

Minutes of Meeting of Surrey Local Pharmaceutical Committee

Date: Wednesday, 29th April 2026.
Location: Tyrrells Wood Golf Club, Leatherhead, KT22 8QB.
Present: Chris Scoble, Karen Wilson (am), Jaymil Patel, Ifesi Anyamene, Mala Mahasuria, Purvi Shukla.
In attendance: Julia Powell, CEO, Micky Cassar, Business Administrator, Marie Hockley, Deputy Chief Officer, Simran Johal, Service Development & Support Manager.
Guests: Gary Warner, CPE.

1: Welcome & Introductions

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

CCA reporter: Chris Scoble

2: Apologies for Absence

Jay Amin, Zohib Sheikh, Kay Hau.

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.

Officer elections:

The members voted for Chris Scoble to remain as Chair and for Jay Amin to remain as Vice Chair. There were no members who expressed interest in the Treasurer position at the meeting. It was agreed that this role would be discussed further with all members.

Subcommittees:

These will be finalised once the appointment of the Treasurer has been made.

LPC members vacancy update: The committee noted that two EOIs had been received for the current IND vacancy; however, neither applicant had the support of two other contractors as required. Members discussed the options available. It was agreed that contractors would be approached again for further submissions.

Action: Circulate the IND vacancy again.

The members reviewed the collaborative agreement, no amendments were raised.

4: Minutes & Matters arising

The Chair asked the members if they had read the 5th of February 2026 LPC minutes, and if there were any issues with accuracy, nothing was raised. The Chair signed the February LPC minutes as a true account of the meeting.

The action/decision log was reviewed.

Action 372: Contact contractors signed up for drug services to try to increase delivery, followed by follow-up calls. – **Closed**.

Action 374: ZS to ask the contractor to contact JP, who can assist with MP engagement. – **In progress**. The contractor has not contacted JP.

Action 377: JP to clarify if mileage can be claimed above the daily rate and also if this can be claimed from outside the county. – **Complete**. The members discussed the mileage claim point re boundaries of claiming for the expenses policy. The members agreed that expenses can only be claimed from within the Surrey borders from their usual place of work.

Action: Update the expenses policy to highlight that expenses can only be claimed from within the Surrey borders, from their usual place of work within Surrey.

5: CEO Report

KPI Progress update: The members reviewed the KPIs which is based on the new operating plan for 2026/27.

Services: Eve Rockell will proactively call 50 contractors per month to talk through the work of the LPC, answer any questions and ask for feedback.

PQS: Some contractors missed the deadline.

CPTAP funding: SJ is working on this, last year Surrey and Sussex had the highest number of successful applicants.

Meetings list (including future meetings): The members reviewed the meetings list.

Surrey PCC letter: CPE produced a template letter for submission in relation to the results from the abuse in pharmacy survey. This was submitted by JP to both the Surrey and Sussex PCC and meetings will take place with both.

SECPA Update: Surrey, Sussex, Hampshire and Thames Valley have signed up to SECPA. SECPA's National Institute of Health and Research bid was successful.

Newsletter statistics: The members reviewed the newsletter and deadline tracker statistics.

AGMs and Annual Report: The Surrey LPC's end-of-year accounts have been submitted to the accountant. The annual report is being created. The Chair was asked to submit their part by the end of June. The members discussed if the AGM should be added to an LPC meeting or stand alone. The members agreed to add it on to the LPC meeting in September.

Action: CS to provide Chair's report for the annual report by end of June.

CP INT Lead proposal: In Sussex, the INTs are well integrated, and funding has been successfully secured. JP has submitted a proposal for INT lead funding for Surrey and is currently awaiting a response.

Covid vaccinations: Members discussed the provision of services for housebound patients, where gaps have been identified across Surrey and Sussex, and noted that the ICB is seeking to address these.

Merged ICB: Members agreed that decisions maybe required to be jointly agreed by both LPCs and noted the need for a clear policy to be established for managing issues in future.

The members discussed how, moving forward, the issue with Surrey and Sussex LPCs not agreeing would be dealt with. It was agreed that moving forward, if the 2 LPCs disagreed, it would then go out to all individual LPC members to re vote, and the consensus majority would win.

Decision: If the 2 LPCs disagreed, it would then go out to all individual LPC members to re vote, and the consensus majority would win.

6: Service Development

The members reviewed LCS service data for East Sussex, Brighton & Hove, West Sussex, and Surrey, noting areas of growth and decline. They also discussed Surrey DPS and the associated challenges. While there is a push for change, it is acknowledged that this will take time.

The members reviewed the Summary of Pharmacy PHA Activity Q1 2022/23 to Q4 2025/26.

Members discussed the needle exchange service, noting that demand is changing due to increased use relating to performance-enhancing drugs. It was highlighted that the current transaction-based payment model is not effective, as only one transaction fee is received when supplying multiple needles (for example, 12 in a single visit). Options to revise the model are being considered, with any proposed changes needing to be evidence-based and remain within budget.

