

Minutes of Meeting of Sussex Local Pharmaceutical Committee

Date Thursday 16th May 2024 starting at 09:30
Location: East Sussex National, Little Horsted, Uckfield, TN22 5ES
Present: Sukhpreet Uppal, Dervis Gurol, Yola Barnard, Sarah Davis, Mark Donaghy, Sam Ingram, Dan Melrose, Ankit Tyagi, Aakarsh Patel, Henrietta Adu.
In attendance: Julia Powell, CEO, Marie Hockley, Deputy Chief Officer, Simran Johal, Service Development & Support Lead, Fatima Iqbal, Services Coordinator, Eve Rockell, Services Coordinator, Micky Cassar, Business Administrator.

1: Welcome & Introductions

SD welcomed the members and guests to the meeting.

2: Apologies for Absence

Michaela Tytherleigh, Paul Antenen. There is currently a CCA vacancy.

3: Governance Matters

The members were asked if there were any changes to the Declarations of Interest AIMp has rebranded and is now called IPA. Note if Independent members join as a full member of IPA, DOIs will need to be updated. SD highlighted she is now on the CPE governance committee.

4: Chair and Treasurer

As this is the first meeting of the financial year the officer roles need to be appointed.

Paul Antenen Eol voted to remain as Treasurer.

Two expressions of interest were received for Chair role (SD and MD). The committee agreed they would like to continue with both being co-Chairs.

5: Minutes & Matters arising:

The minutes from the last meeting on the 8th of February 2024 were reviewed and the minutes were signed off as accurate by the Chair.

Actions in progress:

Nothing outstanding.

6: Captivating solutions

The proposal pack has been reviewed in line with the previous skills assessment and this will be taken to a meeting with them on Friday. Surrey LPC have decided not to continue with this and would prefer in house training (CPE and CPSS). When Captivating Solutions have completed the proposal, this will be circulated to members.

7: Meetings Update

MD updated on the area prescribing meetings. The next meeting will be in July.

Action: MD to take the issue of Fostair currently being out of stock to the next meeting if still relevant.

SD attended the first governance subcommittee meeting with CPE. The IND rep was unable to attend. There are no voting rights for CCA and IND reps, the rest of the committee have voting rights (from CPE). CCA and IND reps are there to put the LPC perspective across. The next meeting is on the 11th of July. It is chaired by Adrian Price (Vice Chair CPE).

SD also attended the Clinical Leadership Network Meeting (set up by David Webb, Chief Pharmaceutical Officer). SD attended to represent NHS Sussex, DW chaired alongside Dr Claire Fuller. It was highlighted work needs to be done on how pharmacy will work moving forward. There was a talk about workforce

changes and issues. There were a series of smaller workshops, one for issues with DPPs, one for IP's and looking at what they could do, and one based around the networking group itself and how it would look moving forward. There had been a similar networking group previously for GP's and a dental one was to follow. There will be another national meeting for the community pharmacy network in the autumn and a Southeast Region meeting in July. After the workshops there were 2 more speakers, Amanda Pritchard, and Professor Bola Owolabi. The content of their talks was very well received.

The NPA evening event was attended by several members. MD gave an update, there was a good turnout from the NPA.

An AIMp Parliamentary event has been held, DG attended this and gave an update. It was a constructive event, and they discussed the issues including the lack of funding. The impact of the event was covered in the media and showed the number of pharmacy closures. It was informative and hopefully gave a positive view on what pharmacy can offer.

CPE are contacting the potential MP candidates and will be inviting them to pharmacy visits.

CPE committee meeting update, MD, SD and JP attended and gave an update. Discussion with James Wood and Gary Warner after the committee meeting about ways of working moving forward. It was highlighted that the LPCs do not expect GW to attend every meeting. It was agreed he would come face to face to each LPC once a year and attend virtually where possible. If he couldn't attend virtually, he would have a meeting with the Chair/CEO prior to the meeting to give an update and provide slides. He will be attending virtually today.

