

## Minutes of Meeting of Surrey Local Pharmaceutical Committee

Date: Thursday 8<sup>th</sup> of May 2024.  
Location: Tyrrells Wood Golf Club, Leatherhead, KT22 8QB.  
Present: Purvi Shukla, Chris Scoble, Sejal Patel, Jay Amin, Neha Soni, Smita Patel, Kay Hau, Parveen Gill, Karen Wilson, Mala Mahasuria.  
In attendance: Julia Powell, CEO, Marie Hockley, Deputy Chief Officer, Simran Johal, Service Development & Support Lead, Micky Cassar, Business Administrator, Gary Warner, SE CPE Representative (Online – part of meeting).

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

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

CCA reporter: Purvi Shukla

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

None received.

### **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 8th of February 2024 LPC minutes and if there were any issues with the accuracy, no issues were raised. The Chair signed the February LPC minutes as a true account of the meeting.

The action/decision log was reviewed.

Actions in progress:

320 – Send new member day details to all new LPC members. – In progress.

328 – 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. – In progress.

The Chair, Vice Chair and Treasurer need to be appointed.

Chris Scoble was nominated as Chair.

Jay Amin was nominated as Vice Chair.

Purvi Shukla was nominated as Treasurer.

**Action:** MC to send meeting invites for CPSS Exec meeting to Jay Amin.

### **5: CEO Report**

Malcolm Harrison – Chief Executive at the CCA has recently written an article for P3 Magazine, reflecting on local issues and the role of LPCs, please [click here](#) to read his thoughts.

*Across LPC land, we are seeing some excellent examples of best practice that provide food for thought. Take Community Pharmacy Surrey and Sussex, for example, who managed to secure a much-needed uplift on several locally commissioned services, including emergency hormonal contraception, smoking cessation, and substance misuse.*

**Ongoing:**

**Staffing changes** – recruitment to Community Pharmacy PCN Lead and IP Pathfinder support roles. Hursh Gagda has been employed on a temporary basis by CPSS. He has taken on the CP PCN lead role of the vacant lead PCN areas whilst these positions are looking to be permanently filled.

**Action:** MC to circulate HG details and PCN lead vacancy areas to LPC members.

IP Pathfinder project recruitment – Fatima Iqbal has been recruited and will be working one day / week supporting the IP Pathfinder project in Surrey Heartlands ICB. Eve Rockell has been recruited for this role to cover Sussex ICB two days / week.

**Sub-committees – finance and governance – regular meetings.** At the last LPC meeting the new code of conduct and the governance framework were signed off. These discuss that subcommittees should have regular meetings. It was proposed that these meetings are added onto LPC meetings (either before or after). The Chair and Vice Chair should not sit on the subcommittees.

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

Governance Subcommittee: Sejal Patel (lead), Kay Kau, Karen Wilson, Parveen Gill.

**Service proposals to replace UTI service in Surrey Downs place.** The members discussed other proposals that could be used for this funding. Skin infections (not bites), ear infections in adults, winter fit campaign and training for older patients on how to use the NHS app were all suggested.

**Action:** JP to feedback the members proposals.

**WTE- Funding proposal from careers website funding.** – Workforce education training – there is funding left over from careers website. A proposal for work experience pack for community pharmacy has been submitted. This is being worked on across the Southeast.

**Contractor support re complaints and issues.**

**CPAF visits** – Contractor request for support. The short and long survey have been completed and visits are now taking place. SJ is supporting these pharmacies. Any learning from these visits this will be shared in the CPSS newsletter.

**ICB staffing consultations and restructures** – Frimley ICB, Sussex ICB and Surrey Heartlands ICB are all restructuring and staff are under consultation. JP invited to sit on Sussex Committee-in-Common.

**Annual report, Accounts and AGM.** The accounts for Surrey LPC 2023/24 are with the accountant and the annual report is in draft format (deadline 15<sup>th</sup> June). The AGM will be added on to the September LPC meeting. The pharmacy contractor event will be held 22<sup>nd</sup> September.

