

Minutes of Meeting of Sussex Local Pharmaceutical Committee

Date: Thursday 15th May, starting at 09:30

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

Present: Sukhpreet Uppal, Dervis Gurol, Ankit Tyagi, Henrietta Adu, Mark Donaghy, Sam Ingram, Dan Melrose, Paul Antenen, Sarah Davis.

In attendance: Julia Powell, CEO, Marie Hockley, Deputy Chief Officer, Simran Johal, Service Development & Support Lead, Eve Rockell, Community Pharmacy Services Coordinator, Micky Cassar, Business Administrator, Rob Severn, LPC Support Manager CCA (part)

1: Welcome & Introductions

JP welcomed the members and guests to the meeting.

2: Apologies for Absence

Yola Barnard, Jas Condon, Aakarsh Patel, Michaela Tytherleigh.

3: Governance Matters

The members were asked if there were any changes to the Declarations of Interest. DG has submitted an updated DOI.

Annual Officer nomination:

Paul Antenen as Treasurer.

Yola Barnard as Vice Chair.

There were 2 nominations for Chair, Dervis Gurol and Sarah Davis, following a vote, Sarah Davis as Chair.

4: Minutes & Matters arising:

The minutes from the last meeting on the 6th of February 2025 were reviewed, and the minutes were signed off as accurate by the Previous Chair (MD).

Actions in progress:

All actions complete.

5: Sub-Committee Update

Governance or Finance Sub-committee updates: No updates.

External meeting updates: MD gave an update from the March Area Prescribing Committee meeting. Freestyle Libre was discussed and the environmental issues regarding difficulties ordering were raised. An online meeting has since taken place to escalate this with the Pharma company.

6. LPC member Updates:

Members were asked to discuss with other contractors the following prior to the LPC meeting.

Q1: Their understanding of the new CPCF.

Q2: What resources, if any, would they like to help their understanding of the new contract – considering the resources CPE have already published.

The members were asked what discussions had taken place. It was highlighted that contractors were saying they understood it, but that isn't supported by claiming data. It was suggested that LinkedIn could also be used to disseminate information.

Action: Highlight our LinkedIn page to contractors again.

DG highlighted that the B&H Pharmacy First poster, which has now been launched, was initiated from an Integrated Neighbourhood Team meeting. The ICB may now look to reproduce across Sussex.

Action: Prompt contractors halfway through the month, "Do you know how many Pharmacy First you have done this month?"

7: Service Development & Support Update

The members reviewed the East Sussex, Brighton, West Sussex, and Surrey LCS data. NHS Healthchecks has been decommissioned in community pharmacy in East Sussex.

The issue of non NHS standard contracts has been raised again with public health. MH has been working with public health to see if they can use the standard NHS contract moving forward. ES and B&H have confirmed they will discuss with their legal team. This has been under discussion for a couple of years.

With regards to the Alcohol service in West Sussex. The activity levels have increased greatly, which is great however, there is no option to refer into CGL. MH has requested a fee for referral to a treatment provider. The patient would consent to contact from the provider to help them cut down on alcohol. Currently, we are identifying patients, but there is no follow-up. There is also a limit of 100 C-Card / pharmacy, would be good if this could be increased.

Action: MH to see if the 100 C-Card limit could be increased.

Surrey Update:

Dynamic Purchasing System (DPS) – CPSS will create a “top tips” one-pager to support contractors in completing the DPS process.

Opioid Substitution Treatment – £50 additional payment per person – it has been agreed that this payment will remain in the specification after the financial year ends; however, waiting for the specification draft.

Surrey police are trained to carry Naloxone and if further supply is needed, this will be obtained from a community pharmacy, who will be paid under the LCS.

Surrey OST custody process – Document live and shared with pharmacies via newsletter

[https://communitypharmacyss.us7.list-](https://communitypharmacyss.us7.list-manage.com/track/click?u=33f7e892f0f58b8b9ecc659cf&id=da1b6faa7d&e=2bf65ab530)

[manage.com/track/click?u=33f7e892f0f58b8b9ecc659cf&id=da1b6faa7d&e=2bf65ab530](https://communitypharmacyss.us7.list-manage.com/track/click?u=33f7e892f0f58b8b9ecc659cf&id=da1b6faa7d&e=2bf65ab530). Staines custody suite will be live from 6th May.

NHS Healthchecks evaluation focused on GP practice. We have fed back it would have been helpful to have a review of pharmacies' data as part of Primary Care (a meeting has been scheduled to consider what support is required from public health to support pharmacies to improve delivery).

Surrey Good News!