8: CPE Update:

The members were given an update virtually by Gary Warner. The members and GW had a Q&A session.

Forum of Chairs ToR – The members were asked to review the document prior to the meeting and raise any issues they have.

Point 5- not allowed a replacement. Should be allowed to have a deputy attend.

Action: Feedback re point 5.

10: Service Development & Support Update

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

Sussex:

ICB: Anti-Viral service (for Covid & Flu) – The contracts have now been received and should be going live imminently.

ICB: EOLC- Reminding pharmacies to complete the stock checks and supporting pharmacies to work through any challenges raised by ICB. The ICB will start to claw back money if they do not submit the quarterly audit.

ICB: H Pylori – Decommission process now in place. The 1st of July will be the end date for this service.

LCS: CGL published the Evaluation report. This talked through the benefits of the holistic approach and what this would look like. A recommendation that the quarterly reviews should be annual has now been made.

Brighton:

- Trust for developing communities linking up with pharmacies to promote blood pressure checks – Hangleton and Knoll event schedule for October. Work has been done on who can and can't be signposted to pharmacy.

- 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. Stop to swap scheme. There is mandatory training (webinar) that is part of the spec. There is a further support payment that can be claimed. The vapes take 3 days to be delivered so you can't set a quit date until the patient receive this and knows how to use it. When they return and you set a quit date you can claim this.
- 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. There is no funding for this currently.
- 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. It has been very successful and is launching in Hastings & St Leonard's in June and then sites will be looked into in West Sussex.

West Sussex:

- CGL – Tina 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. Looking into an opportunity to refer to the LCS instead.
- Public Health discussed the NHS Healthcheck Audit commissioned to look at the service outcomes and improvements.
- CVD forum – looking at options to engage GPs in our blood pressure service.
- Sexual Health PH – Meeting scheduled to discuss the service fees and new service opportunities (likely in the next financial year).
- EHC PGDs reviewed by LPC.
- Alcohol PH – Meeting scheduled to discuss service fees and service delivery. They need to look at remodeling the service and increasing the payments. This will be relayed back and discussed.

East Sussex:

- PH consultation to discuss service specs and fees: Started.
- Tony Proom PH keen to align EHC and PCS.
- Ross Boseley PH is 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 May, launch webinar 23rd April.
- Reached out to PCN delivery Managers to support GPs and Pharmacies to work together to provide NHS HCs LCS – awaiting meeting date.

Surrey:

- Discussions around NHS H/C continue.
- Advert out for new Substance Misuse 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.
- IP Pathfinder- no go live date, GP's and pharmacies being supported.

- Women's Health Strategy forum.

Essential service updates

Discharge Medicine Service

Claims from Oct 22 – Jan 24

Brighton and Sussex University Hospitals Trust: 1501

East Sussex Healthcare NHS Trust: 1115

Maidstone and Tunbridge Wells NHS Trust: 343

Royal Surrey County Hospital NHS Foundation Trust: 553

Surrey and Sussex Healthcare NHS Trust: 114

Sussex Community NHS Foundation Trust: 24

Sussex Partnership NHS Foundation Trust: 23

University Hospitals Sussex NHS Foundation Trust: 1842

Pharmacy First

Went live 31st 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 3rd April).

Over 5000 referrals from GP practices in Surrey (up to 11th April)

No self-referral/NHS 111 data available yet.

Pharmacy First Networking Event – 10th 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.

Hypertensive Case Finding

SHAPE Tool – Sussex (Oct 21 to Feb 24)

Opportunistic BP checks: 33, 063

Refer BP checks: 7097

Opportunistic ABPM: 1116

Refer ABPM: 1057

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 the national service and not providing the LCS to sign up and provide both.

Sexual Health clinics are 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 of 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/m² or more, diabetes or heart failure, and:

Are resident in a care home; or

Are already hospitalised.