**LPC reserves** – The members need to agree as a committee what the reserve policy will be for this financial year and moving forward. CPE have always recommended to hold 6 months reserve in the account based on the annual budget. The new CPE paper suggests the reserve amount is reviewed by the LPCs. The target level now should be based on unexpected spend, short-term running costs and close down costs.

Paul Antenen and JP have discussed the three elements and what we would like to keep as minimum and maximum amount within CPSS (agreed 50%). For the LPC there would be no redundancy costs as these reserves would be held within CPSS. Short-term running costs would be expenses for members, insurance for members and HR contract for example. The short-term running costs for 6 months (to run down an LPC) on the current budget (excluding payments for CPSS) would be our reserves moving forward. The members discussed the opinions. Agreed to a move from 50% reserves to 28% min /35% max reserves. The Surrey levy is based on a fixed fund (as is Sussex).

**Integrated Neighbourhood Teams – An introduction:**

The Fuller report recommended the implementation of INTs. These are smaller areas and within the INT all agencies will work together for the benefit of patients.

We have been working hard to engage with the right people and ensure we are invited to every INT meeting in each area. It is important that we have a place at these meetings.

**Surrey**– Reached out and have been added to comms list– waiting for all INT areas to be confirmed.

- **East Surrey – 5 INTs**  
Horley, Redhill and Reigate, Merstham, South Tandridge, North Tandridge
- **Guildford & Waverley – 4 INTs**  
East Waverley, West of Waverley, East Guildford, Central & North Guildford
- **North West Surrey – 12 INTSs**  
Addlestone, Ashford & Stanwell, Central Woking & Sheerwater, Chertsey & Ottershaw, East Woking, (Byfleet, Pyrford), Egham & Virginia Water, North & West Woking, South Woking, Staines, Sunbury & Shepperton, Walton, Weybridge & Hersham
- **Surrey Downs – TBC.**

Moving forward these neighbourhood meetings will need to be attended and we will be looking to LPC members and CP PCN leads to assist with attending these meetings to develop opportunities. There is however currently no funding to attend these meetings.

**Operating plan KPI progress report.** – The members reviewed the proposed new format for the LPC meeting progress review of the Operating plan for 2024/25. This would be sent to the members prior to the LPC meetings with agendas for discussion within the meetings.

**Decision:** The members decided to move forward with the new format.

The members discussed the NHSE flu vaccination service specification. The service spec covers the individual circumstances you can vaccinate early. The flu orders had to be placed in January and you can only return 10%.

## **6: CPE Update**

The members were asked for comments on the Forum of Chairs ToR. No comments were raised. If anything needs to be taken to this meeting, please feedback to CS.

**Action:** Chris Scoble to have a slot at the next LPC meeting to provide a meeting update.

## **CPE committee update Gary warner:**

The members were given a CPE presentation by Gary Warner.

**Action:** Circulate the CPE slides to LPC members.

## **7: Market Entry Update**

### **Awaiting response**

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

No significant change relocation – Leatherhead

No significant change relocation – Horley

### **Response received:**

Unforeseen benefits – Burpham – NHS Resolution – Approved

**Surrey PNA** – Surrey HWB have decided to open the Surrey PNA early, the first meeting will take place next week.

The members discussed the market entry format. Currently JP completes all responses bringing them to the LPC meetings. Some LPCs have sub committees who deal with all market entry applications. The

members discussed how they would like to complete these moving forwards. CPE will be holding market entry training so if any members want to do this please highlight to JP.

**Decision:** The members agreed to continue with the current process with market entry applications being brought to LPC meetings for the members attention.

