

Minutes of Meeting of Sussex Local Pharmaceutical Committee

Date: Thursday 6th February 2025 starting at 09:30

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

Present: Sukhpreet Uppal, Dervis Gurol, Ankit Tyagi, Aakarsh Patel, Henrietta Adu, Yola Barnard, Jas Condon, Mark Donaghy, Sam Ingram, Dan Melrose, Paul Antenen, Michaela Tytherleigh.

In attendance: Julia Powell, CEO, Marie Hockley, Deputy Chief Officer, Simran Johal, Service Development & Support Lead, Eve Rockell, Services Coordinator, Fatima Iqbal, Services Coordinator, Micky Cassar, Business Administrator.

The members started the meeting as a joint Surrey & Sussex LPC meeting
The members took part in a team building exercise.

1: Service Development & Support Update

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

Surrey

- Luke Mileham is supporting pharmacies and reviewing gaps in provision.
- Dynamic Purchasing System (DPS) is going to be extended for 3 years.
- Katie Bull is the new contracts business manager.
- Supervised consumption – £50 additional payment per person per year has been positively received from contractors – this will go ahead, and the additional question will be – Have you got a Naloxone device on you?
- Surrey police trained to carry Naloxone and then if further supply needed this will be obtained from a community pharmacy who will be paid under the LCS.
- Surrey OST custody process – reviewing guidance document.
- IP pathfinder– Supporting documents created, PharmOutcomes will be used to send info to GP, CLEO expected March – pharmacies are getting ready ahead of ICB visit.
- Increase of fees for ICB commissioned services awaiting sign off.
- Proposed all SH ICB LCSs 4.55% uplift from 1st of April 2025.

Local Area Updates

Brighton

- Presenting at various meetings to promote services including patient groups.
- HLP training webinar to increase uptake – Claim for campaigns and training
- HLP service – Decommissioning this service– CPSS meeting with BHCC to discuss the process and timelines.
- SCS Training event (Colin Brown – New Tobacco Commissioner) MH meeting with CB monthly. The training event will be held on the 14th and 15th of February.

West Sussex

- NRT Voucher scheme– WSCC has decided not to pursue this.
- New service – EHC will include handing out Chlamydia kits with supply and condoms – likely to be 2026/27.
- Community health event Burgess Hill – £850.

East Sussex

- New SCS pilot service: Under MOU to go live Feb 24 – Issuing Vapes as part of the core offer– **CPSS reviewing the MOU**. Was due to go live in February, however the MoU needed updating first.
- Service specs due to be reviewed.
- NHS Healthchecks decommissioned as of 1st of April. The LPC were not involved in this decision and placed a formal complaint with regard to the communications. As a result, any consumables already purchased (full or split) can be claimed back even without an invoice, with a final agreed service payment to contractors.

Sussex

- IP pathfinder- Supporting documents created, PharmOutcomes will be used to send info to GP, CLEO expected March – pharmacies are getting ready ahead of ICB visit.
- Palliative care spec being reviewed.
- Price increase 3.7% uplift on palliative care agreed backdated for 24/25, uplift for 25/26 to be agreed.

Workforce

- Foundation Trainee Pharmacist National Recruitment Scheme 2025 (2026 intake) via Oriel – **Oriel now open until 1st March.**
- **Teach and Treat programme – Sussex.**
- SE region secured **early careers funding** from NHSE. Each system will decide how to use this money.
- **Excellence in Sussex conference – 17th May. Community Pharmacy representation is needed at this conference, please let Simran know if you are able to attend.**
- Supporting careers events, UCL, Brighton, Reading MPharm careers fair, Rattan School – promoting community pharmacy and mock interviews.
- PT multisector programme, initial discussions – Sussex.
- Sussex careers work.
- MPharm placements, Kingston, Reading, Brighton and Portsmouth – Surrey and Sussex.
- CPTAP package, still no news from NHSE on successful contractors.
- Oriel support – Surrey and Sussex.
- DPP support – Surrey have extended support to March 2026.
- Work experience pack – met with Xenia and Rhys, advised this should be ready soon.

Teach and Treat Programme – Sussex

- Secured **£28,400** out of a total of ~ £55,000 across SE region.
- Sussex Training Hub supported by Brow Medical Centre, ICB Workforce Transformation Lead, CPSS.
- Brow Medical Centre – project managing. EOI has been circulated to pharmacies to establish who needs a DPP.
- CPSS – EOI to community pharmacists in Sussex to register interest in securing a DPP.
- Sussex Training Hub and ICB, EOI for DPPs via primary care newsletter and various networks.
- Compiled matrix of learners and DPPs.
- Limited capacity due to funding.
- CPSS hosting webinar with UoB to support application process.
- Request to learners to provide completed application to ensure readiness to be paired with DPP.
- Dani/Claire/Simran – paired learners with DPPs and comms sent to both.