SCS

133 Pharmacies signed up to provide the service across Sussex

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

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

Go live Plan

Training completed at UHSx.

IT platform confirmed.

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

Awaiting go live due to Trust technical issues.

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 – CP work experience project.

B&H evening pharmacy event – 6th March

Burgess Hill – Check your health event – 2nd March.

East Grinstead Event June 24th.

Hangleton and Knoll Event October 24th.

Apprenticeships careers fair- Hastings and Eastbourne June and July.

Grayshott Surgery – Collaborative Health Hub Event – 12th 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. Eve Rockell and Fatima Iqbal will be leading on this project.
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.
Integrated Community Teams/Neighbourhoods.
Annual Report.
IPA Awards entry.

PCN Lead & Updates:

Hursh (Surrey) and Eve (East Sussex) 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.
Increasing requests for PCN lead contact details from relevant PCN staff.
Working on evaluation.

11: 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.

Update and ongoing work:

Staffing changes – recruitment to Community Pharmacy PCN Lead and IP Pathfinder support roles (Eve Rockell and Fatima Iqbal). Hursh Gagda has also been recruited and is working on a temporary contract basis to support PCN leads and trying to recruit into the PCN lead vacancies.

Subcommittees – finance and governance – regular meetings. Subcommittees need to be set up which will meet on a regular basis. They may wish to meet before / after an LPC meeting. These subcommittees should not include the Chair or Vice Chair.

Governance subcommittee: Yola Barnard (lead), Sam Ingram, Dan Melrose, Aakarsh Patel, Michaela Tytherleigh, vacancy.

Finance subcommittee: Paul Antenen, Henrietta Adu, Dervis Gurol, Sukhy Uppal, Ankit Tyagi, vacancy.

Operating plan KPI progress report. The members reviewed the new proposed format of the Operating plan.

Decision: The members agreed to adopt the new version of the operating plan progress report. This will now be sent out with agendas prior to the LPC meeting.

It was raised that we should highlight in the newsletter that there is an option on the website to highlight issues to be raised at an LPC meeting.

Action: Highlight in the newsletter that there is an option on our website to highlight issues to be raised at the LPC meetings.

Service proposals to replace the UTI service in Surrey Downs place. The members were asked if they had any ideas for how this funding could be used. Pharmacy First suggestions: Adult ear infections.

Z drugs and reduction scheme (signposting to sleep providers). JP had a meeting with regards to this and a further one is taking place in 3 weeks' time.

HEE – funding proposal from careers website funding. A proposal for work experience pack was submitted and this is now being worked on by SJ.

Contractor support re complaints and issues – surgery issues, LMC Pharmacy First queries, care home response paper to survey, Healthwatch LFT query [Free Covid tests – Healthwatch Surrey](#).

CPAF visits – Contractor request for support. Thanks, given to SJ by a contractor for her support with this.

Annual Report, Accounts and AGM. The accounts are with the accountant. The annual reports are in draft form and the reports will need to be circulated in July. The AGMs will be added to the LPC meetings in September. The pharmacy contractor event is taking place on the 22nd of Sep. This will include contractor awards, this will be circulated in June for nominations. The members were asked to feedback if they had any nominations and any new ideas for awards.

