

## **Minutes of Meeting of Sussex Local Pharmaceutical Committee**

**Date:** Thursday, 11<sup>th</sup> September, starting at 09:30  
**Location:** East Sussex National, Little Horsted, Uckfield, TN22 5ES  
**Present:** Sukhpreet Uppal, Ankit Tyagi, Henrietta Adu, Sam Ingram, Dan Melrose, Paul Antenen, Sarah Davis, Jas Condon, Aakarsh Patel, Michaela Tytherleigh (am), Yola Barnard, Dervis Gurol.  
**In attendance:** Julia Powell, CEO, Simran Johal, Service Development & Support Lead, Micky Cassar, Business Administrator.

### **1: Welcome & Introductions**

The Chair welcomed the members and guests to the meeting.

### **2: Apologies for Absence**

Mark Donaghy, Marie Hockley, Eve Rockell.

### **3: Governance Matters**

The members were asked if there were any changes to the Declarations of Interest. Nothing was raised.

### **4: Minutes & Matters arising:**

The minutes from the previous meeting, held on 16 July 2025, were reviewed and signed off as an accurate record by the Chair.

### **Actions in progress:**

47 – DG to ask GP to do a 6-month audit to allow for any payment discrepancies to be highlighted. – In progress  
55 – MH to get commissioners to attend the Sussex LPC meeting. – In progress

### **5: CEO Update**

KPI Progress – These were circulated prior to the meeting. The members listened to a sample of the new CPSS Newsletter Podcast test, which will begin next week.

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

New temporary staff member recruitment update: the advertisement is now live on Indeed.

From April 2026, Frimley ICB will be disbanded, and the pharmacies in Surrey will be absorbed into Surrey Heartlands ICB. Surrey Heartlands ICB will in turn merge with Sussex ICB. The ICB's are required to reduce staff numbers by around 50%. How this restructuring will be funded remains unclear.

The annual report has been circulated ahead of the AGM, which will take place on the 16<sup>th</sup> of September alongside the NPA Masterclass. It was emphasised that attendance at the AGM is vital.

It was noted that cyber cover has been excluded from PI and management liability policies from this year onwards. For LPC's who have taken out management liability cover, underwriters recommend reducing and mitigating risk by using cyberprepare.com, which provides a risk assessment to support the insurance policy. The members agreed that it was important to have this in place.

**Decision:** The members agreed to go ahead with the cyber risk assessment.

At the November meeting, members will discuss the future LPC structure. With the ICBs due to merge in April 2026, there will be one ICB across the patch but two LPCs. Members briefly considered whether the LPCs should remain separate or merge, and it was agreed that this would be added to the agenda for the November LPC meeting.

**Action:** Add a LPC merger discussion to the November LPC meeting.

### **Sussex Commissioning Intentions Update:**

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 element 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.

**Action:** Circulate the draft Commissioning Intentions to LPC members.

#### **Innovate Funding**

The members received an update on the Obesity Pathway Innovation Programme. Surrey Heartlands is looking at a potential bid for funding. Successful tenders for the service will be expected to start in 2026.

#### **LPC Conference – Topics for Discussion**

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 Chief Executives 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.

**Action:** MC to circulate the question regarding topics for discussion at the LPC conference.

#### **6: NHS Sussex Update – Ciara O’Kane**

Members were given an update on community pharmacy consultation data. The Fair Share information from NHSE was reviewed, including a comparison of NHS Sussex’s original plan with the fair share allocation. Members were reminded to contact CO if they were experiencing any issues with digital referrals.

SystemOne now has an integrated referral system similar to EMIS, which will remove the barrier of using the standalone PharmRefer portal for referrals. In addition, a new patient-led EMIS Local Services referral pathway is being reviewed. This will count as a digital referral.

CO will also be meeting with Business Intelligence colleagues to explore the best way of collating GP referral data. At present, PharmOutcomes only captures referrals made from EMIS Local Services to community pharmacies. With the introduction of the SystemOne pathway, this activity will not be visible. Collecting and analysing this data will be important for identifying areas that require greater focus.