Summary

- Learner EOI's: 18 but **12** sent completed applications.
- DPP EOI's: 11 but only **8** can support.
- Successful pairs: **10**.

£2300 supervision grant for DPP per learner.

Next Steps

- Support for learners
- Support for DPPs
- Evaluation of project
- Business case for further funding

Early Careers Funding

- Survey went out to all contractors to scope the provision of the funding for SE region.
- Only one response from community pharmacy.
- Sussex allocated £1000 to community pharmacy.

- JP/SJ submitted funding proposal to NHS Sussex with an aim to secure more funding.
- **£44,700** out of a total of £134,072 in Sussex allocated to community pharmacy.
- Surrey and Frimley – awaiting update.

PCN Leads

Last year – evaluation of all PCN lead positions

New leads recently joined

January – reintroduce TOTM

Once a month drop-in session reintroduced

Updated job description highlighting 3 main changes:

- *All claims are to be made to Community Pharmacy Surrey and Sussex via an online platform, CRM unless otherwise agreed. Claims are to be submitted no later than 3 months after the day worked. For claims submitted later than 3 months, CPSS cannot guarantee payment.*
- *After each day worked, as part of the requirement for reimbursement the CP PCN Engagement Lead must complete CRM with the activities undertaken, outcomes of meetings/communications and any relevant updates.*
- *The CP PCN Engagement Lead must inform the Service Development and Support Lead as soon as possible if they are unable to complete a day each month as part of their CP PCN engagement role.*

Successful recruitment of the first '**Senior PCN Leads**' started 3rd Feb. They will cover 4 PCNs working one day a week.

Integrated Community Teams (ICT) Leads

Attending ICT meetings.

Jan/Feb – round of East Sussex ICT meetings.

Presented Pharmacy First and role of community pharmacy at several ICT meetings.

MOU from Sussex ICB for ICT leads funding **£40,560** to attend meetings. CPSS are holding an ICT lead day in March.

ICT Lead recruitment in process.

Smoking Cessation Service

Surrey

- Ongoing conversations with ASPH and RSFT.
- SASH have no capacity to support this currently.
- Epsom and St Helier, identifying the right person to support with this.

Sussex

- UHSx were live with referrals, change in Tobacco Dependency Lead which has led to challenges with PO access – currently being worked through. CPSS and Sussex ICB have done a lot of work to ensure pharmacies are ready to offer the service.
- ESHT – Strategic Tobacco Lead has been appointed (13th Jan), she will be leading on the mobilisation of the in-patient tobacco dependency treatment programme. CPSS to catch up with ESHT in due course.

Essential service updates: DMS

Surrey

- ASPH, RSFT and Epsom & St Helier Live
- Data from RSFT and ASPH – supporting with outstanding referrals
- Access to SABP data but querying reliability
- SASH due to go live and in final stages of testing – Pharmacy testing to ensure info received is correct

Sussex

Claims from October 24 (NHSBSA data) reviewed

The members reviewed the advanced services sign up data.

(Pharmacy First, Hypertension Case Finding Service and the Pharmacy Contraception Service).

Forward view

AccuRx pathway and supporting Hypertension service
SCS Advanced service roll out working
DMS support
Surrey CDS service– Training webinars
Supporting ICBs
Supporting DPS and PSR
Pharmacy/Area Manager engagement
PH and stakeholder meetings
Updating the website
CPE website updates for service database
IP Pathfinder
Task and finish groups
PNA
Supporting contractors with queries
IPA Awards entry
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

The members discussed if the LPC should highlight to contractors at this time the need to sign up to all three services as of April. We could highlight the 31st of March as the deadline but that the deadline may change due to negotiations.

The LPCs then separated into their individual groups.

1: Welcome & Introductions

MD welcomed the members and guests to the meeting.

2: Apologies for Absence

Sarah Davis.

MD broke the news to the members that former West Sussex LPC member Jose Moss has passed away and the members held a minute's silence in her memory.

3: Governance Matters

The members were asked if there were any changes to the Declarations of Interest. The members were reminded to not use mobiles or laptops during the meeting unless necessary.

4: Minutes & Matters arising:

The minutes from the last meeting on the 21st of November 2024 were reviewed, and the minutes were signed off as accurate by the Chair (MD).