### **8: Service Development & Support Update**

Ben Sylvester has left post, and SCC are recruiting for a new Drug and Alcohol Lead. The interviews will take place in May and MH will sit on the interview panel. Looking for additional coverage in Esher and

Claygate for the Supervised Consumption service. There is no incentive for pharmacies to provide this service and there hasn't been a significant increase in some time. MH is working with Surrey CC to work towards a holistic way of dealing with patients. MH is in discussions with the iAccess team, and they are more understanding now of the costs of this service.

The members reviewed the Surrey LCS data.

#### **Surrey**

Discussions around NHS Health Checks continue.

Advert out for new Drug and Alcohol PH lead.

Supervised consumption- shared CGL evaluation paper to support unsupervised payment structures and a holistic service approach.

Naloxone provision increasing.

EHC - mapping Advanced service vs LCS, F2F visits and link up with PCS.

Presented at Sexual Health Outreach Group to promote PCS.

Antivirals service (Covid treatment).

IP Pathfinder- no go live date, GPs and pharmacies being supported.

Women's Health Strategy forum. They were looking at what is lacking in Surrey and what can be done.

There will be a follow up meeting.

#### **Essential Services Update:**

##### **Discharge Medicine Service**

#### **Surrey**

ASPH and RSFT Live.

Data from RSFT - supporting with outstanding referrals. Feb24- Apr24 423.

Epsom and St Helier and SASH due to go live.

##### **Pharmacy First Service**

Live from the 31<sup>st</sup> of January.

Pharmacies signed up will need to provide all 7 clinical pathways.

Working with PCNs to increase formal referrals from GP surgeries.

Awaiting national data.

Over 4000 referrals from GP practices in Sussex (up to 3<sup>rd</sup> of April).

Over 5000 referrals from GP practices in Surrey (up to 11<sup>th</sup> of April)

No self-referral/NHS 111 data available yet.

##### **Pharmacy First Networking Event - 10<sup>th</sup> of April**

Face to face networking event at Sandman Signature Hotel, Crawley.

Overview and data.

Heard the accounts of two pharmacists on how they implemented Pharmacy First.

Breakout groups to share best practice.

Prior to the event CPSS gathered feedback from contractors and top tips and shared with attendees.

Demand to share this wider.

Formation of 'Top Tips' one pager – emailed to all contractors and in newsletter.  
Positive feedback from the event.

Data collected by the CCA from the first week of the service showed that amongst CCA members: 84% of Pharmacy First consultations in the first week were self-referral (walk-in) consultations. 16% were from NHS111 and GP surgeries.

Of the seven conditions that pharmacists can provide advice and treatment for under the new service, sore throat was the most common in Pharmacy First's first month.

- Of the 48,195 total consultations provided by CCA members, 31% (13,087) addressed "acute sore throat", the membership body said.
- "Uncomplicated UTI" was the second most common condition, accounting for 27% (13,053) of total consultations.
- Next was acute otitis media, or earache, which the CCA said was the topic of 16% (7,548) consultations.
- The least common conditions in the first month of the service were shingles, which accounted for 3.6% (1,748) of the total, and infected insect bites, which were 2.7% (1,309).

29% (13,977) of consultations were "provided either at weekends or outside core hours" of 9am – 6pm.

30% (14,425) of the consultations took place in the 20% most deprived communities.

### **Pharmacy Contraception Service**

Presenting at various meetings to highlight the service.

ICB Comms plans in place to promote the service.

PH Teams are working to support pharmacies signed up to national service and not providing the LCS to sign up and provide both.

Sexual Health clinics interested in working with pharmacies and will be offering options to patients.

GP Plan: LPC to promote service and encourage using text messaging to include the service finder link to patients who could continue repeat supply in pharmacies.

### **LFD Service**

Contacted pharmacies to ensure the information on DOS and MYS is correct.

From the 1st April 2024, the following additional patient groups will be eligible to access the LFD service, as well as those previously eligible for the service:

People aged 85 years and over;

People with end-stage heart failure who have a long-term ventricular assistance device;

People on the organ transplant waiting list;

People aged 70 years and over, or who have a BMI of 35 kg/m<sup>2</sup> or more, diabetes or heart failure, and:

Are resident in a care home; or

Are already hospitalised.