PH commissioned service update April 2026: The team will attend the next meeting in person.

Claims – The message is please ensure you are claiming via PharmOutcomes by the last working day of the month and ensure bank details are up to date.

Members received an update on local government reorganisation, noting that from April 2027, the current 12 councils will be replaced by two unitary authorities: East Surrey and West Surrey. It was confirmed that there will be two public health teams, each with a designated lead. Members noted that contracts are expected to remain consistent across the area, with a commitment to developing aligned processes across the Surrey & Sussex ICB footprint.

Local Area updates

Surrey

Substance use specification in final stages and webinar booked for launch 18th May.

Fee increase – request has gone to board.

Discussion taking place about the change in NSP

Condoms being supplied to pharmacies in high-risk areas for Chlamydia LCS.

East Sussex

Whole Systems CVD project in Eastbourne SDHC.

Brighton

Substance use – Annual review to be added to spec £30 per annual review, 15p Methadone/oral lyophilisate increase and sublingual buprenorphine 25p, £2.75p and £3.75p supervised and 10p increase for missed doses now £1.35p.

Vaccination workshops, Community Health Panel, GP/CP Place meeting, MDT.

West Sussex

NHS Healthchecks – Potential for a new pathway GP/CP collaboration.

Whole Systems CVD project in Adur/Worthing.

General updates:

Pharmaceutical journal publication – PJ published **Community pharmacy independent prescriber-led HRT reviews** showcasing the IP Pathfinder project in Sussex.

<https://surreysussex.communitypharmacy.org.uk/our-news/community-pharmacy-independent-prescriber-led-hrt-reviews/>.

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

Top Tips – working on this for all services.

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

Eve – working on Surrey PCNs, Eastbourne ICT lead, DMS.

Fatima – Top Tips, deprescribing spec, data capture websites.

The members reviewed data on Advanced Services and other relevant information, including the CPE clinical services dashboard (available to contractors), DMS (with SASH having now completed a successful referral and therefore live—this will be communicated in the newsletter), Pharmacy First, Hypertension Case Finding, and the Pharmacy Contraception Service.

In Sussex, a transfer of care group is in place, and SJ has requested that Surrey also be included.

Workforce

26/27 NHSE IP funding announced.

2027 CPTAP now open, one company can have one space per region.

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

Sussex – secured £29,140 early careers funding for 25/26

Early careers funding:

4 vaccination training days completed (8 sessions)

Pharmacy First training day delivered 30th November
Sussex – PG Cert (1), Level 4 diploma for PTs (5), CPPE PGD session
Surrey – Accuracy Checking Dispensing Assistant courses (4) and Level 4 diploma for PTs (1)
SHL £2600 DPP funding still available for the remaining spaces. CPSS will manage this with the loss of ICB support (£26,000)
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, New service contract sign up support
[This guide has been produced to help healthcare professionals access resources for NHS community pharmacy services.](#)

Forward view

Hypertension service, SCS Advanced service, DMS support, Training webinars, Supporting ICBs, Supporting DPS and PSR, Pharmacy/Area Manager/Locum engagement, PH and stakeholder meetings, updating website, CPE website updates for service database, IP Pathfinder Task and finish groups, 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, Annual Report, CPCF/CPAF Support.

7: Sub-committee Meetings

Operational plan: The LPC members were asked for feedback for individual KPIs in the operational plan via email as agreed at the last meeting. No responses were received, the plan will be finalised and published via the website.

8: Surrey & Sussex ICB

As of 1 April, Surrey and Sussex have formed a single ICB, and the board structure finalised and implemented. The Chief Pharmacist and Head of Community Pharmacy roles have been appointed. Linda Honey has been appointed Chief Pharmacist for the Surrey & Sussex ICB, and Ciara O’Kane is the Head of Community Pharmacy. Due to the ongoing ICB restructuring, some workstreams are currently not progressing. The members reviewed the new ICB structure. The Area Prescribing Committee will now potentially sit across KSS, and members were asked to nominate representation. It was agreed that JP will sit on this committee.

9: CPE Update – Gary Warner

The members were given an update from Gary Warner with the opportunity to ask questions. (Slides to be circulated to LPC members after the meeting).

10: INTs

The ICBs have now merged. Sussex has a more established community pharmacy INT model with 13 established INTs. Community Pharmacy leads have been in place for the past 12 months, and the third training session for Community Pharmacy INT leads was completed in March. In Surrey, INTs are currently operating across East and West place-based areas. Work is now beginning to strengthen this geographical alignment. JP and SJ are attending INT meetings in Surrey, and a bid has been submitted for funded community pharmacy lead roles. At present, Surrey has PCN leads, whereas Sussex has moved away from PCN lead roles and now operates with ICT leads only.

