

Minutes of Meeting of Surrey Local Pharmaceutical Committee

Date: Wednesday 19th of July 2023.
Location: Tyrrells Wood Golf Club, Leatherhead, KT22 8QB.
Present: Purvi Shukla (pm online), Treasurer, Jaymil Patel, Jay Amin, Chris Scoble, Neha Soni, Sejal Patel, Smita Patel, Mala Mahasuria, Jay Patel, Priya Patel.
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: Neha Soni.

2: Apologies for Absence

3: Governance Matters

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

4: Minutes & Matters arising

The Chair asked the members if they had read the 10th of May 2023 LPC minutes and if there were any issues with the accuracy. No issues raised. The Chair signed the May 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.
- 302 – Email the committee members to see which subcommittee they wish to be on. – In progress.
- 303 – Follow up potential PCN leads in gap areas. – In progress.
- 305 – Look into sponsorship for the LPC meetings. – In progress.

5: Service Development and Support

The members reviewed the Surrey LCS data. PH meeting with SCC last week and they are interested to know why activity levels for Q1 were low. Any feedback please let MH know. Commissioners are engaging with pharmacies, and they do see how busy pharmacies are. Fees have gone up by 3.2% and has been applied on PharmOutcomes. They have asked for copies of our essential guides to see the difference in fees across localities and that other localities pay higher rates.

New LCS Service overview:

Inhalation kits

The Inhalation service will be an adjunct of the needle exchange service. £1.60 per transaction. £1.06 per return. Used Inhalation kits can be disposed of in the standard Needle Exchange bins. Minimal recording of data is required. Paid monthly via PharmOutcomes. This can be added on to Naloxone and needle exchange services.

No official accreditation or training is required to distribute the inhalation kits. It would however be advisable to be fully aware of how this works and contents of the kits. It is advised to order an Inhalation Training Kit from ORION and familiarise with the contents and operation. More in depth training can be requested if needed but there will be clear instruction in the specification.

A comfort letter is available from Surrey Police to recognise that these are supplied to reduce the risk of transmission of blood borne viral infections such as HIV and viral hepatitis amongst injecting drug user populations and the wider community. EOI will go to all contractors.

The committee agreed to proceed with this service.

Promoting Community Pharmacy: The Pharmaceutical Journal published the Community Pharmacy Surrey and Sussex AccuRx Pathway “Using digital tools in community pharmacy to identify cases of undiagnosed hypertension”.

NHS Parliamentary awards 2023 SE Regional Runner-up

- The Excellence in Primary Care and Community Care Award.
- The Health Equalities Award.

Nominated by MPs Maria Caulfield, Nick Gibb, Tim Loughton, Huw Merriman, and Lloyd Russell-Moyle.

NHS Sussex Health & Care. Congratulations on winning the most innovative poster award.

Advanced Service: Pharmacy Contraceptive service (PCS) started 24th April (LPC not promoting)

Sign Ups: Sussex 47, Surrey 22

Surrey and Sussex maps created for the website.

Advanced Service: Community Pharmacy Consultation Service (Surrey GP) FY 22/23 Total figures.

130 Active GP practices

It was raised that emails are still being received despite being signed up to PharmOutcomes (around a month ago), if this happens again, please flag to JP.

Advanced Service: Smoking Cessation Service (SCS)

There are two possible referral routes, PharmOutcomes or NHSmail.

PharmOutcomes leaves a clear audit trail, has less administration, is easier reporting for trusts, the trusts already have DMS license, allows direct referral route (same as DMS), reports can be run, supported IT system API enabled for MYS. The issue with this route is funding and finding the money for the additional PharmOutcomes service.

Alternatively, the service can go live with NHS Mail. This is more of an administration burden for both sides, CP must copy from email to PharmOutcomes template then return via NHSmail to trusts then to MYS, trusts may find this difficult to audit as they are required to submit data to NHSE. The trusts are keen to work with pharmacy, but MH does not want this service to go live with NHSmail and is pushing for this to be on PharmOutcomes. The members agreed to continue to push for PharmOutcomes rather than go live with NHSmail.

Advanced Service: Hypertensive case Finding service.

