

## Minutes of Meeting of Surrey Local Pharmaceutical Committee

Date Thursday 8<sup>th</sup> of February 2024.

Location: East Sussex National Golf Club, Little Horsted, Uckfield TN22 5ES.

Present: Purvi Shukla, Chris Scoble, Sejal Patel, Jay Amin, Neha Soni, Smita Patel, Kay Hau.

In attendance: Julia Powell, CEO, Marie Hockley, Deputy Chief Officer, Simran Johal, Service Development & Support Lead, Micky Cassar, Business Administrator, Hursh Gagda, Community Pharmacy Clinical Lead Surrey Heartlands ICB, Yinka Kuye, Community Pharmacy Clinical Lead Frimley ICB, Parveen Gill (guest), Aakash Patel (observer), Gaurang Patel (observer).

### **1: Welcome & Introductions**

The Chair, Chris Scoble welcomed the members and guests to the meeting.

CCA reporter: Chris Scoble

### **2: Apologies for Absence**

Mala Mahasuria, Jay Patel, Jaymil Patel.

### **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.

Neha Soni will shortly be going on maternity leave and will be replaced by Parveen Gill.

### **4: Minutes & Matters arising**

The Chair asked the members if they had read the 29<sup>th</sup> of November 2023 LPC minutes and if there were any issues with the accuracy, no issues were raised. The Chair signed the November LPC minutes as a true account of the meeting.

The action/decision log was reviewed.

### **Actions in progress:**

319 – Share YK slides with the minutes. – In Progress. – These will be sent out after the meeting today.

320 – Send new member day details to all new LPC members. – In progress (no dates available currently).

The members discussed the issue with the lack of contact from the local CPE rep. The members highlighted that there has been no contact, and this is not acceptable. This has been escalated several times with no change.

### **5: Finance Update**

The members reviewed the Surrey LPC accounts 2023–24 YTD. There is a CPSS levy holiday for February. No questions were raised.

The members reviewed the Surrey LPC budget 2024–25. No questions were raised. The members agreed unanimously to accept the budget for 2024–25.

The members reviewed the CPSS accounts 2023–24 YTD. No questions were raised.

The members reviewed the CPSS budget 2024–25. No questions were raised. The members agreed unanimously to accept the budget for 2024–25.

Expenses Policy: The members reviewed the expenses policy and agreed unanimously to adopt the policy.

## **6: Captivating Solutions**

The members discussed if this training may be useful for LPC members moving forward. It was suggested that the members should identify areas where there are gaps in knowledge and then incorporate this into LPC meetings. It was suggested that the members training exercise needs to be repeated to see where there are gaps. There would need to be a commitment from members to complete the modules to demonstrate upskilling and value for money.

**Action:** Send Captivating Solutions Guide to members after the meeting to see what training is of interest.

**Action:** Send out the questionnaire to members with a turnaround of return by February 29<sup>th</sup> to identify any training gaps.

**Action:** Decision of training elements to be made at the next LPC meeting.

## **7: Governance**

Community Pharmacy Surrey Code of Conduct: The members reviewed the document.

**Decision:** The members agreed to adopt the policy.

Community Pharmacy Surrey Governance Sub-Committee ToR: The members reviewed the document. The review date has been changed from 4 years to 2 years.

**Action:** Discussion needs to be held with the current Governance Sub Committee to confirm they still want to be members of the subcommittee and if not there needs to be a vote.

**Decision:** the members agreed to adopt the policy.

Community Pharmacy Sussex Governance Framework: The members reviewed the document.

**Decision:** The members agreed to adopt the policy.

EDI Policy: The members reviewed the document.

**Decision:** The members agreed to adopt the policy.

## **8: Market entry**

### **Awaiting response**

Unforeseen benefits – Guildford Road, Ash parish – Appeal (2022)

### **Response received:**

Consolidation – Horley – Approved

No significant change relocation – West Byfleet – Approved

Unforeseen benefits – Burpham – Refused (has gone to appeal)

Closure notices

Surrey PNA – supplementary statement. It was voted there were no gaps at the steering board, but the HWB have rejected. Awaiting next steps.

### **9: NHS Surrey Heartlands and NHS Frimley Update**

The members were given an update From Yinka Kuye.

All Frimley pharmacies have signed up to Pharmacy First.

IP pathfinder – there has been a delay but will likely be tiered rollout so different locations go live at different times. The service specification has been approved by the Medicines Board.

