

Minutes of Meeting of Sussex Local Pharmaceutical Committee

Date: Thursday 16th July, starting at 09:30

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

Present: Sukhpreet Uppal, Ankit Tyagi, Henrietta Adu, Mark Donaghy, Sam Ingram, Dan Melrose, Paul Antenen, Sarah Davis, Jas Condon, Aakarsh Patel (am), Michaela Tytherleigh.

In attendance: Julia Powell, CEO, Marie Hockley, Deputy Chief Officer, Simran Johal, Service Development & Support Lead, Eve Rockell, Community Pharmacy Services Coordinator.

1: Welcome & Introductions

The Chair welcomed the members and guests to the meeting.

2: Apologies for Absence

Yola Barnard, Micky Cassar, Dervis Gurol.

3: Governance Matters

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

4: Minutes & Matters arising:

The minutes from the last meeting on the 15th of May 2025 were reviewed, and the minutes were signed off as accurate by the Chair.

Actions in progress:

45 – Prompt contractors halfway through the month, “Do you know how many Pharmacy First you have done this month?”. – In progress

46 – MH to see if the 100 Alcohol C-Card limit could be increased. – In progress

47 – DG to ask GP to do a 6-month audit to allow for any payment discrepancies to be highlighted. – In progress

5: Service Development & Support Update

Local service evaluation tool update: This tool has been developed to support contractors in making informed decisions about the viability of locally commissioned services. This is a tool to support contractors and is based on the service income, training and many other parameters of the service specs. This is our opinion and providing the service or not remains entirely the contractor's decision. There are some minor changes to be made, and this will be published on our website by the end of July.

Locally commissioned service comparisons

We have focused on analysing the full year figures for locally commissioned services and celebrating the achievements made over the past 2 financial years. This also gives us an indication of areas of growth that require focus. We have seen a significant increase in 20 out of 28 LCS services across CPSS. This is a fantastic achievement, and we are proud of the increased revenue generated for our community pharmacies.

Local Area updates

Surrey

- Dynamic Purchasing System (DPS) – CPSS to create a top tips one pager to support contractors to complete the DPS process = in progress.
- Substance use spec in progress – £50 additional payment per person.
- NHS Healthchecks- Will is looking into the service and working with Simran to fill gaps in the service and increase activity.
- Surrey Public Health team attended the Surrey LPC meeting. The members were asked if they would like Sussex commissioners to attend their LPC meeting.

Action: MH to get commissioners to attend the Sussex LPC meeting.

West Sussex

- We have provided feedback to WSCC PH on the committee decision on Vapes and POM discussed at the last meeting. The team will book a meeting with us to discuss further, as they are keen to get PGDs in place.
- Vapes – we can proceed with further discussions as there is an appetite for this however, the proposed varenicline model is very convoluted for patients and pharmacies.
- We have been working in the background with Janet Rittman B+H, and have found a solution to Varenicline – we can develop a PGD, and the price of the drug will be reimbursed as per DM+D prices, which is selected in PharmOutcomes by the contractor at the time of service.
- Sexual health needs assessment published [Sexual Health Needs Assessment 2025 – West Sussex JSNA Website](#).

Brighton

- Patient Healthy Hearts event – Over 700 people attended, HA booked over 26 patients for an ABPM. The CVD team would like to do more of these events. *Most people were females, white, and 67% of people attending were over 60, the age group most at risk for heart failure. 251 individuals aged between 40–59 attended and were screened for the event. 242 (31%) were found to have a raised blood pressure reading on the day. While the majority of these cases were in individuals over 60, a considerable number occurred in those aged 40–59 years.*
- Presented to TogetherCo to upskill social prescribers to understand what pharmacies offer so they can signpost patients into our services.
- BHCC PH are in the process of organising a F2F event at Brighthelm Brighton.
- Rethinking our Health workshops taking place to decide how this project will go ahead– we are focusing on resources for pharmacies that could be used in NMS, BP, and PF consultations, so patients who have MSK issues could be signposted into the project. There is no funding, so we are focused on existing services and information that can be supplied to pharmacies to give to patients.

East Sussex

- Vapes Pilot service in final stages of sign off and due to go live by end of July.
- A webinar for the vapes service will take place for the pilot pharmacies.

Sponsored training event

- Pfizer trying to source a speaker for a Sunday, this is proving challenging, so we have backup plan of two evening meetings planned – Potentially one in Gatwick one at ES National, open to all pharmacies across the patch.
- They would pay for the venue, food and provide a speaker.
- Waiting for Pfizer's decision on next steps.