Orion needle exchange supplier has singled out Surrey Pharmacies as one of the areas in the country that has had increased sales – some areas are down 50%, but we have had growth. This means Surrey LCS pharmacies are ordering more stock and giving out more needle exchange packs and this correlates with PharmOutcomes claims meaning that in terms of Harm reduction – Pharmacies continue to support the reduction of BBV transmission. Pharmacies are engaged in the service and are active.

Public Health has produced a poster to support pharmacies in sharing which services they offer to patients. This will be shared with all pharmacies commissioned for sexual health services. It is the pharmacy's decision to put the poster up.

The members reviewed the Public Health data for NHS Health Checks, Emergency Contraception, Chlamydia Screening, Chlamydia Treatment, Condom Distribution, Naloxone Service, Needle Syringe Registration & Supply and Supervised Consumption Registration & Supervision.

Brighton & Hove update:

Patient Healthy Hearts event booked in June at Hove Cricket Ground (HA will be attending) – will be promoting Community Pharmacy with Tina, CGL and Janet, BHCC.

Presenting at various meetings to promote services, including patient groups.

Vapes – there is an opportunity to increase service delivery. Vouchers are being issued to pharmacies, but only a small number are being issued to people. Public health would like to know what the barriers are preventing people from choosing a vape as part of SCS.

It was raised that there is an issue with Brighton Council not paying the consultation fee for EHC (February & March). This has been looked into, and all outstanding payments have been paid

Action: DG to ask GP to do a 6-month audit to allow for any payment discrepancies to be highlighted.

Brighton Good News!

The Brighton and Hove community pharmacy leaflet has been launched. A significant amount of collaboration went into producing this leaflet. It was important to ensure the pharmacy information was accurate, easy to understand, remained fit for purpose and remains up to date once published. It showcases what we can achieve when working together across organisations. It shows the impact of having pharmacy at the table and having a voice at the INT meetings.

GP Authority Letter

The GP Authority Letter is designed to fully utilise the HCF service. Practices/PCNs can sign up and return the signed letter. CPSS will email this to the pharmacies in the PCN areas to ensure a full audit trail and keep it on file. Pharmacies can provide the service to the cohort included in the letter without the need for further referrals.

The cohort of people identified as a GP referral includes:

A person aged over 18 years who does not have hypertension and has not received a BP check in the last 5 years.

People who are not on the hypertension register but have a high BP reading recorded on their GP record.

People who are tested at PCN events such as Community Centres, Libraries, etc, and need a follow-up clinical BP check and/or ABPM.

People who are seen under the Pharmacy Contraception service and have a high BP reading can have an ABPM under the NHS Hypertension Case Finding service.

West Sussex update:

SJ and MH met with WSCC PH to discuss Vapes and POM. They wanted to know if there was an appetite for this in community pharmacy.

Vapes

Vapes would be included as part of the SCS and either as Swap to Stop or as an additional element added in the specification. The members agreed they would want to know the fees before deciding on this.

Action: MH to get fee information re 4 / 12 weeks stop smoking and pass on to members.

POM- Varenicline, Cytisine and Bupropion

The potential pathway includes the GP Federation ABC.

Local Area updates

Sponsored training event

Pfizer would like to sponsor a Face-to-Face meeting to support pharmacists and pharmacy teams with training on migraine therapy areas. The members agreed they would be interested in this. It was asked if we would get a slot to speak to contractors. MH will arrange this.

Action: MH to liaise with Pfizer to arrange this meeting, and also that CPSS has a slot at the event.

West Sussex Good News!

Th Alcohol brief intervention and advice LCS has been praised by Public Health. The new Public Health commissioner for substance use, Emily Ashmore, would like to express how valuable community pharmacy is, and the team is happy with the increased activity seen in direct correlation with the increase of fees.

Other updates in West Sussex

MH attended the patient event Guildcare for over 65-year-olds and presented pharmacy services. JP met with public health to discuss issues with PharmOutcomes and contractor payments – there was an

internal issue which is now resolved. MH attended a f2f Alcohol workshop, supporting the strategic direction of public health services. Discussions have taken place with the Director of Public Health regarding repurposing the EHC money. CGL are changing NEX supply from VernaCare to Xchange. Pharmacies are being contacted with new login and ordering details.

