

## Minutes of Meeting of Sussex Local Pharmaceutical Committee

**Date:** Thursday, 30<sup>th</sup> April, starting at 09:30  
**Location:** East Sussex National, Little Horsted, Uckfield, TN22 5ES  
**Present:** Sukhpreet Uppal, Paul Antenen, Sarah Davis, Yola Barnard, Aakarsh Patel, Mark Donaghy, James Williams, Dan Melrose, Dervis Guroi (pm), Jas Condon, Henrietta Adu.  
**In attendance:** Julia Powell, CEO, Micky Cassar, Business Administrator, Marie Hockley, Deputy Chief Officer, Eve Rockell, Services Co-ordinator.  
**Guests:** Tina Fowler, CGL, Gary Warner, CPE.

### 1: Welcome & Introductions

The Chair welcomed the members to the meeting.

### 2: Apologies for Absence

Sam Ingram, Simran Johal, Ankit Tyagi.

### 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 5<sup>th</sup> February 2026, were reviewed and signed off as an accurate record by the Chair.

### Actions in progress:

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

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

**Action 73:** Create a webinar to explain PF referral rejections. – **Complete.** This was not achievable due to PharmOutcomes limitations.

**Action 77:** Ask for “Shaping Regional Events” to be added to the upcoming Chairs / CPE Forum. – **Complete.**

**Action 78:** Sub-committees to create WhatsApp groups to maintain regular contact. – **Complete.**

### 5: LPC Member role

Members were reminded of the Code of Conduct, which had been circulated prior to the meeting. A summary of the role and responsibilities of an LPC representative was also presented to members.

**Officer Nominations:** Members voted for Paul Antenen to remain as Treasurer. Two EOIs were received for the role of Chair for SD and DG. DG stepped down from the nomination, and Sarah Davis will remain as Chair. Two EOIs were received for the role of Vice Chair for SU and YB. Both candidates addressed members outlining why they wished to be appointed. Following a vote, Sukhy Uppal was appointed as Vice Chair.

### 6: Finance Update

Members reviewed the Sussex LPC end of year accounts for 2025/26, and no questions were raised. Members also reviewed the CPSS end of year accounts for 2025/26, and no questions were raised. Assurance of the Treasurer role was confirmed, ensuring independence, and all members were satisfied with this arrangement.

**Reserve Policy:** It had previously been agreed to hold lower reserves within the LPC accounts and maintain a six-month running cost reserve within the CPSS account. However, the CPSS Executive has since decided not to proceed with this arrangement. As a result, the LPC reserve will need to be 45% of the annual budget. JP will amend the Reserves Policy accordingly, and this will be published on the website.

**Action:** JP to amend the Reserves Policy and upload it to the website.

## **7: Market Entry**

### **Awaiting response**

COO and No Sig Change Relocation – Judges Close Pharmacy – East Grinstead  
Dispensing Practice Relocation – Robertsbridge  
No Significant Change Relocation – Newhaven  
Consolidation – Hailsham

### **Response Received**

No Significant Change Relocation – Westham Pevensey – Approved

**Action:** Raise with the ICB the need to notify all pharmacies affected by Market Entry applications, rather than limiting notification to those within a two-mile radius.

## **8: Tina Fowler CGL (pharmacy liaison lead)**

The members were given an update by Tina Fowler in relation to the MAT CORE Service. (Slides to be circulated to members after the meeting).

## **9: Service Development & Support**

Members reviewed the service data for East Sussex, Brighton & Hove, West Sussex and Surrey Local Commissioned Services. It was highlighted that head offices reviewing service specifications need to ensure that requirements are clearly communicated to the pharmacies delivering the services, particularly within multiple pharmacy groups.

**Action:** MH to ensure communications are circulated to contractors outlining what is required to complete services (including annual reviews and other requirements).

Members noted that take-home naloxone provision needs to increase. It was agreed that communication from needle exchange services needs to improve to support this.

Members also noted that the chlamydia treatment service specifications have been circulated; however, delays in signed contracts are holding up implementation and rollout of the service.

It was noted that fee increases are difficult to justify where services are not being delivered effectively.

