

## Minutes of Meeting of Sussex Local Pharmaceutical Committee

**Date:** Thursday, 5<sup>th</sup> February, starting at 09:30  
**Location:** East Sussex National, Little Horsted, Uckfield, TN22 5ES  
**Present:** Sukhpreet Uppal, Sam Ingram, Paul Antenen, Sarah Davis, Yola Barnard, Aakarsh Patel, Mark Donaghy, Ankit Tyagi, James Williams.

**In attendance:** Julia Powell, CEO, Micky Cassar, Business Administrator, Marie Hockley, Deputy Chief Officer.

**Guests:** Raj Rohilla (observer) am only, Craig McEwan (observer).

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

The Chair welcomed the members to the meeting. New member James Williams was welcomed to the LPC.

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

Dan Melrose, Dervis Gurol, Jas Condon, Simran Johal, Henrietta Adu, Eve Rockell.

### **3: Governance Matters**

The members were asked if there were any changes to the Declarations of Interest. Nothing was raised. All attending members completed new EOIs.

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

The minutes from the previous meeting, held on 13<sup>th</sup> November 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 ask commissioners to attend the Sussex LPC meeting. – In progress.

64 – Share the data with PCN leads. – In progress.

67 – DG to forward current webinar details to CPSS. – In progress.

68 – Subcommittees to meet prior to the November meeting and provide an update at the meeting. – In progress.

71 – Webinars will be created in Hastings and Rother, with a potential wider rollout if successful. – In progress.

73 – Create webinar to explain PF referral rejections. – In progress.

### **5: Service Development**

An action from the Surrey LPC November 2025 meeting was to create a one-page “What your LPC can do for you” document for circulation. The document was presented to members and approved for adoption.

**Action:** Upload the “what your LPC can do for you” document to the website.

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

Decommissioning of local services:

The following services are being decommissioned – the EHC service due to the national Advanced Service and the SCS and condom distribution service due to a lack of activity.

**West Sussex,** EHC, SCS

**East Sussex,** EHC, SCS, including Vape Pilot service, Condom Distribution

**Brighton,** EHC

**Surrey,** EHC

The members reviewed the commissioning of local services across the patch.

**Sussex** – Opportunity with CGL Alcohol referral service – more information to follow as in early discussion phase.

**West Sussex**, Chlamydia test and treat.

**Brighton**, Chlamydia test and treat, Condom Distribution, SCS service spec – model and fees updated.

**Fees Confirmed**, Chlamydia treatment via PGD – £21.50 per consultation, Chlamydia Test handout – £3.50, Condom distribution – £3.50.

#### **Local area updates:**

##### **Surrey**

Fortnightly meeting with commissioner– new substance use specification in progress, live from April, webinar before launch.

DPS procurement, your feedback – what challenges are there, and is this stopping signups?

£4,535 Unclaimed supervised consumption funding – 9 pharmacies providing supervised, not contracted and 2 contracted but not claiming PH supporting this.

##### **East Sussex**

Discussed with East Sussex commissioner, now an outlier as no sexual health offer to complement national services– advised a Chlamydia test and treat service would align with the rest of Sussex PH.

##### **West Sussex**

Payment issue due to the new Procurement process – Oracle, the payment system and Atmos, the contracts system interoperability problem – a manual fix has been applied, but it will affect Dec/Jan payments.

The WSCC Contracts manager is leaving at the end of March 26.

NHS Healthchecks– lack of activity this service is potentially at risk.

**Smoking Cessation Service:** Members were updated on the progress of the service.

**Action:** Include a more in-depth discussion on services and the focus of the LPC at the April LPC meeting.

#### **General Updates:**

All commissioners opted to delay the decommissioning of EHC until national service was embedded.

Top tip one-pagers in progress for all services continue to be published.

<https://surreysussex.communitypharmacy.org.uk/services/services-newsletters-for-contractors/>.

Funding secured for Pharmacy leaflets from NHS Sussex ICB in ES & WS – Any further print runs will not commence before April 2026 to include the new local service updates.