IP Pathfinder

Surrey

ICB sign offs complete
CLEO EPS installed and working
GP Clinical Supervisors assigned
PharmOutcomes templates live
GP referral – 'Local Services' button on EMIS
Pilot site consultation notes – PharmOutcomes 'IP Pathfinder Hypertension Consultation' template
GP to refer 1st batch of pts
Pilot sites to start seeing pts!
Ongoing support for IPs

Sussex

ICB readiness visits are complete
CLEO EPS onboarding is complete
Clinical mentorship identified – women's health leads
Awaiting PharmOutcomes HRT template
Awaiting EHIA
Go live
Practice to invite eligible patients via text message and link to the pharmacy booking link
IPs to start seeing patients

The members were given an update on the DMS Service, where the following feedback from the contractor survey was highlighted and used at the DMS meetings across Surrey and Sussex:
Patients are not discharged with enough medication; the referral is not received in sufficient time
Lack of referrals, especially for MDS patients
Not clear on discharge if patients are sent home or to intermediary care facilities
Unable to contact the hospital if the pharmacist needs to confirm changes
Lag between pharmacy receiving the discharge and patients' surgery receiving the discharge leading to delayed prescriptions
Patients uncontactable post-discharge
Patients are sometimes sent to the incorrect pharmacy

The members were given an update on all other services: Pharmacy First, Hypertensive Case finding Service, Pharmacy contraception Service, and the Smoking Cessation Service.

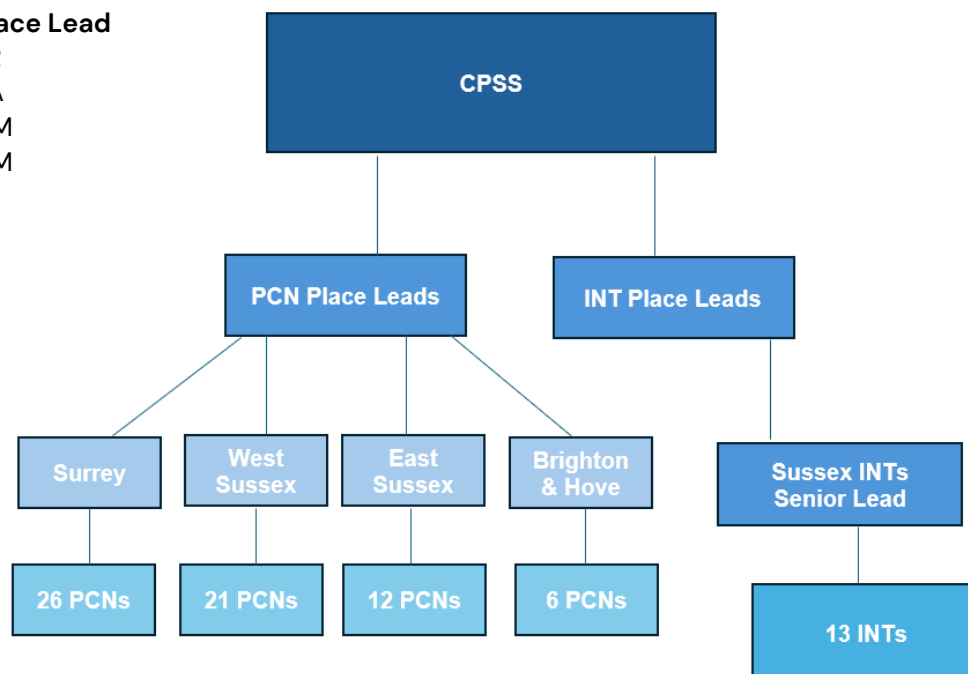
Integrated Community Teams (ICT) Leads

Community Pharmacy INT workshop 25th March
Place leads, ES: CM, WS: SD, B&H: MH
CP Senior INT lead: CM
PCPC board members: CM, SD, and MH as place leads, and JP as CPSS
Further information is available on the CPSS website

PCN Leads

New structure in place

Area	Place Lead
Surrey	ER
West Sussex	PA
East Sussex	CM
Brighton & Hove	CM



Workforce

Teach and Treat programme in Sussex underway, Frimley – 4 designated CP hubs supported by trained DPPs and DPP mentors (23rd May deadline for applications)

Early careers funding

Excellence in Sussex conference – 17th May

Supporting careers events, UCL, Brighton, Reading MPharm careers fair, and schools/colleges careers fairs

PT multisector programme, initial discussions – Sussex

MPharm placements, Kingston, Reading, Brighton, Portsmouth, Surrey, and Sussex

CPTAP 24/25 successful contractors announced: Surrey 9, Sussex 10

Oriel support – Surrey and Sussex

DPP support – Surrey has extended support to March 2026

Work experience pack – ready, but have sent comments back to NHSE WT&E (there is no date for launch yet, and if this is not actioned soon, this will be passed to CPSS)

PCWIG meeting 22nd May – CP support

Early Careers Funding

£44,700 out of a total of £134,072 in Sussex allocated to community pharmacy

CPPE PGD session organised on 22nd June – Spaces still available

Action: Circulate the link to the CPPE PGD session again.

