

Minutes of Meeting of Sussex Local Pharmaceutical Committee

Date Thursday 18th July 2024 starting at 09:30
Location: East Sussex National, Little Horsted, Uckfield, TN22 5ES
Present: Sukhpreet Uppal, Dervis Gurol, Sarah Davis, Ankit Tyagi, Aakarsh Patel, Henrietta Adu, Michaela Tytherleigh, Paul Antenen, Yola Barnard.
In attendance: Julia Powell, CEO, Marie Hockley, Deputy Chief Officer, Simran Johal, Service Development & Support Lead, Eve Rockell, Services Coordinator, Gary Warner, CPE Regional Representative.

1: Welcome & Introductions

PA welcomed the members and guests to the meeting.
CCA reporter: SD and YB.

2: Apologies for Absence

Sam Ingram, Mark Donaghy, Dan Melrose and Micky Cassar. There was a CCA vacancy, but this has now been filled and Jas Condon will be rejoining the LPC.

3: Governance Matters

The members were asked if there were any changes to the Declarations of Interest.

5: Minutes & Matters arising:

The minutes from the last meeting on the 16th of May 2024 were reviewed, and the minutes were signed off as accurate by the Chair.

Actions in progress:

26 - MD to take the issue of Fostair currently being out of stock to the next meeting if still relevant – In progress.

6: CEO Update

KPI Progress. The members reviewed KPI progress (this was circulated prior to the meeting). The 16 ICTs are forming 3 place-based boards, one in ES one in B&H and one in WS. The Primary Care Provider Collaborative board will also have 3 community pharmacy representatives as well as a place for the LPC. The only red KPI is ongoing engagement with colleagues in LDC and LOC.

We now have a CPSS LinkedIn page, and the members were encouraged to join. The WhatsApp group for deadline reminders is also active.

BT Update: The Communications Ombudsman was contacted. The complaint has now been concluded.

SE Forum/DMS Regional Event/KSS MSO Event/PCCC Board Workshop. The SE Forum takes place every quarter and the recent one was hosted by CPSS. JP presented at the DMS regional event on behalf of community pharmacy to support increasing referral numbers.

The election 'purdah' has held up information from the workforce survey analysis, but the information has been completed and will be published shortly.

Guildford & Waverley Place Event attended by JP and SJ. SJ attended a workshop on integrated neighbourhood teams and discussed how community pharmacy can support with services.

There is now a new induction program in place for all new CPSS employees over a three-month period.

LMC and potential collective action – BMA are running regional roadshows. They will go through potential collective actions GPs could take. Potentially looking to reduce appointments to the BMA recommendations. Potentially more footfall into pharmacy. Ask is also for all GP practices to turn off GP

Connect Update. This system enables Pharmacy First consultations to flow into GP records for a one click confirmation. If you have PharmOutcomes referrals will go via the old pathway instead, PDF attached to an NHS email. The reasoning for this is due to concerns that private providers will be granted this functionality. BMA will now go to vote to see what collective action to take.

PCN Lead evaluation and Engagement funding. SJ has collated an evaluation for Surrey Heartlands and submitted this to the ICB which will go to the Primacy Care Commissioning Committee. Plans for use of the nationally available funding for CP Engagement Leads has been submitted to Sussex and Surrey Heartlands ICB's. NHSE have national PCN engagement lead funding (£1040.00/PCN/year). In Surrey Heartlands we have asked for this funding to be added to the current funding we have, keeping it at £400.00/month. In Sussex JP has requested this funding for PCN leads to attend ICT meetings.

Sussex System Leadership Development Day attended. SE Leadership Event Primary Care Working Together day will take place on the 30th. This includes a community pharmacy representative from each ICB with SD attending from Sussex.

General Election Support and follow-up. Across Surrey and Sussex MP visits have taken place at community pharmacies. There is a letter for MPs from CCA. CPE have also created communications. MP has agreed to visit for half a day in DG's pharmacy in September. The LPC will contact all the MP's. MH contacted the MP for Lewes who is keen to do local pharmacy visits. The members were encouraged to reach out to their local MPs to encourage visits.