Signed up

West Sussex 113

East Sussex 111

Surrey 138

Surrey (since Oct 21 up to March 23)

Opportunistic BP checks 11,392

Refer BP checks 4222

Opportunistic ABPM 198

Refer ABPM 135

Sussex (since Oct 21 up to March 23)

Opportunistic BP checks 13,258

Refer BP checks 3471

Opportunistic ABPM 402

Refer ABPM 448

GP practices sometime only refer for ABPMs as some do not have this onsite so refer to local pharmacies. The opportunistic numbers need to be raised. AccuRx should help with this, but they can also just have local agreements. It was raised to send comms out that it is no longer a 24-hour reading that needs to be done.

Action: Communication to be distributed to highlight that the BP reading is not 24 hours.

Surrey: AccuRx rollout

The map on our website shows the pilot sites in (P) Purple and the Surgeries/PCN that have started to roll out the pathway in (B) Blue.

DMS

Monthly meetings with Surrey DMS board

- Sussex BAU – Eve Rockell supporting referrals which has led to an initial 25% reduction in not accepted.
- 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.

LPC Updates

Brighton

The Public Health service specifications has been sent out for signups, waiting for contractors to return. Procurement following up.

Public Health meeting discussed the landscape of pharmacies, service activity and HLP alcohol service.

Naloxone SLA sent to contractors.

Targeted Lung Health Check (TLHC) Pilot Service. If this is successful, this pilot will also be rolled out to Crawley. The checks are done in a van and then patients wanting to stop smoking referred to pharmacies. There are 9 pharmacies signed up in Brighton and another 21 that are keen to come onboard. This will hopefully become a national service. This will roll out PCN by PCN and Surgery by Surgery. There is a £300.00 set up fee.

Supervised Consumption SLA – Finalised, sending to contractors' w/c 17th July.

East Sussex

Public Health Meeting discussed the landscape of pharmacies, service activity, agreed regular meetings and a more robust commissioning strategy for discussing and agreeing specifications (from April and what the fees will be). This will hopefully be a 2-year contract, but MH has requested an annual fee negotiation is included in the contract.

East Sussex Tobacco strategy – steering group (LPC have been asked to be part of this).

West Sussex

PH Meeting discussed the landscape of pharmacies and service activity.

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.

Mat Core SLA and Naloxone sent to contractors.

East Grinstead PCN meeting – MH met with GPs, Tech's, Pharmacists and PCN colleagues to promote community. Pharmacy services and answer questions. MH has been invited to attend again.

Sussex

Needle exchange CGL contract in process.

Anti-Viral service –Covid and Flu Spec TBC.

The following service is currently going through the recommission process Sussex wide: H Pylori (already live across Surrey).

The following service is live in certain parts of West Sussex under the historic CCG contract and is going through the decommission/recommission process in due course: MAR Charts.

Surrey

Fees increase 3.2%.

Condom distribution service (CDS) – low activity and evaluation of pilot. MH met with Kate Crockett to discuss how they would evaluate the pilot (which is to be extended by 9 months). There is low activity, but this is due to lack of infrastructure in place at the registered pharmacies. They will look into if there can be an online sign up for C-Card.

Public Health Meeting July 23 – discussed the landscape of pharmacies, service activity and new inhalation service.

SCC FLU LCS – to see if SCC colleagues will be able to access the flu vaccinations. MH looking at a fee increase.

Frimley

Fortnightly catch up with Yinka CPL.

SCS – discussions in progress.

Forward View

Ongoing roll out of the AccuRx pathway.

Discussion and meetings ongoing with trusts regarding SCS Advanced service roll out and DMS.

Surrey CDS service – Training webinars.

Recommissioning H Pylori Sussex.

New services – specification and fees TBC.

Support for DPS Surrey ongoing.

Area manager forum – Postponed until Q2/Q3 23.

PQS and Service Clinics.

CGL substance misuse contracts – Needle exchange TBC.

Continue Bitesize videos.

Next round of PH and stakeholder meetings.

Updating the website, essential guides, pharmacy checklist documents.

TLHC project.

6: CEO Report

The members reviewed the operating plan for Q1 & Q2.

In May the ICB hosted a contractor engagement event, this was the first pharmacy contractor meeting with the ICB. Feedback from the ICB was that this was a good start of an open communication pathway between ICB and CP.

East Sussex LPC and West Sussex LPC have now merged as of 1st of July 2023 and are known as Sussex LPC, therefore CPSS now covers 2 LPCs.