Monthly ambition target emails continue to be circulated to INTs in line with operating plan targets.

Independent Prescriber Pathfinder service in Lewes and Eastbourne was discussed. Feedback from patients using the HRT review service was very positive, with all stating they would recommend the service to others and use it again. It was noted that funding for this service is due to end on 31 December.

A question was raised about the LCS for surgeries for ABPMs. PA will forward the email trail regarding ABPM funding to CO, who will investigate.

**Action:** PA will forward the email trail for ABPM to CO, who will look into the service for ABPMs in surgeries and report back to the LPC.

## **7: Service Development & Support Update**

The members reviewed the LCS data from East Sussex, Brighton & Hove, West Sussex and Surrey. It was raised that contractors in Brighton & Hove have an issue receiving payment for their final stop smoking consultations. DG will forward the relevant email to SJ, who will investigate the matter further.

**Action:** DG to forward email re claiming issues to SJ, who will contact Public Health regarding the PharmOutcomes issue with claiming and report back.

### **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.

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 highlighting the amount of waste that comes through to pharmacies.

Surrey County Council – TikTok videos for young people explaining what community pharmacy services are available to them.

#### **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).

Potential 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 – Dervis leading on this as INT lead. It is a pilot with funding to help a specific age group in a deprived area, which will be in either East or Central Brighton PCN. DG is part of these discussions, and there may be an opportunity in the future for a community pharmacy service.

#### **East Sussex**

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

Between April 2024 and March 2025, the One You East Sussex stop smoking service saw 2,944 quit dates set and achieved 1,621 4-week quits. Smoking rate in East Sussex currently stands at 12.7% (3-year average), with disparities noted among manual occupations and those with long-term mental health conditions. Hastings remains a key focus area, being the fourth highest nationally and highest regionally for smoking rates. Looking at One You figures, there is an opportunity to drive this service in community pharmacy, but we have discussed with commissioners that the service could be streamlined to a 4-week model.

### **General Updates**

Pfizer sponsoring event- Sunday 9<sup>th</sup> November for planned CPD on Migraines at Sandman, open to all contractors.

Top tip: one-pagers created for Needle exchange and Naloxone, which have been circulated in the CPSS newsletter and are on the CPSS website.

The Service evaluation tool has been published on the CPSS website.

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

Pharmacy First CPE posters printed for INT lead distribution.

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

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

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

Pharmacy Technicians' Day in Lewes on 21<sup>st</sup> October needs to be promoted to all your Techs, F2F and virtual.

World Pharmacist Day 25<sup>th</sup> September – Surrey ICB.

Pharmacy Technician Day 21<sup>st</sup> October – Surrey ICB.

Funding has now been secured for the Burgess Hill health event in 2026.

The members were given an update on Essential Services, DMS, Pharmacy First, Hypertensive Case Finding, Pharmacy Contraception and Smoking Cessation.

The members discussed the updated clinical pathways for Pharmacy First and how CPSS should communicate these changes to contractors. Changes were noted in the child ear, sore throat and shingles pathways. It was agreed that a side-by-side comparison of the old and new pathways would be useful, with the old version shown in grey, the new version in colour, and the changes clearly highlighted. SJ will create this resource and circulate it to LPC members for comments. It was also suggested that a webinar or podcast could be developed to support communication of the updates.

**Action:** SJ to create a side-by-side comparison of PF changes and potentially a webinar/podcast also.

The CPCF minimum criteria data was reviewed, this data shows which pharmacies are meeting the monthly thresholds. It was noted that a significant proportion are not meeting the ABPM threshold which will be in place from October. Members discussed what CPSS could do to support these pharmacies. A message will be sent out for Pharmacy First midway through the month, and the data may also be shared with PCN leads to enable additional support. It was highlighted that pharmacies in rural areas may face particular challenges in meeting thresholds due to fewer opportunities for opportunistic patients. FI will break the data down into PCNs so that it can be circulated to PCN leads.