The members were given an update on CPCS figures. The members discussed Pharmacy First and support of how to get surgeries to engage. Consistency with the message is important. Some stores are using NHS mail and data needs to be added manually, this should hopefully improve once the IT is fully integrated. EMIS integration with Pharmacy First – triage tool not yet updated in terms of red flags and 7 clinical pathways cannot be seen by reception team. There is an Aide Memoir that is circulating which is in the public domain. The members discussed if this should be highlighted to contractors however this could lead to issues of out-of-date information being used.

DMS Referral numbers were discussed. Resources are being created to show what a good DMS referral looks like which YK will circulate when complete. YK is working with Blum Health to explore FP10HP referrals to community Pharmacy, this will be piloted shortly, and YK will update in due course.

ENT training is taking place on 18<sup>th</sup> February. Oral contraception – resources are being developed. UTI service has been decommissioned however the funds are ringfenced for community pharmacy so ideas welcome for potential services. YK has been working with Public Health – EHC / LARC LCS.

The members were given an update from Hursh Gagda.

Surrey Heartlands have 2 pharmacies signed up to IP Pathfinder and waiting for go ahead from NHSE (should be spring / summertime). Pharmacy First 94% sign up rate, mainly DSPs not signed up. Some GP practices are reluctant to engage. CPCS referrals increased in December and January which is positive.

### **10: Service Development and Support**

The members reviewed the East Sussex LCS data. The members reviewed the Brighton & Hove LCS data. The members reviewed the West Sussex LCS data. The members reviewed the Surrey LCS data.

#### **CCA Principles of local government contracts:**

Discussed the CCA principles. All public health contracts should ideally abide by certain principles.

#### **What successes have we had that we can share with other LPC's?**

##### **Previously agreed:**

- West Sussex Mar Charts and H Pylori Fee increase

- H Pylori Sussex wide commissioning confirmed
- Surrey H Pylori Fee increase
- Smoking Cessation West Sussex- Fee increase and priority banding
- NHS Healthchecks West Sussex- Fee increase and priority banding
- EHC East Sussex - Fee increase
- East and West Sussex Substance misuse services – NEX Fee increase – New Wellbeing support MAT service recognising all patients and Fee increase
- Brighton Substance misuse service - Fee increase
- Surrey PH services - Fee increase
- Surrey C difficile service – New service

**New:**

- Surrey Condom distribution pilot service – Extension
- Surrey Palliative (EOLC) LCS Fee increase
- UTI Surrey Downs and G/W – money to be repurposed for new services due to Pharmacy First
- Antiviral LCS Surrey and Sussex – New service
- Covid LCS Surrey and Frimley – New service
- Surrey County Council Flu LCS – Fee increase

**General discussion:**

**LPC member open session**

Brighton Ovarian and renal cancer project: Development of a short education stand-alone video with some FAQ/Myth busting elements which can be distributed and promoted around symptoms and red flags – MH is looking for a pharmacist to agree to take part in filming. (Sam Ingram volunteered). There is no funding for this it is simply sign posting (if patients are high users of cranberry sachets, painkillers etc as these may be symptomatic).

The members discussed how Pharmacy First is going. ENT clinical skills – GP and receptionist training is vital as referrals are being sent through that do not meet the service criteria. A triage tool on their IT system is not available yet so they may not be looking at age ranges etc. EMIS have said this fix is coming hopefully around Feb/Mar to assess which pathway is needed. The issue of getting through to surgeries with incorrect urgent referrals that need to be referred back to surgeries is an issue. The back-office number should help with this, but it varies between surgeries.

**11: Shane Costigan – NHS WTE**

The members were given an update on the Initial education and training of pharmacists (IETP) reform – implementation for 2025/26.

**12: CEO Report**

The members were given an update about workstream progress in Q4. The draft budgets have been created for the next financial year and the draft operating plan will be reviewed for adoption later in the meeting. The Pharmacy First Service has now launched.

### Successes

- CPSS Pharmacy First Webinar.
- CPSS funded CPPE ENT clinical assessment skills training – 2 events have been completed for 120 pharmacists. Three more to follow (135 pharmacists).
- Pharmacy First presentations: Around 50 given by the CPSS team at various meeting across the ICB's.
- DPP support ad Sussex potential DPP bid.
- East Sussex and West Sussex AGM's: Both LPCs had final AGM and the LPC's closed down. The members were reminded to get expense claims in before the end of the financial year. The AGMs for next year will be in September 2024.

