

Minutes of Meeting of Surrey Local Pharmaceutical Committee

Date: Wednesday, 24th September 2025.
Location: Tyrrells Wood Golf Club, Leatherhead, KT22 8QB.
Present: Purvi Shukla, Chris Scoble, Zohib Sheikh, Jay Amin, Karen Wilson, Kay Hau, Mala Mahasuria (via Teams), Smita Patel, Neha Soni, Jaymil Patel.
In attendance: Julia Powell, CEO, Simran Johal, Service Development & Support Lead, Micky Cassar, Business Administrator, Marie Hockley, Deputy Chief Officer (via Teams).
Guests: Erika Bowker, Surrey Heartlands ICB, Ian Dunphy, Chair of Thames Valley LPC.

1: Welcome & Introductions

The Chair welcomed the members and guests to the meeting. The members were reminded of the confidentiality agreement.

CCA reporter: Kay Hau.

2: Apologies for Absence

Smita Patel gave apologies for the November LPC meeting.

3: Governance Matters

The Chair asked if there were any changes to the Declarations of Interest. The members were reminded by the Chair of the LPC of the constitution and the Nolan principles.

4: Minutes & Matters arising

The Chair asked the members if they had read the 16th of July 2025 LPC minutes, and if there were any issues with accuracy, nothing was raised. The Chair signed the May LPC minutes as a true account of the meeting.

The action/decision log was reviewed.

361 – Begin recruitment process for new staff member. – In progress

5: LPC Members Update

Member/contractor engagement feedback:

Q1: As a contractor are you aware of the changing NHS Landscape with the move to Integrated Neighbourhood/Community Teams and the impact for community pharmacy?

Q2: Is there any specific information you would like on Integrated Neighbourhoods in your area from the LPC?

Feedback was received that contractors are not fully aware of the ICB mergers or the INT's in the area. Further information will be shared, including a podcast to provide contractors with relevant updates.

A question was raised regarding the impact of the INT changes on workload. It was noted that Sussex is further ahead in implementing their INTs, and funding was received for Community Pharmacy INT Leads to support CPSS with attending the INT meetings.

6: Sub-Committees Update, (Finance, Governance)

No meetings have been held. The Governance Sub-Committee was informed that a policy on sexual harassment needs to be developed and signed off at the November meeting.

Action: The Governance Sub-Committee to review the draft the sexual harassment policy.

7: Surrey Heartlands ICB Update – Erika Bowker, Mira Makhecha

Update on Current Workstreams

Daffodil Standards (RPS)

The RPS has set standards for palliative care in community pharmacy. These are free to download, and members were encouraged to review them. Membership of the RPS is not required to access the standards.

Safeguarding Issues

Posters are available, and pharmacies are encouraged to display them. It was noted that moving from expressing concern to completing a safeguarding form can feel like a significant step. With increasing clinical services, community pharmacy staff may increasingly see patients who may not otherwise seek support. Members were reminded to remain vigilant, display safeguarding posters, and report any concern, even if uncertain, as support will be provided.

Needlestick Injury Update

A free needlestick advice and support service is available for pharmacy staff. A poster with contact details will be circulated to community pharmacies.

Action: Add a reminder on the needlestick support service to the newsletter.

Library Services

Students have free access to a librarian who can assist with literature searches.

Freedom to Speak Up

Shortly, a funded Freedom to Speak Up service will be available via Signal Speak Up (pilot for 18 months).

SystemOne

BARS referrals is now available in SystemOne to support Pharmacy First referrals to community pharmacy.

Action: JP, SJ, and MM to meet to progress SystemOne referrals.

Digital Referrals

The digital team is working on a system where patients can complete an online form on the GP Practice website, are triaged, and are then referred digitally to Pharmacy First. Members highlighted that there are currently too few Pharmacy First GP referrals and there is capacity to do more. Occasionally there can be issues where referrals are sometimes directed to a single pharmacy. All feedback will be given to JP and escalated.

Action: Members to provide feedback on any surgery, directing referrals to a single pharmacy to JP for escalation.

8: Frimley ICBs Update – Caroline Martinez

Update on Current Workstreams

IP Pathway Update

Three sites are currently live, with a further two new sites scheduled to go live from October (one in Farnborough and one in Bracknell Forest). Members reviewed prescribing rates at IP Pathfinder sites, and work is ongoing to audit activity. Patient evaluation data continues to show that 100% of patients would use Pharmacy First Plus again.