Pharmacy First update:

- Royal Sussex (UHSx) live with Pharmacy First referrals from UTC.
- In discussion with ESHT to support UTC referrals, currently in implementation.
- Meeting with PharmOutcomes/Optum to discuss EMIS/PO, UTCs etc – further updates will follow.
- QI support.
- Increased requests for data.
- Surgery training is ongoing.
- PCN/INT leads continue to have these discussions.
- Some practices are opting to use AccuRx for referrals.
- TPP will soon have an integrated referral option, awaiting go live date.

The members reviewed the NHS BSA data for DMS, Pharmacy First, Hypertensive Case Finding, Pharmacy Contraception and Smoking Cessation.

Smoking Cessation Service

Sussex

- UHSx live with referrals, supporting pharmacies signed up to offer SCS.
- 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.

Integrated Community Teams (ICT) Leads

Place leads, ES: Craig McEwan, WS: Sarah Davis, B&H: Marie Hockley

CP Senior INT lead: Craig

PCPC board members: Craig, Sarah, and Marie as place leads, and Julia as LPC

Further information available on the CPSS website: [Sussex – Community Pharmacy Surrey & Sussex](#).

3rd July CPE INT webinar (start of a series of webinars for LPCs)

Key takeaways

Covered context i.e. 3 shifts.

Neighbourhood health at the centre of 10-year plan.

Lack of concrete guidance on how INTs should be configured. NHSE guidance 'deliberately short and permissive about how neighbourhood health should be implemented, setting out a framework for action that can be tailored to local needs'.

LPC INT survey.

Majority of ICSs in planning stage and some limited LPC involvement to date.

CP representatives in neighbourhood teams, the majority had no involvement yet either because neighbourhoods not formed or neighbourhoods formed but no involvement.

The majority of LPCs have not been given funding to be a part of the INTs.

Insights from Nottingham and Hertfordshire LPCs.

Quality Improvement Project

- As part of a Sussex-wide Quality Improvement (QI) programme, each neighbourhood has selected a priority area to focus on. Practices are in the early stages of starting this work.
- The aim is to support improvement using local data, collaboration across the neighbourhood, and small-scale, practical changes. One of the indicators in the programme is to increase the uptake of Pharmacy First at practice level.
- Hastings, Lewes, Adur, and Worthing INTs have chosen Pharmacy First as the area of priority.
- CPSS, Paul, Craig, and Ciara have been supporting the project.
- Requests for training, data, understanding of the service, and pharmacy engagement.
- QI document sent to INT leads.
- MH attended the GP webinar on 1st July.
- SJ and CO attend QI leads drop-in session on 26th June.
- Further discussions on data.

CPSS PCN Leads

New structure in place

PCN Place Leads

Sussex PCN leads WhatsApp group split

Monitoring CRM

Surrey place-based meetings with ICB Deputy Chief Pharmacists

Workforce

- Teach and Treat programme Sussex some remaining funding, supporting a further 2 pharmacists, Frimley – 4 designated CP hubs supported by trained DPPs and DPP mentors – awaiting information on EOI numbers so understand demand.

- SHL £2,600 DPP funding offer continues and extended to March 2026, a further 15 pharmacists can be supported.
- Supporting IP queries/applications.
- Early careers funding in Sussex secured, SHL unable to accrue into 2025/26.
- Sussex early careers – PG Cert, Level 4 diploma for PTs, CPPE PGD session.
- Sussex PharmEd programme.
- Sussex careers work.
- MPharm placements, Kingston, Reading, Brighton, and Portsmouth – Surrey and Sussex.
- CPTAP 25/26 EOIs: Surrey 21, Sussex 19 – highest in SE region.
- Oriel support – Surrey and Sussex.
- Work experience pack – CPSS (Fatima) has taken over this work.
- Highlighting CP workforce pressures.
- 2024 CP workforce data released.
- Workforce ICB support at risk with ICB changes.

Surrey

Training Contribution for Post-Registration Development for Early Career Pharmacy Professionals in the South East in 2025/26 – awarded to Surrey. Will need to put in an EOI to secure some of this funding. For discussion – what training would LPC members like to see for post-registration development for early-career professionals? The members discussed:

- Pharmacy First workshops
- Clinical skills
- Consultations
- Vaccination workshops

Sussex

CPSS has secured significant funding for early-career professionals. For discussion – what training would LPC members like to see for post-registration development for early-career professionals?

What have we offered already, what are we offering, and what will we be offering:

- CPPE PGD session
- PG Certificate in Pharmacy Practice
- Level 4 Diploma for Pharmacy Technicians
- Pharmacy First workshops

The members suggested: Pharmacy First and contraception workshops. Surrey LPC also mentioned vaccination training.