Burgess Hill health event 28<sup>th</sup> Feb – £900 secured.

East Grinstead health event 14<sup>th</sup> March – £990 secured.

The Sussex tobacco delivery group includes all PH commissioners and key stakeholders to align tobacco strategy; we are a member of this group.

Public Health forums – all forums have taken place in January except for Brighton, as this one was cancelled and is due to be rescheduled.

CVD action plans – CVD is a priority across Sussex, and we feed into the action plans to ensure community pharmacy is seen as a key delivery mechanism to identify high blood pressure and preventative support. This is aligned in Surrey.

#### **ICTs Sussex**

Introduction to INTs produced to support contractor understanding which can be found [here](#).

PCPC Board Development Days.

GP/CP place meetings.

Next face-to-face workshop facilitated by CPSS – 17<sup>th</sup> March, which will include leadership training as requested by leads.

INT leads evaluation submitted to Sussex ICB.

Vaccination workshops – how collaboration will improve vaccine uptake.

ICT Organisational development training.

Workplans – Each ICT must produce a workplan and areas of focus which align with the Commissioning intentions and support reducing hospital admissions.  
Support in place for all Leads.

Sussex Health & Care are hosting a conference on the 16<sup>th</sup> of May 2026. A technician is needed to support SJ in a workshop. The members were asked to support finding a technician and provide feedback to SJ. The members were asked to sign up and attend.

**Fatima other:**

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)  
Top Tips guides  
IP Pathfinder evaluation  
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

**Eve other**

**Surrey Community Pharmacy PCN Leads**

Monthly PCN Lead Drop-in Sessions  
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 DMS referrals to support completion

The members reviewed the data for advanced services and other information incl:  
DMS, Pharmacy First, Hypertensive case finding, Pharmacy Contraception service.

**Workforce update:**

SHL £2600 DPP funding offer continues and is extended to March 2026, a further 8 pharmacists can be supported.  
Supporting IP queries/applications  
Current Sussex early careers funding – PG Cert (1), Level 4 diploma for PTs (5), CPPE PGD session  
SHL – secured early careers funding for 25/26  
Sussex – secured early careers funding for 25/26  
3 vaccination training days completed (6 sessions)  
Pharmacy First training day delivered on 30<sup>th</sup> November  
Surrey Early careers – supporting Accuracy Checking Dispensing Assistant courses and Level 4 Pharmacy Technicians  
Continuing to work with NHSE WT&E South East team  
Engaging with Primary Care Training Hubs

**Other workstreams:**

QI project with GPs  
Sponsorship engagement  
Website updates

Produce documents and publish on website as needed supporting contractors to understand subject matter

INT and PCN lead focused workstream

Tracking Advanced Services claim data

CPSS training information

TOP tips for each service

Service evaluation tool

East Sussex Employability and Skills Team – Pharmacy Careers Project

PFDS– Patient–Facing Digital Services Prioritisation– creating a roadmap of the digital workstreams e.g.

Patient Knows Best and NHS App increase usage in Sussex

## **6: Finance Update**

Finance and Levy: Members were updated on the Sussex LPC accounts; no questions were raised. CPE has not yet confirmed its levy, which is due to be signed off today. Members discussed whether an additional meeting would be required to consider the levy ahead of the next LPC meeting, due to timing constraints. Members discussed requesting confirmation of what any ask for an increase in funding to CPE would be used for.

Members highlighted that the next Chairs' Forum meeting with CPE is scheduled for March and that topics have been requested. It was suggested that "Shaping the 2026 Regional Events" be put forward as a topic following concerns raised on the benefit of the previous regional event. Concerns were also raised that, although CPE requests feedback, there is no feedback on the feedback provided, making it unclear whether it is being reviewed.

**Action:** Hold a meeting to discuss CPE levy and LPC levy before the next LPC meeting.

**Action:** Ask for "Shaping Regional Events" to be added to the upcoming Chairs / CPE Forum.

The members were updated with the CPSS accounts no questions were raised.