Q2: Careers proposal and HEE. We are holding funds for the career's website project (to promote pharmacy as a career). There are funds left over and Shane Costigan has met with JP and agreed for projects to invest this in. Firstly, to create a pharmacy engagement event for students, careers tutors etc to promote pharmacy as a profession. Secondly to pull together a work experience pack, to guide on the procedures to take on a work experience student and things they can and can't do. There are not many

students doing work experience so this would benefit. The undergraduate pharmacy degree is changing and there will be clinical placements in the 4-year degree and some of these placements will take part in CP. Brighton University have around 100 students / year who in the 1st year may do a 2-week CP placement. Therefore, looking to develop materials to support IND in getting involved in these placements. JP is creating this proposal and will then submit it to SC and look to create the careers fayre. CS offered to support the careers fayre.

The annual reports are being finalised, once signed off these will be circulated to contractors and AGMs will be held at the September LPC meetings.

PCN lead development programme. Captivating solutions will be providing the training for the PCN leads. Two training dates, 25th of July and the 7th of September (at the Sandman in Crawley). After the face-to-face training there are online modules that can be completed. Following this there will be a 3-hour online session as a follow up to share best practice. The members were asked if they wished to attend a session to let us know.

CRM database.

The CRM system is being built and this will allow for PCN leads to update what meetings they have attended etc. As part of the evaluation process.

Pharmacy Vision

The summary of the vision was reviewed by the members. The members were asked if they would wish to submit a response which they agreed they would.

- The wording implies taking money from one area to fund another. There needs to be clarity on what is "recycled". You can't reduce the funding in one and increase in another.
- Non-Pharmacists need to be invested in and trained (funding needed for this).
- Workforce planning – seek more clarity on skill mix needed in workforce.
- It also refers to "we" and this should refer not just to CP but the whole system including GP practices etc.
- Educate other sectors in what pharmacy can do. We need to have more control over our workflow. Can't just signpost to CP.

The survey is asking for your thoughts on key aspects of the vision and its recommendations. The vision has been developed by Nuffield Trust and The King's Fund following an extensive programme of research, interviews and meetings of the vision Steering Group, Advisory Panel, and Working Groups, all of which have contractors, LPCs and other representatives of the sector at their heart.

They are also hosting an online engagement event on **Tuesday 25th of July at 7pm** so pharmacy owners can hear more from the authors of the report and to discuss their proposals:

[Click here to register for the online engagement event](#)

The deadline for responses is **11.59pm on Monday 14th of August 2023**

- Does this vision align with your wishes for the future?
- Do any elements stand out as particularly positive or exciting? Services.
- Do any aspects of the vision worry you?

Where will community pharmacy owners and their teams need the most support to implement this vision? Please rank in order of importance:

- investment in facilities.
- Investment in IT.
- skills development (as long as this is for all teams and funded).

- time to engage in system planning and leadership.

What are the most important changes needed nationally and/or at local level.

- changes to economic regulation.
- Increased investment in community pharmacy services.
- investment in IT and facilities.
- changes to clinical and professional regulation.
- workforce planning and development.

NHSE in the Southeast used to be hosted by Surrey Heartlands, but now moved to Frimley ICS. The new email addresses have been disseminated.

The Bank Holiday rota services finished Easter 2023. They will not do a 3-year contract, they are doing 6 monthly contracts on a trial basis. The first 6-month contracts will cover Christmas and New Year 2024. Currently they will not move on fees so this leads to a re negotiation of fees in 6-months' time.

The members discussed what level of PQS support should be provided by the LPC this year. The pharmacies will be assisted with their palliative care action plans by the provision of service information and PQS clinics will take place. The outcome from Nottingham University PQS study has not been seen by any members at this time.

7: NHS Surrey Heartlands and Frimley

IP Pathfinder. – There is no major update currently. The digital platform solution will hopefully be ready by November. EOI of sites for IPs was sent out to see where the IPs were located and 8 were chosen to be put forward.

There have been workforce issues leading to temporary closures, so a work force support programme is being developed in Surrey Heartlands to create a bank of support staff. EOI have been sent out.

Royal Surrey PharmOutcome data is now accessible to HG and he is chasing the other trusts.

Surrey Downs funding – UTI, training dates end of August with go live date in September. PharmAlarms – the funds are now available, and these should be delivered in the next 2-3 weeks.