Actions in progress:

- 35 – Circulate which ICTs have vacancies to members. – Complete.
- 36 – JP to respond to the NHS 10-year plan. – Complete.
- 37 – JP to discuss contraception training events on a Sunday with CPPE. – Complete.
- 38 – JP to feedback to B+H regarding the QR code. – Complete.
- 39 – Circulate “Insights from the LPC Network about Pharmacy 1st” with the draft minutes. – Complete.
- 40 – MC to contact ES National and sort out sound issues. – Complete.

5: NHS Sussex, Ciara O’Kane Update

The members were given an update on Pharmacy First. The sign up numbers are very good, and pharmacies are being contacted if support needed. GP practice work is ongoing, CO working with the Meds Optimisation Teams. There have been issues with PharmRefer, but this is being resolved so should lead to an improvement.

The pharmacy contraception service has a good number of pharmacies signed up. If anyone has any issues with this service, please pass this information on to CO.

DMS update: a Sussex wide DMS forum is being set up for all secondary care providers. The first meeting is taking place at the end of the month. API is being raised to national and regional teams. It was fed back that sometimes duplication referrals are being sent for the same patient. It was also raised that the patient contact details provided are sometimes incorrect and this again is very time consuming trying to track down the person. In light of the current negotiation discussions, the members voted on the proposal that MD would write to CPE about the service issues particularly with the API. 7 members voted yes and 4 abstained, no members voted no.

Action: MD to write to CPE.

It was fed back to CO that the payments for the anti-viral service were delayed and not being promptly reimbursed.

6: Finance update

The members were updated on the Sussex LPC accounts YTD, no questions were raised.

The members reviewed the draft Sussex LPC budget for 25/26, no questions were raised.

The members were updated on the CPSS accounts YTD, no questions were raised.

The members reviewed the existing expenses policy and agreed the reviewed document for the next financial year.

7: Market Entry

Awaiting outcome

Consolidation – Littlehampton (approved today)

Unforeseen benefits – East Grinstead

No significant change relocation – Brighton

No significant change relocation – Bognor Regis

No significant change relocation – Eastergate

Response Received – Approved

Consolidation – Shoreham

Consolidation – Uckfield

PNA Update

All three are in progress. Surveys have gone out and next meetings planned.

8: Sussex LPC AOB

MD gave an update as to the area prescribing meeting. In the September meeting two appliances were coming up for approval, Freestyle Libra being one. It was highlighted if this was delivered through usual wholesalers and not a separate company it would be better for patient timely access and also for the green agenda.

It was raised that Sukhy had a MP visit and several questions were put to them. The response will be shared when available. It was raised that the Labour candidate for Worthing visited Kamsons. DG has an MP visit booked in for next week.

Discussion on reporting medicine shortages.

Action: Add the need to report medicine shortage issues to CPE in the newsletter.

The members then joined again for a joint Surrey & Sussex LPC meeting.

2: CEO Update

The members were given a brief update on the KPI Progress. Stakeholder relationships are being worked on and additional funding for IP pathfinder support from Surrey Heartlands ICB is being secured for a further 6 months. Community pharmacy is represented on the Primary Care Provider Collaborative Board. Marie, Simran, Julia and Sarah Davis currently sit on this board, however ideally this will be done by INT Leads (with backfill). They currently meet weekly, but this will become every two weeks.

There are a number of pharmacy applications to change core hours. JP is copied into these and responds on behalf of the LPC with information on travel times, nearby pharmacies etc. where these are not included by the contractor.

PNAs – JP will attend the Surrey HWB in March.

Comms & engagement – number of public facing events presented at and attended.

The LinkedIn profile is increasing in followers.

Video PF by Jay Amin, Surrey LPC member for Surrey Heartlands ICB comms –

<https://youtu.be/QdfQ3cbpJ-s>.

LPC Self-Assurance: The new version has not been released by CPE however the draft has been reviewed. The members reviewed the responses. Discussed the written report on staff activity including meeting minutes – what format would you like to see? There is no guidance as to what good looks like.

Surrey Care Record: next steps. The members were asked if they wanted to move forward with shared care record access. The members were mixed in their response.

In Northumberland they have advertised Pharmacy First in the local Raring2 go magazine (aimed at primary school aged children). The LPC members were asked if they would want to do the same. It was suggested that we revisit this question when the negotiations are finished.

NHS App survey

The NHS App team are looking for your help to identify community pharmacies and GP practices to measure baseline benefits for prescription tracking and obtain views on future NHS App roadmap items.