PG Certificate for Pharmacists

Certificate for Pharmacy Technicians

Frimley – Certificate in Advanced History Taking and Clinical Assessment

Other workstreams

GPhC Pharmacy Inspections document

Surrey LFPSE reviews and Surrey PAD guidance reviews

New job roles for PCN place leads and Senior INT lead
PQS guidance – 'PQS Piece by Piece'
Tracking Advanced Services claim data
PERT shortages guidance
Forged/Fraudulent prescriptions document
CPSS training information
CPE EC steering group
"Top Tips" for each service
Service evaluation tool to be updated and published

Forward view

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

8: CCA – Rob Severn, LPC Support Manager

About Us: Established in 1898, the CCA is the trade association for large pharmacy operators in England, Scotland and Wales.

What we do – Our Vision & Purpose

Our vision is that everyone, everywhere, can benefit from world class healthcare and wellbeing services provided by their community pharmacy. Our goal is to ensure community pharmacy is a sustainable, integral, and progressive part of the NHS in England, Scotland, and Wales, providing excellent care and supporting the public with their evolving health and wellbeing needs.

CCA Priorities: Our primary objectives for 2025 are:

Stabilising today
Building for the future
Developing the Pharmacy Workforce
Leading the focus on local (including Scotland and Wales)

These are underpinned by a comprehensive schedule of engagement and collaboration across both Westminster and Whitehall. We also push key areas of interest on a broader national level in the print and broadcast media.

Our goal: Community pharmacy: is a sustainable, integral, and progressive part of the NHS in England, Scotland, and Wales, providing excellent care and supporting the public with their evolving health and wellbeing needs.

CCA Support for LPCs

LPC focus for 2025

Promote and support Pharmacy First

- Engagement with ICS
- Supporting GP referrals
- Building case for local promotion
- Supporting local contractors to increase own activity

Push for uplifts in local service specification fees

Ensure community pharmacy is considered across the ICS both as a solution and a sector in need of support

Review financial reserves in line with new CPE guidance

The members were given a demonstration of a LPC Dashboard, which is being created by the CCA. The members all agreed that this would be of interest once this is set up.

9: Finance update.

The final accounts for the financial year for both Sussex LPC and CPSS have been submitted to the accountant. Levy fee to contractors has not increased. The members were updated on the Sussex LPC accounts YTD, no questions were raised. The members were updated on the CPSS accounts YTD, no questions were raised.

The members reviewed the following policies and agreed to adopt all.

Reserves Policy

Internal Financial Control Checklist (this will be given to the Financial Sub-Committee to complete)

Financial Risk Register

Members' assurance of the independence of the Treasurer: completed.

10: Market Entry

Awaiting outcome

Identified current need – Rottingdean

Unforeseen benefits – East Grinstead – NHS Resolution Appeal

Response Received

Unforeseen benefits – East Grinstead – Refused

No significant change relocation – Bognor Regis – Approved

No significant change relocation – Brighton – Approved

Consolidation – Littlehampton – Approved

No significant change relocation – Cuckfield – Approved

No significant change relocation – Eastergate – Approved

PNA Update:

East Sussex has finalised their draft PNA which is going out for consultation – no gaps identified.

West Sussex PNA draft has gone to the steering group – no gaps identified.

B&H has finalised their draft PNA which is going out for consultation – no gaps identified.

11: CEO Update

KPI Progress – These were circulated prior to the meeting. No queries were raised.

Meetings list – This was circulated prior to the meeting. No queries were raised.

PCPC Board – discussed potential Type 2 Diabetes service.

MLS – My Local Surgery: The members discussed MLS.

AGM and Annual Report – The accounts are with the accountant. The date for the AGM is set for the 16th of September. It will be a face-to-face event held at the East Sussex National.

LPC Self-assessments – This was historically completed in November however, CPE provided a new assessment in February. JP has reviewed this, and RAG rated where the LPC is. This has been reviewed by the Exec and circulated to members for comments. No questions were raised.

Action: Publish the LPC self-assessment on the CPSS website.

New policies – Whistleblowing, Social Media, Reporting Suspicions, Data Access and Storage

The members agreed to adopt all the above policies.

HR Package – Clyde and Co – This is due for renewal in June. We usually get the basic package. The members agreed to continue with this package.

Decision: Get the same package as last year with Clyde & Co.