Sussex ICT – An introduction

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

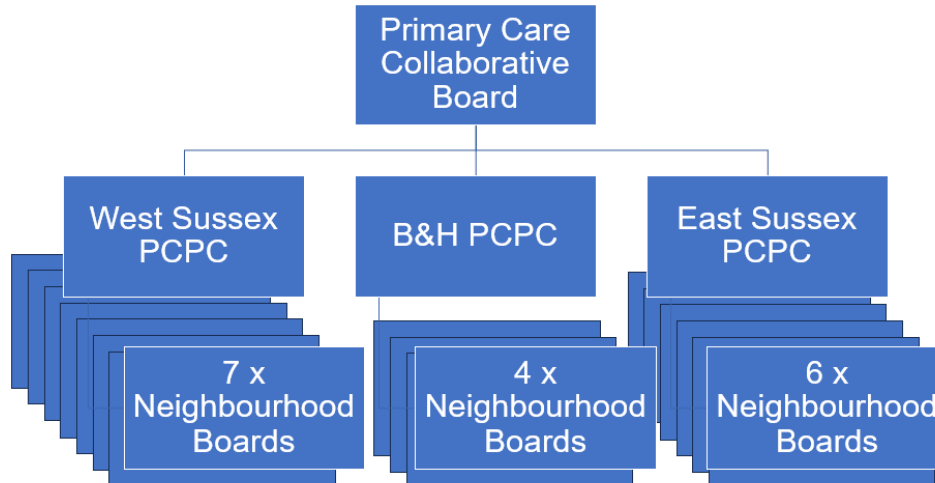
Integrated Community Teams/Neighbourhood

- There are 16 ICT footprints across **Brighton & Hove, East Sussex, and West Sussex**.
- We have been working hard to engage with the right people and ensure we are invited to every ICT meeting in each area.
- It is imperative we have a place at these meetings.
- We will look at PCN leads to take over in due course.
- The content of these meetings has been high level operational discussions.

- We have attended the 1st ICT meeting in Hastings and St Leonards.
- Attending the 2nd ICT meeting in West Brighton.

It is important that community pharmacy is part of the ICT meetings. The members were asked for assistance to attend (both CP PCN leads and LPC members).

Primary Care Provider Collaborative –overview



12: SDHC Kirstie Ingram, Director quality, compliance and engagement (Sussex Downs Healthcare GP Federation)

The members were given an update by Kirstie Ingram about South Downs Health and Care Ltd. The members were asked for ways that we can work together.

13: Finance update

CPE have proposed that instead of paying CPE fees 6 monthly there is now an option of paying monthly.

Decision: The members decided to move to monthly payments.

LPC Reserves

The reserves guidance was circulated to members prior to the meeting. The recommendation from CPE used to be to keep 50% of next years budget in reserves. This has now been changed to consider reserves based on three categories. PA and JP have reviewed our structure including CPSS where employees and licences e.g. IT costs sit. It was agreed to keep a 6-month reserve based on the budget in CPSS for employee costs etc. Within the 2 LPCs part of the funding paid is to CPSS. Sussex LPC therefore, wouldn't need to be paying towards CPSS for 6 months as the funds would already be there. Instead of 50% reserves this could be moved to 28% min / 35% max.

Decision: The members agreed to move to the new reserve levels.

14: Market Entry

Awaiting outcome

Application offering unforeseen benefits – Arundel – NHS Resolution

No Significant Change Relocation – Bexhill (DSP)

Response received

Unforeseen benefits – Chichester – Approved

No significant change relocation – Crowborough – Approved

No significant change relocation – Storrington – Approved

No significant change relocation – Worthing – Approved

Discussion of Market Entry format

Historically the applications go to JP, and she reports to the members at each LPC meeting. Some LPCs have market entry subcommittees that deal with responses. The members were asked how they would like to proceed moving forward.

Decision: The members agreed to keep things as they are with market entry applications.

15: AOB

It was highlighted that Simran had assisted with CPAF visits and this had made a huge difference and helped a lot and she was thanked very much for her hard work.

MD gave his apologies for the July meeting.

Action: Micky to send email to establish who is attending July and Sep meeting and then decide which meeting to bring Captivating Solutions for the members training event.

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 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)

6th June 2024, 13:45-15:00 – Venue: TBC

3rd October 2024 – 13:45-15:00 Venue TBC

9th January 2025 – 13:45-15:00 Venue TBC

27th March 2025 – 13:45-15:00 Venue TBC

South East LPCs and Partners (Regional Meeting)

(Chairs, Vice Chairs to attend)

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

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

27th 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)