**Action:** Share the data with PCN leads of pharmacies not reaching their monthly thresholds.

The issues surrounding ABPMs were discussed in detail, including the barriers that patients may face when accessing the service. There is a need to establish whether surgeries are inviting patients in after their high clinical blood pressure results are submitted, advising them to attend the surgery or instead to send in their ABPM readings from home.

**Action:** Look into if patients are being advised to attend surgeries for follow-up ABPM intervention.

### **Integrated Community Teams (ICTs) Sussex**

The CPSS face-to-face workshop will take place on 17th September, and feedback will be given at the November LPC meeting.

Continuing to support Craig as Sussex Senior ICT Lead.

CRM guidance document.

CRM example entry to share with INT and PCN leads.

Vision for what a great INT lead looks like.

GP/CP place meetings.

### **Workforce**

24/25 Teach and Treat programme Sussex, some remaining funding, supporting a further 2 pharmacists, Frimley – 4 designated community pharmacy hubs supported by trained DPPs and DPP mentors – awaiting information on EOI numbers so we understand demand.

SHL £2600 DPP funding offer continues and is 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 Sept, fully booked, looking at getting a further date to be made available.

SHL – secured £30,340 Early Careers funding for 25/26

Sussex PharmEd programme

Sussex careers work

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

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

Work experience pack completed and on 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)**

#### **Complete**

NHSBSA Audit template doc released

#### **Org structure chart (ICT, INT, PCN)**

#### **CPCF:**

NHSBSA data accumulation Q1 complete (data fixed)

Can identify pharmacies who 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

### **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 1<sup>st</sup> April  
Integrated Community Teams/Neighbourhoods  
CPCF/CPAF Support

### **8: 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. It was agreed that options one and two were not viable and in the interest of contractors.

**Action:** It was agreed to allow members time to review the information and, if needed, discuss it with their contractor organisations before voting next week.

### **9: CPE Update**

There is no update at this time other than to highlight the results of the pressure survey and that the contractor feedback deadline has been extended for the CPE meeting.

### **10: Finance update.**

The members were updated on the Sussex LPC accounts YTD, no questions were raised. It was highlighted that MC will start working full-time as of 08/09/25.

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

LPC Finance Guide update: This was circulated to the LPC members prior to the meeting.

### **11: Market Entry**

#### **Awaiting outcome**

- DSP – Storrington
- DSP – Bognor Regis
- DSP – Uckfield
- DSP – Goddards Green
- DSP – Chichester

PNA Update: All 3 consultations have now been finalised and will go to HWB shortly and once signed off will be published. They all state no gaps.

### **12. LPC Member Updates**

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

The feedback was that they were not aware of this in general.

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

A short comms which will be linked to a podcast of what an INT is will be drafted at the upcoming INT meeting on the 17th.

It was suggested that short 15-minute webinars for the upcoming changes would be helpful. It was raised that other LPCs are hosting short 15-minute webinars, which are popular.

**Action:** DG to forward current webinar details to CPSS.

### **13: Sub-Committee Update**

The members of the subcommittee have not met however, they will meet before the next meeting and provide an update.

**Action:** Subcommittees to meet prior to the November meeting and provide an update at the meeting.

#### **14: AOB**

DM raised apologies for the next meeting.

The members were provided with an update regarding flu vaccinations and were informed that a number of surgeries will not be offering the service this year. Details were shared on which surgeries will not be participating.

#### **15: Future meeting dates & venue**

##### **LPC Committee Meetings**

<b>Sussex LPC</b>	<b>Surrey LPC</b>
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

##### **Community Pharmacy Surrey & Sussex Executive Committee:**

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

7<sup>th</sup> October 2025 – 19:00-20:00 Teams Online

8<sup>th</sup> January 2026 – 13:45-15:00 Venue TBC

26<sup>th</sup> 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)

26<sup>th</sup> March 2026, 10:00-13:00 Teams meeting online (to be hosted by CPSS)

##### **CPE Forward Dates:**

Wednesday 24<sup>th</sup> to Thursday 25<sup>th</sup> September 2025 (London)

Wednesday 19<sup>th</sup> to Thursday 20<sup>th</sup> November 2025 (London)