The members reviewed the Summary of Pharmacy PHA Activity Q12022–23 to Q4 2025–26.

## **Local Area updates**

### **Surrey**

Substance use specification in final stages and webinar booked for launch 18th May (going live 1<sup>st</sup> June).

Fee increase – request has gone to board.

Discussion taking place about the change in NSP – lack of heroin on the street contributing factor but increased use of performance enhancing drugs has increased some demand for bulk supply i.e., 12 needles in one transaction.

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**

#### **Public health commissioned services**

New contracts in place from 1<sup>st</sup> of April 2026 to 31<sup>st</sup> March 2029 with an optional extension of 2 further years.

Services included are: NHS HealthChecks, Brief alcohol interventions and chlamydia test and treat (not live yet).

NHS HealthChecks – 24 pharmacies signed up to deliver compared to 32 last year. Potential for a new pathway GP/CP collaboration.

Alcohol identification – This has been successful and will continue as part of the prevention arm.

Whole Systems CVD project in Adur/Worthing. The conversation steers towards making the most of the community pharmacy hypertension service.

### **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 the data for Advanced Services and other information including CPE clinical services dashboard, DMS, Pharmacy First, Hypertension Case Finding and the Pharmacy Contraception service.

### **Workforce**

26/27 NHSE IP funding announced.

2027 CPTAP now open

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 transferred to CPSS for remainder of 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 Dynamic Purchasing System and Provider Selection Regime, Pharmacy/Area Manager/Locum engagement, IP 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 1<sup>st</sup> April, Annual Report, CPCF/CPAF Support.

## **9: Sub-committee meetings**

No update from the individual sub-committees.

**Operational Plan Update:** It was noted that, following an action from the February LPC meeting, individual LPC KPIs were requested. JP had previously emailed all LPC members requesting feedback on proposed KPIs; however, no responses were received.

Members agreed to revisit this work, and it was agreed that JP will recirculate the request with a 7-day deadline for responses.

**Action:** JP to recirculate email regarding individual LPC KPIs with a 7-day response deadline.

## **10: CEO report**

**SECPA Update:** The draft SECPA website is currently under development. Quarterly meetings are taking place, and work is ongoing to develop a governance document outlining processes.

**KPI Progress update:** Members reviewed KPI progress for Q1. It was noted that contractor feedback remains valuable, and ER will contact approximately 50 pharmacies per month to gather feedback and provide updates.

**PQS:** Members noted that some contractors missed the deadline for the Pharmacy Quality Scheme. It was acknowledged that the LPC had communicated the scheme details and deadline clearly. The new scheme details have not yet been released; however, it is anticipated that the ten-week countdown period which received positive contractor feedback will be repeated this year.

**CPTAP:** Funding has been announced, and SJ is currently working on this. It was also noted that Surrey & Sussex had the highest number of successful applications last year.

**Surrey & Sussex ICB Structure:** Members noted that the final structure was published in April. Linda Honey has been appointed as Chief Pharmacist, and Ciara O'Kane has been appointed as Head of Community Pharmacy. Members reviewed the updated ICB structure.

It was requested that Linda Honey be invited to attend the next LPC meeting.

**Action:** JP to invite Linda Honey to the next Sussex LPC meeting.

An incident relating to fraudulent prescriptions was discussed.

Members reviewed the statistics for the newsletter and the deadline tracker.

**AGMs & Annual Reports:** Members were asked whether the AGM should be held as a standalone meeting or incorporated into an LPC meeting. Members agreed that it should be added to the September LPC meeting.

**Decision:** AGM to be incorporated into the September LPC meeting.

Members noted that the Surrey accounts are currently with the accountant, and PA will submit the Sussex accounts shortly. SD was requested to provide the Chair's report for the annual report by the end of June.

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

**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.

### **11: CPE Update**

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

#### **Q&A:**

Abuse and Violence Follow-up Actions: Members highlighted the need for an ongoing mechanism for reporting abuse and violence incidents, rather than relying on retrospective surveys. It was noted that there is currently no standard template for banning letters and no formal violent patient scheme in place. DG has been working with Gordon Hockey on this issue and will seek feedback to bring back to the LPC.