IP Pathfinder

Sussex

PharmOutcomes IP HRT consultation template is now live

EHIA signed off by ICB

Next steps to go-live

IPs are working with their practices to:

Agree a go-live date

Define the initial patient cohort

Confirm how many patients will be invited per week

Run a test patient through the full pathway to identify and resolve any potential issues ahead of go-live

Surrey

Pharmacies are live! Patients have been seen

GP Clinical Supervision sessions underway

Adapting PharmOutcomes 'IP Pathfinder Hypertension Consultation' template based on IP feedback

IT issues (ICB, EMIS, GP, IP)

Evaluation (ICB)

PQS Piece by Piece (10 weeks of PQS guidance emails sent to Contractors Domain by Domain)

- ✓ Deadline tracker
- ✓ Training tracker
- ✓ Respiratory referral spreadsheet tracker
- ✓ Respiratory referral form (to GP)
- PQS AMS Audit Clinical Guidance Doc created (for comments/finalising)
- Awaiting NHSBSA Audit template doc to be released (delayed)

Workforce:

- ✓ Work experience Student Workbook
- ✓ Work experience Student Answer book
- ✓ Work experience employer guide
- All above created, awaiting comments/finalising

CPCF:

- Beginning NHSBSA data accumulation to ensure contractors meet CPCF targets for the Pharmacy First monthly payment thresholds.

Eve update:

Surrey Community Pharmacy PCN Leads

- Supporting PCN Leads with issues and queries
- Successfully recruiting into vacant PCN Lead roles
- Working with the four ICB Deputy Chief Pharmacists to coordinate and support quarterly meetings between the PCN leads and the ICB Medicines Optimisation Team in each place
- Sharing WhatsApp updates and key messages for the leads to cascade to their networks

Surrey Discharge Medicines Service

- Proactively contacting contractors with 10+ outstanding DMS referrals to support completion and reduce backlog

Other workstreams

- IPA Awards entry
- QI project with GPs
- GPhC Pharmacy Inspections document
- Surrey LFPSE reviews and Surrey PAD guidance review
- PCN place leads and Senior INT lead in place
- 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
- Webinars to support CPD: Asthma update, Intro to Ulcerative Colitis. NVP in discussion.

Forward view

- Hypertension service support
- SCS Advanced service support
- DMS support
- Training webinars
- 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
- 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 sexual health teams to support referral
- Supporting the Learning Disability community to access services
- Face to Face promotional event
- Sponsorship opportunities
- Collaboration Webinars upskilling and education events
- Negotiating LCS fee uplift from 1st April
- Integrated Community Teams/Neighbourhoods
- Annual Report
- CPAF Support

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

6: Sussex ICB – Tom Goodridge

The members were given an update from Tom Goodridge who has been leading the Primary Care Freedom To Speak Up Guardian Services in Sussex.

Action: Circulate Freedom To Speak Up Guardian slides to members.

Freedom to Speak Up is intended to encourage a positive and open culture in which all staff feel confident that their voices will be heard and their suggestions acted upon. The Freedom to Speak Up Guardian is a designated individual who acts as an independent and impartial point of contact for all workers, providing support in raising concerns when other channels may not feel appropriate.

Members were updated on the Primary Care Readiness Assessment, which was undertaken to evaluate current practices and experiences across the sector. The assessment has led to six key recommendations that will be taken forward to inform the development of future Freedom to Speak Up services.

1. Foundations and Guardianship
2. Knowledge and Awareness
3. Access and Reporting
4. Support and Capacity Building
5. Feedback and Continuous Improvement
6. Governance and Resourcing

7: RPS Membership – Neal Patel

Members were provided with an update on current developments from the Royal Pharmaceutical Society (RPS). Key points included the increasing number of new prescribers entering the profession, ongoing efforts to improve the digital experience for members, and initiatives aimed at promoting the role and value of pharmacy across the wider healthcare system.

8: CPE Update

The members were given an update by CPE representative Gary Warner.

In this update:

The June meeting of the Community Pharmacy England Committee

Negotiations preparation

Economic & Dispensing Projects Update

Overview of discussions at Subcommittees

LPC Support and Involvement

Questions and discussion

Regional Workshop Events

We are hosting a **nationwide series of workshops this July** to hear directly from pharmacy owners and LPCs about key challenges and to help shape our approach to the next CPCF negotiations.

Open to all pharmacy owners and can attend a neighbouring region's event if easier to do so.

A chance to feed directly into our planning processes and work with us to map out a way forward for the sector.

Please encourage pharmacy owners in your area to attend.

9: 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.

Surrey LPC – a business proposal was developed for a field-based support officer role, aimed at providing direct assistance to pharmacies with service delivery and claims. Surrey LPC has agreed to employ this role on a 12-month fixed-term basis, after which the impact will be reviewed.