Fair Share Allocation

ICB's have been given targets for Pharmacy First. Progress is on track in Frimley. Data was reviewed to assess patient feedback on which service they would have used if Pharmacy First had not been accessible.

Capacity Planning

Work is ongoing with practices to plan ahead and maximise capacity for the winter period, with a focus on hypertension and “know your numbers.”

Frimley Teach & Treat Programme

Four sites across the area are supporting eight learners and four active DPPs. There is an opportunity to bid again for further funding.

Funding and Winter Planning

A proposal for funding to support community pharmacy in continuing various projects has been approved. Planning for winter and the minor ailments scheme is ongoing.

Action: MC to circulate Frimley ICB slides to members.

9: CEO Update

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

Meetings list – This was circulated prior to the meeting.

LEWG meets every Friday, this was face-to-face last Friday, and specifically around digital.

It was highlighted that there are issues with waste collection, with pharmacies being told that collections depend on driver route availability. This was noted as unacceptable, as waste must be collected regardless of pharmacy location.

Action: JA to share the details for JP to escalate the waste collection issue.

When EHC is rolled out nationally, there will be an overlap period to avoid gaps in service. The length of this overlap is not yet known.

The advert for Surrey LPC on Indeed remains live, and recruitment is ongoing. To date, no suitable candidate has been identified.

ICB Structures and Funding: It has been confirmed that Surrey Heartlands ICB and Sussex ICB will merge in April 2026. Pharmacies based in Frimley ICB that are currently part of Surrey will merge into Surrey Heartlands. The Chair of the merged ICB will be Ian Smith. The new ICB board is expected to be in place by the end of October.

Funding for the proposed community pharmacy initiatives should be available from Surrey Heartlands shortly and needs to be utilised as soon as possible.

Pharmacy First Electronic Referrals, video link here: <https://www.youtube.com/watch?v=y9D43NAz7LY>.

Medication shortages consultation: A government consultation is open to all, seeking views on giving community pharmacy the flexibility to make minor changes e.g. formulation to the medication dispensed against a prescription where there is a known shortage. Members were encouraged to circulate the consultation and submit responses by the deadline of the 1st of December.

The Surrey LPC AGM was held on the 16th September.

Like most insurers, cyber cover has been excluded from PI and management liability policies from this year onwards. For those who have taken out the management liability cover, underwriters recommend reducing/mitigating risk using [cyberprepare.com](https://www.cyberprepare.com). This is an assessment tool that costs £75.00. The committee needs to decide if they wish to continue with this.

LPC Structure discussion: Pros and Cons slides are being created and will be circulated to the members before the next meeting. The item will be added to the November LPC meetings agenda for discussion.

Action: Circulate Pros and Cons for any structure changes to members for comments and add topic to November LPC meeting agenda.

Sussex Commissioning Intentions

This is out for draft consultation. JP has responded to the ICB as follows:

Community Pharmacy fully supports the NHS Sussex commissioning intentions and the commitment to begin the shift from hospital care to community care delivered through empowered emerging Integrated Community Teams (ICTs).

Community Pharmacy INT Leads and the supporting structure in place will enable collaboration with other community and healthcare providers both within the ICTs and across the wider NHS Sussex.

Community Pharmacy can support same-day, seven-day access and provide additional capacity across the system where enabled and funded appropriately.

There are notable areas where Community Pharmacy can support in achieving the targets particularly around prevention, however, there is a lack of recognition within the document on the vast potential of community pharmacy. There is a focus only on the seven Clinical Pathways elements of Pharmacy First, this does not articulate the other elements of Pharmacy First, including Minor Illness or other current national and locally commissioned services. Including the support which can be provided around NHS Healthchecks and community hypertension and AF detection in deprived areas, or freeing up appointments elsewhere in the system through services such as the Pharmacy Contraception Service.

Significantly more people visit a community pharmacy per day than visit other healthcare providers, new local services could be provided to support people to stay well as part of the prevention agenda.

Innovate Funding

Members received an update on the Obesity Pathway Innovation Programme.

LPC Conference

A section of the agenda will be dedicated to LPC led topics, which will be explored through table or full floor discussions. Members were asked to put forward a topic for discussion, which will then be reviewed with the other LPC's in the South East, and one topic will be submitted regionally. The question will be sent out to members, to propose questions for regional submission. The members discussed what they would want. The ABPM numbers and bundling were suggested.

10: CPE Update

The CPE meeting is taking place today and tomorrow.