Action: LPC to contact all MP's.

Action: JP to send the CPE template for MPs to members to encourage contact.

AGM and Annual Report update. The AGM will be added onto the LPC meeting in September. The draft annual report has been created. The draft accounts have been received from the accountant.

September Pharmacy Event 22nd – agenda, speakers, sponsorship discussed. Paul Rees CEO from NPA is attending as is James Wood from CPE. The award ceremony and quiz will also be held after lunch.

CCA Questions. The members reviewed the questions from CCA.

7: CPE Update

The members were given an update by Gary Warner.

8: Service Development & Support Update

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

Sussex

East and West Sussex MAT Core annual reviews: Tina CGL chasing– so far 29 completed back and a chart has been sent out to show what money can be claimed to all East/West Sussex Pharmacies

ICB: Anti-Viral service – Service launched in 9 pharmacies (covid and flu).

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

Brighton

New contract variation sent out 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

Ovarian and Renal Cancer Project: Content for videos being finalised and promotional materials for HLP campaigns

Attended West Brighton ICT meeting

Hangleton and Knoll steering group meeting to discuss local events

West Sussex

Yesterday MH attended the smoke free partnership meeting. There are 89000 active smokers in West Sussex. A Government grant has just been secured to focus on quit attempts, this is to encourage people to keep trying to quit (with no cap on quit attempts). Vapes were discussed and they are proposing a digital app for the patient to monitor progress as well as an online version. Holly Yandall and MH will discuss a referral fee.

A significant increase in fee for the Alcohol Service has been agreed. 150% uplift in scratch cards, 100% uplift in the leaflets.

CGL – Tina visiting pharmacies not claiming and supporting training.

Sexual Health PH – Potential Chlamydia service next year. PH wants to progress, but funding is the issue currently.

Met with ICT integration manager for West Sussex. Community Pharmacy will now have a seat at all the local meetings referred to as Local Community Networks and at a strategic leadership group which oversees the LCN's. There are 16 ICTs across the patch. Ideally these meetings in the future will be attended by the PCN leads, which will help with local aspects.

East Sussex

PH consultation to discuss service specs and fees in progress.

Casey Ingold PH plans to visit pharmacies and discuss how to engage SCS delivery.

Alcohol Harm Reduction – discussing options for Alcohol service and discussing funding options.

Targeted Lung Health check pilot service Hastings and St Leonards due to go live July – 4 pharmacies signed up

Met with a Hastings GP Practice to discuss increasing referrals into Pharmacy First, local Med's shortage process and relationship building

Attended- Hastings, Rother, Eastbourne, Wealden, Lewes ICT meetings

CVD steering group – setting the strategy for East Sussex action plan attending this group to ensure PC is represented in the action for the ICB

Member of East Sussex Oversight Board

Surrey

New Substance use PH lead – no further info.

Needle exchange pilot – UKHSA. They will be reviewing data from PharmOutcomes to give insight to if a nationally commissioned service may be appropriate. MH will receive these findings and will look into how to make it a more viable service.

Women's Health Strategy forum – Steering group to be formed

PCS ICB Communication

Attended Integrated Neighborhood Teams (INT) meetings- South Tandridge, Horley, Merstham

434 SCC Flu vaccinations increase on the last two years figures

Essential service updates: DMS

Surrey

ASPH and RSFT Live

Data from RSFT – supporting with referrals

Epsom and St Helier – St Helier (SWL side) almost ready to go live, Epsom to link in with St Helier lead

SASH due to go live and in final stages of testing – linking in with Simran for Pharmacy testing to ensure info received is correct

Sussex

Claims from April 24 (NHSBSA data) discussed

Pharmacy First

The members reviewed the NHSBSA claim data for the Pharmacy First Service.

Pharmacy Contraception Service

ICB Comms plans in place to promote the Pharmacy Contraception service using both the Primary care bulletin and updates on NHS Sussex website.