In Surrey, there is no PCPC yet established. JP has requested a meeting with the Surrey Care Collaborative (GP Federations). She is due to meet the Chair next week to discuss a Surrey PCPC.

Integrated Community Teams (ICTs) Sussex

PCN lead role in Sussex concluded 31st March 2026

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

A brief overview of the CP INT Lead role can be found [here](#).

PCPC Board Development Days.

Brighton GP/CP place meetings (MH Chair).

17th March CPSS facilitated f2f workshop, including leadership training as requested by leads.

INT leads evaluation submitted to Sussex ICB.

Joint GP / CP 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 to the commissioning intentions and support reducing non-elective hospital admissions.

Support in place for all Leads.

Updated job descriptions.

Q1 programme Workshop 23rd April.

Sussex Quality Improvement Programme Launch Event 23rd April 2026

Last week marked the launch of the first sprint in the Sussex Quality Improvement (QI) programme, delivered through an all-day face-to-face event. This brought together QI Leads from each Integrated Community Team (ICT) across GP practices, alongside Community Pharmacy Integrated Neighbourhood Team Leads.

The QI programme forms part of the wider 2026/27 Primary Care Support Programme, delivered through the Primary Care Provider Collaborative, which includes the LPC and three place-based Community Pharmacy INT Leads.

The programme is designed to:

- Support neighbourhood-based working and data-led improvement
- Improve quality, reduce unwarranted variation, and support sustainability in general practice

It is structured into three sprints, with Sprint 1 for 2026/27 focusing on joint working and collaboration between Community Pharmacy and General Practice.

During the event, attendees were taken through the Community Pharmacy Contractual Framework, an overview of services delivered in community pharmacy, and a more detailed focus on three Advanced Services.

Each ICT will be expected to increase consultations in at least one area:

- Pharmacy First
- Hypertension case-finding
- Oral contraception

Sussex PCPC Memorandum of Understanding

The PCPC has published a Memorandum of Understanding (MOU) outlining its role and how it works with primary care across Sussex, including general practice, community pharmacy, dentistry, and optometry. The MOU describes the key elements of the PCPC, explains how it operates, and sets out how primary care providers can communicate with, influence, and help shape the work of the committee. It has been developed to ensure that all primary care organisations understand both the function and structure of the PCPC and feel confident in engaging with it.

All primary care providers are encouraged to read the MOU on the website and sign it to confirm their understanding and support. This engagement helps strengthen collaboration and ensures the PCPC can effectively represent the voice of primary care across Sussex.

The ICB requested this assurance to confirm that the PCPC is appropriately representing all primary care sectors, which is the rationale behind the development of the MOU.

CPE TAPR survey – This needs to be completed by the 8th of May.

The members reviewed the document and agreed responses.

Chairs Forum: CS attended the LPC Chairs Forum in March. Discussions in groups explored the function of the LPC and how best to support contractors. The forum also considered the implementation of RSG proposals and reviewed approaches to Chief Officer appraisals, noting considerable variation across LPCs. It was highlighted that this area remains inconsistent, with CPSS being the only one with a dedicated HR function (SD).

A further session focused on supporting pharmacy owners in difficulty, and on managing contractor expectations of the LPC. The final part of the forum considered available resources for Chairs. Community Pharmacy England (CPE) has been effective over the past year in facilitating sessions to support Chairs and encourage networking across LPCs.

11: Finance Update

The members reviewed the Surrey LPC end of year accounts for 2025–26; no questions were raised. The CPSS end of year accounts for 2025–26 were also reviewed, with no questions raised.

Assurance of the Treasurer role was confirmed, ensuring independence, and all members were satisfied with this arrangement.

It was noted that the CPSS budget has increased this year with an uplift in payment from Surrey LPC requested, this was the first time in 6 years. Surrey LPC can manage the uplift from reserves with no impact for contractors.

The Reserve Policy, circulated prior to the meeting, was discussed. CPSS no longer holds any reserves. The policy will be revised to reflect a target reserve level for Surrey LPC of 45% of the budget.

12: Market Entry

Awaiting response

Appeal – Unforeseen Benefits – Thames Ditton

No significant change relocation – Sunningdale, Ascot

Appeal – Unforeseen Benefits – Guildford

Response Received

Unforeseen Benefits – Guildford – Refused

Unforeseen Benefits – London Road, Guildford – Refused

13: LPC member Update

14: AOB

15: 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 11/06/26	Wednesday 17/06/26
Thursday 24/09/26	Wednesday 30/09/26
Thursday 26/11/26	Wednesday 25/11/26
Thursday 04/02/27	Wednesday 24/02/27

Community Pharmacy Surrey & Sussex Executive Committee:

TBC



CPE

Wednesday 24th and Thursday 25th June 2026

Wednesday 16th and Thursday 17th September 2026

Wednesday 18th and Thursday 19th November 2026