Sue Killen's term of service has come to an end, and the new Chair is Dame Jenny Harries. Negotiations are expected to begin this autumn, although no specific date has been confirmed.

11: Service Development & Support Update

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

Local Area updates

Surrey

Dynamic Purchasing System (DPS) – Top tips one pager – Still in progress as it has been raised internally that the DPS system is very challenging for contractors and waiting for some tips from the procurement team on what good looks like for documents to pass the process. SCC are currently working on trying to improve the platform. Once this is finalised, a guide will be created.

Substance use spec in progress – £50 additional payment per person – spec is being worked on and a draft commented on by CPSS, and waiting for second draft.

Uplift for Surrey LCS services 4.55% applied to the ICB locally commissioned services.

Waste campaign.

SCC – videos for young people and Community Pharmacy services.

SCC is keen to keep sexual health services. The members were asked for any suggestions for services.

West Sussex

Smoking – ongoing discussions about PGDs – varenicline now in the drug tariff, asking all commissioners for PGDs for smoking LCSs (Marie attended Sussex-wide tobacco group and raised this).

New service- Chlamydia test and treat – confirmed first meeting held to discuss specification and PGDS.

Brighton

Working Well – an initiative to support people who are at risk of becoming unemployed and/or long-term sick.

East Sussex

The Vapes Pilot service goes live in September. A webinar for the vapes service has been recorded.

General Updates

Pfizer sponsoring event – Sunday 9th November for planned CPD on Migraines at Sandman, open to all contractors.

Top tip one-pagers created for Needle exchange and Naloxone [Top Tips for increasing service delivery – Community Pharmacy Surrey & Sussex](#).

Service evaluation tool published on website – [Locally commissioned services – Community Pharmacy Surrey & Sussex](#).

Funding secured for Pharmacy leaflets from NHS Sussex ICB for East Sussex and West Sussex, draft versions are with TDC as they will control the publications.

Pharmacy First CPE posters printed for INT lead distribution.

Presentations created to support INT leads at events, training and general meetings.

INT Leads now invited to Brighton GP Federation meetings to support the GP/CP collaboration, like those already in place in WS & ES.

Know your number weeks w/c 8th September to support people to get a BP check- NHS Sussex filming in a pharmacy and promoting the NHS Find a Pharmacy link.

Pharmacy Technicians' day in Lewes on 21st October needs to promote to all your Techs F2F and virtual.

World Pharmacist Day 25th September – Surrey ICB.

Pharmacy Technician Day 21st October – Surrey ICB.

Burgess Hill health event 2026 has now been funded.

The members were updated on Essential Services, Pharmacy First, DMS, Hypertensive Case Finding, Pharmacy Contraception and Smoking Cessation data. The members were asked if there were any issues with claiming DMS. It was suggested to do them as and when you have them, rather than waiting until the end of the month.

Pharmacy First

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 integrated referral option, now live.

The members were asked how they would like information circulated to contractors for the updated clinical pathways. Sussex LPC asked that the differences between the old and new pathways be highlighted. This has been created and will be available shortly.

Members reviewed the CPCF minimum criteria for monthly payments data, prepared by FI. The data highlights which contractors are meeting the thresholds and which are not. Members discussed how this should be managed in Surrey and suggested that the data could be circulated directly to contractors, who would then be able to contact the LPC for advice if needed.

It was further suggested to wait for the October data, given the impact of the flu season, before contacting contractors by email to raise awareness.

Workforce

24/25 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 £2600 DPP funding offer continues and extended to March 2026, a further 10 pharmacists can be supported.

25/26 Teach and Treat funding announced.

Supporting IP queries/applications.

Bid for 26/26 Early Careers funding in both Surrey and Sussex.

Current Sussex Early Careers funding– PG Cert (1), Level 4 diploma for PTs (5), CPPE PGD session, Vaccination training 21st Sep and the 28th Sep. The members were asked if a further date should be set and this was agreed.

Action: Look into arranging a further vaccination training day.

SHL – secured £30, 340 early careers funding for 25/26.

Sussex PharmEd programme.

Sussex careers work.

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

CPTAP 25/26: Surrey 14, Sussex 17 – Sussex highest in an ICB (potential for more).

The work experience pack is now available on the CPSS website.