Freedom to Speak Up Guardian – SDHC offer.

Pharmacy Conference – Janet Morrison has confirmed she will be attending, and this date is set for the 8th of March 2026. The aim is to get 10-12 sponsors.

Action: MH to email DG re sponsorship for the conference.

ICBs have been asked to make funding cuts. In the next week, there will be more information on how this will happen and any potential collaboration/merger of ICB's.

Funding & Tenders:

Sussex INT Leads

Sussex workforce funding

Sussex IP Pathfinder additional funding

Surrey Heartlands IP Pathfinder additional funding – extended to December 2025.

Surrey Heartlands CP PCN Leads

NIHR Research Delivery Network – clinical research role – 1 year – 0.6 FTE plus costs

12: NHS Sussex – Neveen Sorial, Chief Pharmacist

Sussex Medicines Optimisation (MO) Strategy

The purpose of an ICS Medicines Optimisation Strategy is to strengthen the way partner organisations work together to ensure the ICS achieves its core priorities for people of Sussex by the safe and appropriate use of medicines.

Team Overview

The ICB medicines optimisation teams comprise GP clinical lead, pharmacists, pharmacy technicians, programme manager and business support.

The team provides the medicines optimisation system leadership and oversight to ensure workstream delivery of the Sussex Medicines Optimisation strategy.

Working in collaboration with all partners to design and implement the delivery plans underpinning our Medicines Optimisation strategy.

To optimise the use of medicines by promoting cost-effective and evidence-based clinical practice and effective risk management to ensure that patients get the right choice of medicine at the right time.

Priorities of The Medicines Optimisation Strategy

1. Medicines Use and Value
2. Medicine's Quality and Safety
3. Integration & Interfaces of Care
4. Pharmacy Workforce

The 10 Year Health Plan (10YHP) – The three mission shifts

Hospital to Community

Speed up hospital discharge
Implement community pharmacy clinical services
Manage frail and complex patients in primary care
Tackle polypharmacy and medicines safety
Enhance the clinical role of pharmacy technicians
Support the establishment of new services in neighbourhood settings
Improve the quality of services in homecare

Sickness to Prevention

Tirzepatide in primary care for people in prioritised cohorts on a phased basis.
Proactive Case finding: linking pharmacy locations to public health data, allowing commissioning of targeted interventions e.g. Hypertension and lipid management.
Address antimicrobial stewardship.

Analogue to Digital

Upgrading and investing in modern scanners with AI technology embedded.
Expanding the use and improving the functionality of the NHS app.
Implement the repeat prescribing toolkit.

On the Horizon

Awaiting the publication of the 10 Year Health Plan to understand full impact and scope for pharmacy profession
Changes to NHS England and Integrated care boards (ICBs)
Develop integrated neighbourhood teams – with the delivery being a provider function over time
Review and refresh the Sussex Medicines Optimisation Strategy and Implementation plans

It was asked regarding the safety aspect re high-risk stock that could lead to dispensing errors, would the ICB be able to fund write-off of this stock. NS will check with her counterparts if this is being done elsewhere.

13: CPE Update

There have been a couple of MP visits, lately MP Alison Bennett, Mid Sussex visited Haywards Heath Kamsons Pharmacy, which went well. There is a further MP visit next week in Shoreham.

IPA MP meeting DG update: IPA event last Monday at the House of Lords. Layla Hancock invited DG. DG managed to speak to quite a few MPs, IPA was asking for further vaccinations to be moved to community pharmacies. Lobbying at this level is very important.

13: LPC Member e-mail request

Governance Timeline and composition discussion – This has been circulated prior to the meeting.
Constitution changes: Proposed constitutional change to CPE discussed.

Action: Send out the survey questions with the minutes. Collate feedback by the 14th June to submit to CPE.

LPC member e-mail on the governance and accountability of CPE were discussed.

The members agreed to provide individual feedback and where there is consensus these issues would be escalated. This will be collated before the next LPC meeting and then a further discussion will take place at the July meeting.

Action: Obtain feedback from all individual LPC members by the 14th June, JP to collate, circulate, and this will then be discussed at the next meeting.

15: AOB

Lloyds Bank have started charging monthly fees. JP has discussed with CPE. The members were asked if they wanted us to look into a new provider. Members agreed to stay as is.

22nd June CPPE PGD event – JP, SJ and MH on leave. The members were asked for volunteers to assist.

Hursh Gagda was a PCN lead however this role has now ended. PA and Craig McEwan have now joined to assist with this workload (PCN and INT roles).

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 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)

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)

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

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

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