The members were asked if they would be interested in face 2 face training for the contraception service. Thames Valley ran a training evening. The feedback was contractors may struggle with f2f attendance but they could do online. It was suggested that a community pharmacy that are doing well could potentially be approached to offer advice through a webinar. The members discussed all options and agreed to do an online training session.

Action: Create an online training session for SCS.

SCS

Meeting with ASPH and RSFT.

SASH have no capacity to support this at the moment.

Epsom and St Helier, identifying the right person to support with this.

UHSx is struggling with some minor IT issues so still awaiting go live date, supported by the new Director of Clinical Outcomes and Effectiveness.

ESHT – PH supporting with funding to recruit a Tobacco Dependency Programme Manager who will focus on implementing SCS. In the very early stages of recruitment so will take time.

General Updates

Contractor support – emails, phone calls, 1-2-1 visits, protected time for clinics

Workforce projects – meetings and attending university careers fairs. Supporting contractors with ORIEL NHSE/SE LPCs – CP work experience project.

East Grinstead Event June 24. This event was successful and around 80 BP checks were done.

Hangleton and Knoll Event October 24.

Apprenticeships careers fair- Hastings and Eastbourne June and July – showcasing Community Pharmacy and supported people to access Technician careers. SJ attended Hastings, MH attended Eastbourne and will continue to support these events going forward.

Invited to all ICT/INT events and are working to upskill PCN Leads to take over locally.

Sussex IP Pathfinder – HRT

The IP Pathfinder Project Plan has been developed. The SLA, service specification and IP guidance document have been drafted. Cost centers have been set up and IPs can now claim for sessions. Laptops and smartcard readers have been purchased to support the service for both sites. Eastbourne and Lewes pathfinder sites visited to offer support and update on the current position of project. Fortnightly meetings with CP Clinical Lead at NHS Sussex ICB. Monthly meetings with Surrey IP Pathfinder project support to ensure consistency where possible.

Milestones remaining before sites go live:

Cleo to go live

Cleo training to take place

SOP to be developed

Data sharing agreements between GP and pharmacy in place

Practice clinical system training to take place

Site inspection and assurance for readiness

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
PQS support
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 and 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 and Updates

Hursh and Eve 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

The members were asked if there was anything that should be done differently by the services team. The members were happy with the work.

9: Finance update

The members were updated on the Sussex LPC accounts Q1 2024/25, no questions were raised. It was highlighted that more meetings are taking place face to face now which was not included in the original 24/25 travel budget.

The members were updated on the CPSS accounts Q1 2024/25.

The members reviewed the CPSS draft accounts for 2023/24, no questions were raised.

The members reviewed the Sussex draft accounts for 2023/24, no questions were raised.

Finance Sub-committee, Terms of Reference/Financial Management Policy/Risk Register. The ToR needs to be updated for the finance committee. The changes were highlighted. The members agreed the changes.

Management policy: 2 highlighted changes. Changed to no more than the agreed percentage of the operating cost (reserves) from 50% reserves. The members agreed the changes.

Risk register: Changes have been highlighted incl KPI being discussed at each LPC meeting and the 12-week employee induction period. The members agreed the changes. JP proposed to remove the annual Covid risk assessment for employees which the members agreed. The WhatsApp deadline reminder and LinkedIn profile have been added in and also that we send regular communications to MP's.

14: Market Entry

Awaiting outcome

No significant Change Relocation – Littlehampton

Response received

Application offering unforeseen benefits – Arundel – NHS Resolution – Approved

No Significant Change Relocation – Bexhill – Approved

The new PNAs need to be published by October 2025. The process will be starting around September. CPE are setting up a PNA working group which JP will be sitting on.

15: AOB

The GP survey results are now available, and community pharmacy came out very favourably.

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 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)

3rd October 2024 – 13:45-15:00 Teams meeting online

9th January 2025 – 13:45-15:00 Teams meeting online

27th March 2025 – 13:45-15:00 Teams meeting online



South East LPCs and Partners (Regional Meeting)

(Chairs, Vice Chairs to attend)

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 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)