April 2023. Gary Warner is the new PSNC representative for the SE area, (previously covered Hampshire and Thames Valley and now will cover Kent, Surrey and Sussex too).

14: AOB

Nothing raised.

15: Close

16: Future meeting dates & venue

LPC Committee Meetings

Sussex LPC	Surrey LPC
The East Sussex National, Uckfield, TN22 5ES 9.30am – 4.00pm	Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead, KT22 8QP 9.30am – 4.00pm
Thursday 20/07/23	Wednesday 19/07/23
Thursday 14/09/23 + AGM	Wednesday 20/09/23 + AGM
Thursday 23/11/23	Wednesday 29/11/23
Thursday 08/02/24	Wednesday 15/02/24

Community Pharmacy Surrey & Sussex Executive Committee:

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

8th June 2023 – 13:45-15:00. Venue: Sandman Signature London Gatwick Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

South East LPCs and Partners (Regional Meeting)

(Chairs, Vice Chairs to attend)

8th June 2023 – 10:00-13:00. Venue: Sandman Signature London Gatwick Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

PSNC Forward Dates:

Annual Conference of LPC Representatives 2023: Thursday 12th October, 10am-3pm, Location: London