ICB reorganisation update: Frimley ICB will split up as part of the wider ICB reorganisation. The two PCNs located within Surrey will be embedded into Surrey Heartlands ICB. Surrey Heartlands ICB and Sussex ICB will merge with effect. There is a transitional lead in place supporting the reorganisation. There will be 5 places across the patch, 3 in Sussex and 2 in Surrey. It was highlighted that, in the model ICB Blueprint, certain functions should no longer be managed by the ICB, but instead by other provider organisations. These functions include: Estates, Workforce, and Medicines Optimisation. In Sussex, work is underway to establish a Sussex Community Interest Company (CIC), which will be able to hold contracts, a function not currently possible under PCPC.

Members discussed the potential impact of the upcoming Surrey and Sussex ICB merger on the Surrey and Sussex LPCs, including the possibility of a future LPC merger.

CPE constitutional response update: This has been submitted (deadline was 30th June).

CPE Regional day on the 23rd of July. In the afternoon, the Chief Officers and the Chairs of LPCs across the South East meet with CPE. Then the contractor event will take place the same evening.

ICB LCS update: The ICB has developed a pricing calculator for locally commissioned services which the LPC is reviewing.

AGM / Annual report update: The annual report is in the final stages of completion and will then be circulated. The AGM will be in the evening at East Sussex National. NPA is running a masterclass at the AGM, which will include 2 sessions, one for increasing service provision to maximise income, and one on how to maximise income claiming on prescriptions.

CCA database update: This is now ready to launch. We have a free trial for one month.

Stakeholder map update: This has been created by CPSS and includes contractors, patients' stakeholders, GPs, other representative bodies, local decision makers, politicians, media, and the press. The member reviewed the map.

Podcast update: The members were given an update on CPSS work with AI podcasts and how these may be used in the future in the newsletter and supporting services.

It was noted that NHS England (NHSE) is seeking 42 Expressions of Interest (EOIs) for pilot areas to implement Integrated Neighbourhood Teams (INTs). These initial 42 sites will act as innovators, with a

second wave of 42 sites to follow. NHS Sussex is planning to submit three EOLs, one for each place: East Sussex, West Sussex, and Brighton & Hove. The deadline for submission is the 8th of August.

10: Market Entry

Awaiting outcome

DSP – Storrington

DSP – Bognor Regis

Response Received

Identified current need – Rottingdean – Refused

Unforeseen benefits – East Grinstead – NHS Resolution Appeal – Refused

DSP – Storrington – Withdrawn

The members asked if the guidance created by JP on Core Hour Change Applications could be circulated.

Action: Circulate core hour change application guide to AT and MD.

PNA Update: ES, WS, and B&H PNAs are out for consultation, there are no gaps identified.

11: Finance update.

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 were updated as to the payroll issues with ADVO.

12. NHSE 10-year plan update

The NHS ten-year plan was circulated to members ahead of the meeting, and members were invited to share their thoughts and feedback. Members discussed the 10-year plan and the impact for community pharmacy. There is a significant focus on neighbourhood health.

It was highlighted that the ten-year plan includes the introduction of a single patient record, where the patient will hold ownership of their own record rather than the GP.

13: Sub-Committee Update

Governance or Finance Sub-committee updates: The Finance Sub-Committee completed the Internal Financial Control Checklist. This process will now be carried out annually as part of efforts to strengthen and monitor the LPC's financial governance arrangements.

14. LPC member Updates:

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

Q1: Do contractors need more support from the LPC around PQS.

Q2: If there are any LCSs they would like to see the ICB commission.

No feedback was received from members during the meeting, however, they were encouraged to increase engagement with contractors in order to enhance the work and support the LPC can provide.

SD attended the Chairs Forum Meeting on 18th June and provided members with a brief update. The meeting was hosted by Sadiq Al Hassan, Labour MP for North Somerset. The first part of the session focused primarily on effective chairing of meetings and the variations in governance structures between LPCs across the country. In the second part of the meeting, approximately 25 MPs were in attendance and were provided with key information regarding the role and value of community pharmacy.

SD attended the Horsham Integrated Neighbourhood Team (INT) Lead Meeting on 3rd July. The meeting brought together a wide range of stakeholders, including practice managers, public health representatives, a GP, therapy staff, and a representative from Age UK. During the meeting, SD delivered a presentation on community pharmacy, raising awareness of the sector's role and potential contributions within the neighbourhood team framework. Horsham District will be running 2 Winter Warmup events in October which are designed for the over 50s. These events will include free taster activities and a marketplace area, providing an opportunity for organisations to host information stands and engage with attendees.

15: AOB

The CCA questions were shared with the members.

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 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)

7th October 2025 – 19:00-20:00 Teams Online

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 24th to Thursday 25th September 2025 (London)

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