The members reviewed the 2026/27 budget.

**Expenses Policy:** Members reviewed the Expenses Policy. No amendments were proposed, and members were asked whether they were content to adopt the policy.

**Decision:** The members agreed to adopt the expenses policy.

DOI updates: The members have previously agreed not to have these on the website. The members agreed this would continue.

## **7: Market Entry**

### **Awaiting outcome**

No Significant Change Relocation – Westham Pevensey

### **Notification Received**

DSP – Storrington – Approved

DSP – Bognor Regis – Approved

DSP – Uckfield – Approved

DSP – Goddards Green – Withdrawn

DSP – Chichester – Withdrawn

## **8: Sub Committee Updates**

No update at this time. If this is to be green on the LPC self-assessment, there needs to be regular meetings. It was suggested that the subgroups create WhatsApp groups.

**Action:** Sub-committees to create WhatsApp groups to maintain regular contact.

## **9: NHS Sussex Update**

MD attended an APC meeting where the ICB merger was discussed.

## **10: Contractor Query**

Patient nominations issue.

## **11: CEO Report**

The members reviewed the meeting calendar. JP has contacted several MPs to arrange pharmacy visits and is awaiting a response.

The members reviewed the KPIs. CPE are currently running media training, which JP and MH have signed up to, no LPC members are currently signed up.

The core hours change template has been created and has been successfully used by contractors.

South East Forum Update – There is a discussion on if they will continue.

Chairs, Vice Chairs and Treasurer EOIs will be sent out at the end of the month in order for the nominations to be set at the next LPC meeting.

DOIs – The members were given DOIs to update.

Health & Safety Policy – The members were asked if they were happy to adopt the new policy and risk assessment and add to the website.

**Decision:** The members agreed to adopt the Health & Safety Policy and risk assessment.

### **LPC Self-Assessment:**

Written Governance – Amber – as not receiving regular reports from the sub-committees.

Sussex LPC – DOIs – Amber – Sussex LPC has agreed not to have these published on the website.

LPC Reporting – Amber – The meetings list does not include future meetings. This will be amended to include meetings for the next month.

Capability & Expertise – Amber – CPSS needs to have a review process for progress & costs.

Members competence – Amber – Last skills audit in 2023, induction in place for new members, but new skills audit for members will take place in April.

Informing pharmacy owners and their teams regarding commissioning matters – Amber – No routine update, however, now adding to newsletter, but need a communication plan for this moving forward.

Media relations – Red – no training as yet, however JP and MH are attending in March.

Engagement with patients and representatives – Amber – Healthwatch is changing format, and it is currently unknown what the future of this will look like, we will look to engage with any new patient group.

It was highlighted that it would be good for contractors to know what work has been done e.g, service tenders, even if unsuccessful in the newsletter.

**Decision:** The members agreed for the self-assessment to be published on the website

SECPA Update: Hampshire & Isle of Wight have now formally joined SECPA, while Kent has not proceeded with membership at this stage. Work is currently underway to establish and implement the SECPA governance framework.

To date, two tenders have been submitted through SECPA.

ABPM LCS Service Update.

ICB Structure Update: From 1 April 2026, Surrey Heartlands ICB, part of Frimley ICB, and Sussex ICB will formally merge to form the new Surrey & Sussex Integrated Care Board (ICB). The newly appointed Board leadership comprises Karen McDowell as Chief Executive and Ian Smith as Chair, with Board membership drawn from a combination of existing Surrey and Sussex ICB leaders.

CPSS Conference Update: Members have been asked to register for the upcoming CPSS Conference and to actively encourage colleagues to sign up and encourage nominations for the awards.

CPE recently delivered a finance session, with separate events held for LPC members and for treasurers and chief officers. The session included a comparative analysis of LPC finances. Out of 50 LPCs, Surrey ranked 6<sup>th</sup>, with Sussex ranked 9<sup>th</sup> in terms of the lowest contractor levy.