### **SCS**

61 Pharmacies signed up to provide the service across Surrey

Meetings are being set up with individual trusts.

Will King Supporting LPC to confirm what the plan of expected timeframes and PharmOutcomes Progress info is in each trust and work to those timelines.

#### **Go live Plan**

LPC/ICB to contact pharmacies to check for readiness.

Training to be completed in hospitals.

IT platform confirmed.

Meeting with each trust lead.

133 Pharmacies signed up to provide the service across Sussex

UHSx almost ready to go live, slight delays – expected May the 24th.

Waiting on more info from ESHT; PharmOutcomes and go live plan: Meeting is being arranged.

#### **Go live Plan**

Training completed at UHSx.

IT platform confirmed.

Launch webinar – 13th of February webinar on demand [here](#). Slides from the webinar can be downloaded [here](#).

Awaiting go live due to Trust technical issues.

### **Sussex**

ICB: Anti-Viral service – waiting for return of all contracts before launch of service.

ICB: EOLC – Reminding pharmacies to complete the stock checks and supporting pharmacies to work through any challenges raised by ICB.

ICB: H Pylori – Decommission process now in place.

ICB: MAR Charts 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.

LCS: CGL published the Evaluation report

### **Brighton**

Trust for developing communities linking up with pharmacies to promote blood pressure checks – Hangleton and Knoll event schedule for October.

Update to SCS LCS £4 admin fee for supplying vapes via voucher scheme and extra support payment for patients who attend and need a further appt to set quit date.

Dementia Friends– A new scheme for businesses to indicate they are dementia friendly and confirm they have implemented or are working towards the recommended actions.

Ovarian and Renal Cancer Project: As part of the HLP LCS 2 campaigns will run – Ovarian Cancer in September and Renal Cancer in February this is mandatory for those pharmacies signed to provide the HLP LCS and pharmacies are able to claim for participating in the campaigns and attending any training.

Targeted Lung Health check: Evaluation of Pilot service started.

### **West Sussex**

CGL – visiting pharmacies not claiming correctly.

Public Health to discuss options to signpost patients into the pharmacy for smoking cessation LCS – due to capacity issues with SASH SCS in-patient referrals.

Public Health discussed the NHS Healthcheck Audit commissioned to look at the service outcomes and improvements.

CVD forum – looking at options to engage GPs.

Sexual Health PH – Meeting scheduled to discuss the service fees and new service opportunities.

EHC PGDs reviewed by LPC.

Alcohol PH – Meeting scheduled to discuss service fees and service delivery.

### **East Sussex**

PH consultation to discuss service specs and fees: Started

Tony Proom PH keen to align EHC and PCS

Ross Boseley PH keen to engage more pharmacies to offer C Card and claim properly.

Casey Ingold PH visiting pharmacies and discussing how to engage SCS delivery.

Tobacco task and finish group – sharing info, promotion and marketing.

Alcohol Harm Reduction – discussing options for Alcohol service.

Targeted Lung Health check pilot service Hastings and St Leonards due to go live June, Launch webinar 23rd of April.

Reached out to PCN delivery Managers to support GPs and Pharmacies to work together to provide NHS HCs LCS – awaiting meeting date.

### **General Updates:**

Contractor support – emails, phone calls, service clinics.

Pharmacy First support – service clinics, webinar, supporting practices, F2F networking, Survey to identify top tips and challenges, email to advise to clear down referrals.