### Ongoing

- A CPSS a pharmacy conference has been arranged for the 22<sup>nd</sup> of September at the East Sussex National. The members were asked if they had suggestions as to who to invite. Chief Pharmacists were suggested. This will hopefully be cost neutral with sponsors. It was suggested that the awards were completed again. An additional roving microphone will also be arranged based on feedback from the last event.
- Community Pharmacy Independent Pathfinder proposal – NHS Sussex and NHS Surrey Heartlands have been successful in being granted 2 sites each for the pathfinder service by NHSE, Frimley has 3 sites. The aim is to have the first sites live by late spring/early summer.
- Community pharmacy Services Co Ordinator being recruited.
- WTE – funding proposal for work experience pack.
- Brighton & Hove ONPOS.
- Contractor support complaints and issues.
- Closures causing PNA concerns.
- CPAF visits, there will be 5 in Surrey and 9 in Sussex.
- LPC services calculator to be updated.

### **13: CPSS Operating Plan – 2024/25**

The members formed groups to discuss the content.

Strategic Theme: Support & Develop

Contract support & Service Development

Strategic Theme: Represent

Stakeholder relationships

Strategic Theme: Represent, Support, Develop & Deliver

Communication & Engagement

Strategic Theme: Deliver

LPC Planning, Management & Administration

Strategic Theme: Deliver

LPC Governance & Finance

**Action:** Amend the operating plan based on feedback and publish the final version on the CPSS website.

#### **14: James Wood – CPE**

Update on:

- The February meeting of the Community Pharmacy England Committee
- 2024/25 Negotiations and beyond
- Governance improvements and LPC input
- TAPR Programme and the National Forum of LPCs
- Questions and discussion

Noted that two members drawn from LPC Committees (who are not on the Community Pharmacy England Committee) with one representing independent pharmacy owners and one representing multiples will be appointed to a new Governance & People subcommittee at Community Pharmacy England.

Expression of interest process:

- The EOI process will run until 23rd February giving individuals the opportunity to discuss any questions informally during that period.
- Individuals will need to supply short statement of no more than 500 words setting out the value that they would bring to the subcommittee, focussed on the terms of reference, person specification and that they have the support of their LPC and employer.
- These will be considered by the Vice Chair and assessed against the roles and responsibilities set out in the terms of reference and person specification, and in the round when looking at the experience, skills and background from the nominees drawn from the Community Pharmacy England Committee, cognisant of geographical spread in England and diversity.
- 2 LPC chairs will be recommended to the committee from independents and multiples in early March.

**Action:** Slides from the presentation to be shared with LPC members.

Question and answer session followed with LPC members on the current situation and pressures in the system.

#### **15: AOB**

Neha will be going on maternity leave, and she was thanked for her work and wished the best of luck.



**LPC Committee Meetings**

<b>Sussex LPC</b>	<b>Surrey LPC</b>
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 16/05/24	Wednesday 08/05/24
Thursday 18/07/24	Wednesday 10/07/24
Thursday 12/09/24 Short meeting + AGM – Venue TBC	Wednesday 18/09/24 Short meeting + AGM – Venue TBC
Thursday 21/11/24	Wednesday 27/11/24
Thursday 06/02/25	Wednesday 12/02/25

**Community Pharmacy Surrey & Sussex Executive Committee:**

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

**28<sup>th</sup> March 2024 – 13:45-15:00 Teams meeting online**

**6<sup>th</sup> June 2024, 13:45-15:00 – Venue TBC**

**3<sup>rd</sup> October 2024 – 13:45-15:00 Venue TBC**

**9<sup>th</sup> January 2025 – 13:45-15:00 Venue TBC**

**27<sup>th</sup> March 2025 – 13:45-15:00 Venue TBC**

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

(Chairs, Vice Chairs to attend)

**28<sup>th</sup> March 2024, 10:00-13:00 Teams meeting online (to be hosted by Kent LPC)**

**6<sup>th</sup> June 2024, 10:00-13:00 – Teams meeting online (to be hosted by CPSS)**

**3<sup>rd</sup> October 2024, 10:00-13:00 Teams meeting online (to be hosted by Hampshire & IOW LPC)**

**27<sup>th</sup> March 2025, 10:00-13:00 Teams meeting online (to be hosted by Thames Valley LPC)**

**CPE Forward Dates:**

Wednesday 26th to Thursday 27th June 2024 (Birmingham)

Wednesday 11th to Thursday 12th September 2024 (London)

Wednesday 20th to Thursday 21st November 2024 (London)

Wednesday 5th to Thursday 6th February 2025 (London)

Wednesday 30th April to Thursday 1st May 2025 (London)

Wednesday 25th to Thursday 26th June 2025 (Location TBC)

Wednesday 24th to Thursday 25th September 2025 (London)

Wednesday 19th to Thursday 20th November 2025 (London)