IP Pathfinder

Sussex

Pharmacy sites are now live

Patients have started to be seen

Initial patient feedback has been extremely positive

Next steps:

Ongoing support for IPs

Address and resolve any issues as they arise

Stay informed on national guidance and updates

Continue regular meetings with the ICB

Collaborate with the ICB to monitor patient feedback and prescribing activity

Engage in evaluation activities as required

Surrey

Pharmacies live – patients being seen

GP Clinical Supervision sessions are underway

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

IT teething issues sorted

Change of IPs at 1 site

Evaluation (ICB gathering data)

Other – led by FI

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

NHSBSA Audit template doc released

Org structure chart (ICT, INT, PCN)

Workforce:

Work Experience Student Workbook

Work Experience Student Answerbook

Work Experience Employer Guide

CPCF:

NHSBSA data accumulation Q1 complete (data fixed)

Can identify pharmacies that didn't meet CPCF targets (Pharmacy First monthly payment threshold not met) & identify gaps for support. E.g.:

ABMP met, Consults not met

Consults met, ABPM not met

Can compare data from other ICBs

Q1 dashboard, Q2 to do

Top Tips:

Needle exchange

Naloxone

Other – led by ER

Surrey Community Pharmacy PCN Leads

Reinstated monthly PCN Lead Drop-in Sessions across Surrey

Supporting PCN Leads with issues and queries

Successfully recruited into vacant PCN Lead roles

Sharing key updates and messages via WhatsApp for Leads to cascade through their networks

Coordinating and supporting quarterly place-based meetings between ICB and PCN Leads

Surrey Discharge Medicines Service (DMS)

Continuing to contact contractors with outstanding DMS referrals to support completion and reduce backlog

Other workstreams

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

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

SCS Advanced service

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
CPCF/CPAF Support

12: NHS Landscape

The members received an update on the changing landscape in Sussex. The Primary Care Provider Collaborative (PCPC) Board, initially formed in April 2024 with only LPC representation, now includes equal representation from GPs and community pharmacy members as of April 2025. In June 2025, the CPSS INT structure was created, with a Senior INT Lead overseeing 15 CP INT Leads. Three Place INT Leads now sit on the PCPC Board and act as a link to community pharmacy PCN Leads.

The Sussex Healthcare Community Interest Company (CIC) and the Neighbourhood Alliance are also being established. The LPC will join the Sussex Healthcare CIC as an observer with no voting rights, as the only way to gain voting rights is through company membership. Members noted that the lack of a company format poses a risk for future service provision and funding. The need for the Delivery Arm and the Sussex Plan for Neighbourhood Health was highlighted.

The rationale for potentially forming a provider company/delivery arm was discussed. Key benefits include the ability to hold and sign contracts, create a level playing field with GP Federations, secure financial management, support regional tenders and cross-LPC collaboration, facilitate local and regional commissioning, and separate negotiation from delivery functions. Members were also provided with CPE's perspective on this matter.

The members were informed that Essex LPC has a provider company that could be used at a cost. For a new provider company there would be no cost to contractors as the set-up and ongoing costs will be from non-contractor levy funding. Set-up and ongoing costs were discussed which are minimal, especially if split across the 5 LPCs in the South-East.

There are 3 options: do nothing, go with a current provider or set up one across the South-East. The members voted on whether a provider company should be set up across the Southeast.

Decision: The members agreed unanimously to set up a Southeast provider company.

13: Finance Update

The members were updated on the Surrey LPC accounts YTD, no questions were raised. The members were reminded to submit their expense claims promptly. JA highlighted he was unable to access Lloyds authorisation. MC to look into.

Action: MC to look into JA Lloyds' access.

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

14: Market Entry Update

Awaiting response

Unforeseen Benefits – Guildford
Unforeseen Benefits – Thames Ditton
Unforeseen Benefits – London Road, Guildford

Response Received

Identified improvements or better access – Thames Ditton – Refused
Identified Future Needs – Woking – NHS Resolution Appeal – Refused

Notice of removal

A contractor with an NHS contract had not provided services for six months and subsequently received notification from the ICB of potential removal. The contractor has confirmed their wish to retain the contract, and JP is supporting them with their appeal response.

15: AOB

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 13/11/25	Wednesday 26/11/25
Thursday 05/02/26	Wednesday 25/02/26
Thursday 16/04/26	Wednesday 15/04/26
Thursday 11/06/26	Wednesday 17/06/26
Thursday 10/09/26	Wednesday 16/09/26
Thursday 12/11/26	Wednesday 18/11/26
Thursday 04/02/27	Wednesday 24/02/27

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 19th to Thursday 20th November 2025 (London)