Workforce projects – meetings and attending university careers fairs. Supporting contractors with ORIEL  
NHSE/SE LPCs – Community Pharmacy work experience project.  
B&H evening pharmacy event – 6th of March  
Burgess Hill – Check your health event – 2nd of March.  
East Grinstead Event June 24  
Hangleton and Knoll Event October 24  
Apprenticeships careers fair- Hastings and Eastbourne June and July  
Grayshott Surgery – collaborative Health Hub Event 12th of June

All PH commissioners have been asked on a quarterly basis to provide the LPC with Top 3 and Bottom 3 performing pharmacies to allow a targeted plan to be put in place to support contractors to increase delivery using best practice from Top 3.

**Forward View:**

AccuRx pathway and supporting Hypertension service  
SCS Advanced service roll out working  
DMS support  
Surrey CDS service- Training webinars  
Decommissioning H Pylori Sussex  
Supporting ICBs  
Supporting DPS and PSR  
Pharmacy/Area Manager engagement  
PH and stakeholder meetings  
Updating the website  
CPE website updates for service database  
TLHC project  
IP Pathfinder  
Task and finish groups  
PNA  
Supporting contractors with queries  
CRM  
PCN Lead support  
PCN Lead Drop in sessions  
Service Clinics  
Essential Guide updates  
Pharmacy Checklist updates  
Services Mothership updates  
Pharmacy First support  
PCS Support – Promoting sexual health teams to support referral  
Supporting the Learning Disability community to access services in Brighton  
Face to Face promotional event  
Sponsorship opportunities  
Collaboration Webinars upskilling and education events for contractors  
Negotiating LCS fee uplift from 1st April  
Integrated Community Teams/Neighbourhoods  
Annual Report  
IPA Awards entry

**PCN Leads & Updates:**

HG and ER supporting – covering vacancies. Forward view – monthly lead catch ups  
March topic of the month feedback forms  
Drop in sessions

WhatsApp groups  
 CRM live and active  
 Supporting via emails, phone  
 G&W ICB/PCN lead meetings successful  
 East Surrey ICB colleagues keen to engage

**9: Finance Update**

The members reviewed the Surrey LPC accounts 2023–24, these have now been submitted to the accountant for end of year report, no questions were raised. The members reviewed the Surrey LPC accounts 2024–25 YTD, no questions were raised.

It was raised that Surrey LPC pay CPE every 6 months; could now adopt a DD monthly payment. The members were asked if they would be happy to adopt this method.

**Decision:** The members decided to move the CPE payments to a monthly DD.

**10: Outcome of skills training questionnaire**

NHS regulations, negotiation skills, leadership skills, communications skills were the main key training gaps identified.

The members reviewed the costings of these modules. The members discussed if this could be incorporated into the LPC meetings. The members also considered doing joint training with Sussex LPC to reduce costs.

The members discussed the cost and the benefit.

It was discussed if those with strengths could upskill other members and that the CPE training should be utilised.

**Decision:** The members agreed not to proceed with Captivating Solutions.

**11: AOB**

Outstanding payments for honorariums was raised and is being looked into by JP.

**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 18/07/24	Wednesday 10/07/24
Thursday 12/09/24 + AGM	Wednesday 18/09/24 + AGM
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)

**6<sup>th</sup> June 2024, 13:45–15:00 – Teams Meeting Online**

**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)

**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 26<sup>th</sup> to Thursday 27<sup>th</sup> June 2024 (Birmingham)

Wednesday 11<sup>th</sup> to Thursday 12<sup>th</sup> September 2024 (London)

Wednesday 20<sup>th</sup> to Thursday 21<sup>st</sup> November 2024 (London)

Wednesday 5<sup>th</sup> to Thursday 6<sup>th</sup> February 2025 (London)

Wednesday 30<sup>th</sup> April to Thursday 1<sup>st</sup> May 2025 (London)

Wednesday 25<sup>th</sup> to Thursday 26<sup>th</sup> June 2025 (Location TBC)

Wednesday 24<sup>th</sup> to Thursday 25<sup>th</sup> September 2025 (London)

Wednesday 19<sup>th</sup> to Thursday 20<sup>th</sup> November 2025 (London)