### **Sexual health charter – LPCs**

All NHS organisations are being asked to sign up to the sexual health charter (including LPCs). This involves completing a self-assessment and then a Microsoft form, to state the organisation is signing up to the charter and will work towards the outcomes. JP has completed the self-assessment – members were asked if the LPCs want to sign up to this charter.

Sussex LPC – yes

Surrey LPC – yes

**Action:** Sign the LPCs up to the sexual health charter.

### **12: INTs & PCN Update**

Within Sussex ICB, there are 15 community/neighbourhood teams, and funding has been provided by the ICB to support the establishment of Integrated Neighbourhood Team (INT) Leads. These leads have now been in post for 12 months, with current funding scheduled to end on 31 March 2026. Craig McEwan is the Senior INT Lead. An evaluation of both INT and PCN Lead roles was circulated to members prior to the meeting. The findings demonstrate a significant positive impact, particularly in increasing awareness among other professionals of the breadth and capability of community pharmacy.

The Primary Care Provider Collaborative (PCPC) includes three community pharmacy place leads—CM, SD and MH—who sit on the Board alongside JP as the LPC representative. A funding request has been submitted to the ICB for 26/27 to:

Increase the number of days per month supported through backfill for INT Leads;

Increase funding for place leads to support one day per week;

Continue funding for learning and development events for INT Leads.

This next stage of funding is intended to move the existing relationship-building work into a further development phase, strengthening pharmacy integration across neighbourhood teams.

In Surrey Heartlands, JP also submitted a request for INT Lead funding. This was not approved, with the rationale that funding for PCN Leads had already been allocated. An amended request will be submitted for 2026/27.

Funding for PCN Leads remains in place until 31 March 2026.

**Decision:** Members agreed to consolidate efforts and funding around INT Leads.

### **Sussex QI Programme Update**

The Q1 phase of the programme consists of three sprints, with community pharmacy participating in Sprint 1, which is centred on GP–community pharmacy collaboration. This sprint will focus on three key services: Pharmacy First, Blood Pressure Checks, Contraception Services.

To support this work, CPSS, the INT Leads and GP practices will meet in April for a face-to-face session to develop the detailed approach for Sprint 1 and establish a joint working framework.

Baseline data will be collected and analysed before, during, and after the sprint to measure impact, sustainability, and outcomes, ensuring the programme delivers demonstrable improvements and supports long-term system change.

### **13: CPE Update**

DG is attending the CPE meeting today, and therefore no update is currently available. For 2026/27, all LPC meeting dates have now been scheduled after the CPE meetings, which will ensure that timely updates can be provided at each LPC meeting moving forward. DG will act as the representative to deliver CPE updates to the LPC on an ongoing basis.

### **14: Operating Plan 2026/27**

The draft operating plan was discussed with feedback from LPC members.

**Action:** The changes suggested will be made to the operating plan, and the final version will then be published on the website.

### **15: AOB**

It was raised that CPE are potentially raising their levy. The LPC should question what they will be doing with an increase in funds if the information is not provided. It was also highlighted that CPE regional meetings are being held at inconvenient times during the summer months. SD will raise the organisational issues of when CPE meetings are held at the March Chairs meeting.

**Action:** JP to feedback to CPE re levy increase.

It was asked how England can get their "Measle Free" status back, and if Sussex ICB would agree to fund an LCS.

**Action:** Approach ICBs re a measles service.

### **16: 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 30/04/26	Wednesday 29/04/26
Thursday 11/06/26	Wednesday 17/06/26
Thursday 24/09/26 short meeting + AGM	Wednesday 30/09/26 short meeting + AGM
Thursday 26/11/26	Wednesday 25/11/26
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)  
26<sup>th</sup> March 2026 – 19:30-20:30 Venue Online

#### **South East LPCs and Partners (Regional Meeting)**

(Chairs, Vice Chairs to attend)

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

Wednesday 22nd and Thursday 23rd April 2026

Wednesday 24th and Thursday 25th June 2026

Wednesday 16th and Thursday 17th September 2026

Wednesday 18th and Thursday 19th November 2026