Surrey Heartlands – covid anti-viral service 1st October. This service has been provisionally agreed and EOIs have been received. The service should be ready for the 1st of October. Anti-virals flu in discussion with first meeting taking place tomorrow.

Frimley update: The funds for the project manager role to support with DMS work etc is in place. Interviews have taken place and the successful candidate should be in place shortly. The palliative care service is nearly there and all pharmacies apart from 1 have completed declaration and should be live for referral to. Medicines optimisation scheme in place and has 7 elements, they need to engage in 5 and 2 are compulsory (GP). 2 compulsory are savings and safety. Integration with CP is one of the optional ones. For the Surrey pharmacies only 2 practices have not chosen this option.

8: TAPR Update:

Update on current situation and next steps.

CPSS Branding. CPE have adopted a new branding and the LPCs are to choose if they wish to adopt their branding. The members were asked if Surrey LPC should adopt the new branding.

Decision: The members unanimously agreed to adopt the new branding to show unity and keep community pharmacy as one voice.

Provider companies. The members discussed if we should set up a provider company. CPE have decided not to set up a national one. It was agreed that at this time we would use someone else's but if the fees became too much this would be reconsidered.

9: CPE Update

Overview of common condition service and direction of travel of where this is going. Funding that was proposed in initial document from government is up to this amount. 7 conditions mentioned. Diagnose and treating in one place.

Discussion took place of current funding and services issues within community pharmacy.

A roundtable discussion to discuss the Primary Care Recovery Plan with the Secretary of State for the Department of Health & Social Care took place on the 06/07/23 and was attended by Jay Patel. In the session issues CP are experiencing and solutions were discussed.

It was noted that, our CPE rep has not attended the last 2 meetings and has not been in touch at all.

CPE conference attendees. The next conference is in London 12/10/23 and the members were asked if they would wish to attend. Neha Soni and Jay Patel will confirm by the end of the week if they are able to attend.

CPE Training Dates have been circulated.

10: Market Entry

Awaiting response:

Unforeseen benefits – Guildford Road, Ash parish – Appeal
Inclusion on the pharmaceutical list – DSP – Ash Vale

Action: Chase NHSE for a response to both.

Response received:

Inclusion on the pharmaceutical list – DSP – Merstham – Approved
Consolidation – Farnborough – Approved
No significant change relocation – Haslemere – Approved
Surrey PNA – supplementary statement discussed.

11: Finance Update

The members reviewed the Surrey LPC accounts YTD. The members reviewed the CPSS accounts YTD. No questions were raised.

The final annual accounts (second draft) for both Surrey LPC and CPSS 2022-23 were reviewed, and these will be added to the annual report.

The members reviewed the CPSS budget for 2023/24. The new Service & Development Lead is starting on the 21/08/23.

The current collaborative agreement finished on the 30th of June and a new one needs to be created for Sussex LPC and Surrey LPC. The LPC is an unincorporated association, the LPC members are financially accountable. Therefore, we were looking to get insurance for members. JP has taken advice and if CPSS is under Sussex LPC this will fit under the insurance better. CPE are looking into a block booking for any LPCs who would be interested in member insurance. The members were asked if they wished to sign up to the insurance.

Decision: The members unanimously agreed to sign up to the CPE insurance.

The members were asked to create a finance subcommittee and a Governance subcommittee.

Finance subcommittee: Purvi Shukla, Jaymil Patel, Smita Patel, Mala Mahasuria.

Governance subcommittee: Jay Amin, Neha Soni, Sejal Patel, Priya Patel.

The members all agreed to be part of the Surrey WhatsApp group and will email MC to add to group.

Action: Create new Surrey LPC WhatsApp group.

12: AOB

It was asked if there would be a joint Surrey & Sussex LPC meeting in this financial year.

Decision: The members agreed to have the Feb 2024 meeting joint with Sussex.

Action: Move the Feb meeting date as falls within half term.

13: 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 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)

5th October 2023 – 13:45-15:00 Venue TBC

11th January 2024 – 13:45-15:00 Venue TBC

28th March 2024 – 13:45-15:00 Venue TBC

South East LPCs and Partners (Regional Meeting)

(Chairs, Vice Chairs to attend)

5th October 2023, 10:00-13:00 Teams meeting online (to be hosted by Hampshire & Isle of Wight LPC)

28th March 2024, 10:00-13:00 Teams meeting online (to be hosted by Thames Valley LPC)

PSNC Forward Dates:

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