**Action:** DG to bring feedback back to the LPC

Nominations: Members discussed issues relating to auto-nominations. It was noted that NHS England has republished guidance on patient nominations. It was also emphasised that ideally concerns should be raised by patients themselves as this is then managed as formal complaints.

Pharmacy First / Service Development: Members discussed potential future expansion of Pharmacy First. It was noted that there is appetite from both sides to expand the service; however, any expansion would need appropriate funding.

Members also discussed whether NHS Digital and ICB priorities include electronic referral via the NHS App for the seven clinical pathways and for minor ailments.

### **12: Sussex INTs**

PCN lead role in Sussex concluded 31<sup>st</sup> 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).

17<sup>th</sup> 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 23<sup>rd</sup> 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.

**Action:** JP to circulate PCPC MoU email and encourage sign up.

### **13: LPC members Update**

**APC:** MD attended the last meeting of the APC in its current format. Members thanked him for his attendance and contribution over the years. Members noted that the APC will potentially move forward as the Kent, Surrey & Sussex (KSS) structure. Representation on the new committee was discussed, noting that there are three LPCs within the area. Members agreed that this matter will be revisited once the committee structure is confirmed and nominations are required.

**Chairs Forum Update:** SD attended the Chairs Forum in March. The morning session was hosted by Dame Jenny Harries, who provided an introduction reflecting on her early months in post. She noted that the profession is often undervalued and outlined her leadership approach as primarily observational and listening-focused, contributing where appropriate. She also spoke about her intention to challenge where needed in an impartial manner and to encourage wider contribution, alongside discussion on the future of healthcare. The session included updates from CPE and facilitated discussion opportunities. Regional events scheduled for June and July were discussed, with feedback noted as mixed overall. A recurring

theme identified was the need for improved contractor feedback mechanisms and opportunities for direct questioning. Refreshed employment procedures and the 2027 elections were also discussed.

Members noted the ongoing abuse in pharmacies survey. Both Surrey and Sussex LPCs have engaged with the PCC, and JP is meeting with both Surrey and Sussex PCCs. Members highlighted concerns around under-reporting of incidents, which may skew data, and emphasised the importance of reporting even low-level incidents. It was also noted that there is limited guidance regarding banning individuals from pharmacies, particularly within independent contractor settings. Reference was made to a previous violent patient scheme in Hastings, where pharmacies could opt in, and it was suggested this could be revisited with the ICB.

**Action:** SD will raise abuse in pharmacies, including the potential reinstatement of a violent patient scheme, at the next Chairs Forum in June.

**Action:** Raise with NHS Integrated Care Board the issue of abuse in pharmacies and explore whether a violent patient scheme could be reinstated.

In the afternoon session, delegates worked in geographical groups to discuss LPC communication with contractors. Implementation of the RSG proposals was also discussed, with ongoing challenges around mergers in some areas. James Wood outlined CPE activity supporting LPCs, with members noting increased engagement but also scope for further improvement. Appraisals for employed teams were discussed, with recognition that comparisons are difficult due to differing staffing structures.

Members were reminded of upcoming CPE induction sessions for new members, as well as forthcoming market entry upskilling sessions.

**14: AOB**

A contractor waste collection issue was raised. The waste collection provider had not collected waste from January, and when challenged, stated they couldn't park, and this was why there was a missed collection. This needs to be flagged directly with Anenta as the managing agent and escalated to the LPC if no resolution.

PA attended a Treasury meeting on Tuesday and spent an hour with the team. The discussion included interest in neighbourhood health models and the future development of services. Also, raised were concerns regarding business rates, highlighting perceived inequity where community pharmacy does not receive the same contributions as dentists and GP practices.

SU reported a request from a GP surgery asking pharmacies to email the practice each time a patient collects medication on repeat dispensing (weekly). Alternative suggestions were made.

PA raised questions from IPA. These were discussed by the members and a response completed.

SD reported the CPSS conference was very positive, with thanks extended to the organising team. The awards and quiz sessions were particularly well received.

**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 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)

TBC

**CPE Forward Dates:**

Wednesday 24th and Thursday 25th June 2026

Wednesday 16th and Thursday 17th September 2026

Wednesday 18th and Thursday 19th November 2026