Ideally, they would like a wide range of pharmacies to support measuring baseline benefits for prescription tracking and GP practices that would be interested in giving us their view on some of the roadmap items we want to take forward in the NHS App to improve the medicines ordering journey e.g. surfacing medicine review date to allow proactive booking of appointments.

The members were asked for volunteers, MD volunteered.

Action: JP to send MD details of the NHS App Survey.

3: CPE Update

LPC Support preferences for 2025/26 – the LPCs reviewed and agreed the survey response for CPE.

CPE Events

LPC negotiating training – 11th Feb 7pm–9pm Online. This is aimed at LPC members and chairs, although it may be of interest to members of the LPC team. This event will cover more of an overview and negotiation theory, strategy and application. There are no restrictions on the number of places per LPC. An on-demand recording will be made of the virtual session that will be made available in the LPC members' area of our website, throughout 2025 for those unable to attend the live session.

LPC members briefing – 4th March 9.30am–1pm Online. Aimed at new LPC members and existing members that would like to refresh their knowledge on areas such as LPC governance, finance and leadership are invited to a virtual LPC Members Day.

4: GPhC Update – David Clark

Topics:

- The changing context of pharmacy
- Our current consultations
- Update on
 - o Standards and guidance
 - Updated guidance for online pharmacy services
 - Key standards for chief pharmacists
 - o Inspection

The changing context

Fast pace of change

Technology and service provision

Number of independent pharmacist prescribers

Patient Group Directions for pharmacy technicians

Pharmacy workforce under pressure

Financial pressures

Wider health and social care system under pressure

Changing public attitudes

Policy

Current consultations Fees Consultation – To take part in the consultation click [here](#).

Update on standards and guidance

Updated guidance for online pharmacy services.

New Standards for Chief Pharmacists

Sets out the professional responsibilities and describe the knowledge, conduct and performance required by a Chief Pharmacist to support the organisation and its staff to deliver safe and effective pharmacy services.

Our strengthening pharmacy governance work

- Aims to provide clarity around how pharmacies are organised and managed
- Following the Standards for Chief Pharmacists, we will produce rules and professional standards for Responsible Pharmacists, and professional standards for Superintendent Pharmacists

Update on inspections

- From January 2025, we have started to introduce shorter, more focused inspections (alongside established full inspections)
- Inspectors have the option to switch to a full inspection if necessary or beneficial
- Any pharmacy being inspected for the first time will automatically have a full inspection

We are introducing:

- More targeted inspection activity to focus on areas of higher risk
- More timely follow-up when standards have not been met
- A more flexible and risk-based approach to when and how we carry out inspections for newly-registered pharmacies
- Shorter, clearer inspection reports

Inspection insights

What to consider when providing additional services

Q&A

A member raised that they struggled to find guidance as to which risk assessment they should follow and how to know if you have included enough detail or need more.

JP – Highlighted that SJ has created a Top Tips guide of issues commonly found on CPAF visits and it was asked if GPhC have anything similar. There is a notable practice / knowledge hub section of the website.

It was asked how online pharmacies are physically inspected. This would be like any other pharmacy, initial research on website, basic information they should have etc, then they attend the company location.

It was asked how long the shorter inspections would take.

It was asked if a change of ownership would count as a new pharmacy (and get a full inspection).

5: Operating plan 2025/26

The members formed groups to review the draft operating plan.

- Contractor Support and Service Development – Table 1
- Stakeholder Relationships – Table 2
- Communication and Engagement – Table 3
- LPC Planning, Management and Administration – Table 4
- LPC Governance and Finance – Table 4

6: AOB

MT is running the London marathon. The link will be circulated with the minutes.

7: 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 15/05/25	Wednesday 21/05/25
Thursday 17/07/25	Wednesday 16/07/25
Thursday 11/09/25 + AGM	Wednesday 24/09/25 + AGM
Thursday 13/11/25	Wednesday 26/11/25
Thursday 05/02/26	Wednesday 25/02/26

Community Pharmacy Surrey & Sussex Executive Committee:

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

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

5th June 2025, 13:45-15:00 – Venue TBC

2nd October 2025 – 13:45–15:00 Venue TBC

8th January 2026 – 13:45–15:00 Venue TBC

26th March 2026 – 13:45–15:00 Venue TBC

South East LPCs and Partners (Regional Meeting)

(Chairs, Vice Chairs to attend)

27th March 2025, 10:00–13:00 Teams meeting online (to be hosted by Thames Valley LPC)

2nd October 2025, 10:00–13:00 Teams meeting online (to be hosted by Hampshire & Isle of Wight LPC)

26th March 2026, 10:00–13:00 Teams meeting online (to be hosted by CPSS)

CPE Forward Dates:

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)