Minutes of Meeting of Surrey Local Pharmaceutical Committee

Date: Wednesday, 17th June 2026.
Location: Tyrrells Wood Golf Club, Leatherhead, KT22 8QB.
Present: Chris Scoble, Karen Wilson (am), Jaymil Patel, Ifesi Anyamene, Mala Mahasuria, Jay Amin, Zohib Sheikh, Kay Hau, Akash Patel.
In attendance: Julia Powell, CEO, Micky Cassar, Business Administrator, Marie Hockley, Deputy Chief Officer, Simran Johal, Service Development & Support Manager, Eve Rockell, Community Pharmacy Services Co-ordinator.

1: Welcome & Introductions
The Chair welcomed the members and the new member, Akash Patel, to the meeting. The members were reminded of the confidentiality agreement.
CCA reporter: Kay Hau.

2: Apologies for Absence
Purvi Shukla.

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 29th of April 2026 LPC minutes, and if there were any issues with accuracy, nothing was raised. The Chair signed the April LPC minutes as a true account of the meeting.

The action/decision log was reviewed.
Action 405: CS to provide Chair's report for the annual report by the end of June. – In progress.

5: CEO Report
KPI Progress:
Members reviewed the operating plan. Regular contact with Healthwatch is amber, the organisation is due to be disbanded, although no confirmed date has been set.
Communications with MPs will be circulated shortly, including a neighbourhood briefing paper and invitations for pharmacy visits.
The CPE patient-facing website has been promoted to all surgeries across Surrey and Sussex, with a request for practices to feature it on their own surgery websites. Many have already done so.

Meetings List – Future Meetings:
The meetings list was circulated prior to the meeting. No questions or comments were raised.

General Update:
The culture check-in slide, "Your Role as an LPC Representative", was presented to members, who agreed to adopt it.

AGMs and Annual Report:
The Surrey LPC accounts have been received from the accountants and are awaiting sign-off from CS and PS. The annual report is currently being prepared. It was agreed that the AGM will be incorporated into the September LPC meeting.

Risk Register:
Members reviewed the updated risk register and agreed to adopt it.

Model Constitution:
The model constitution was circulated prior to the meeting for comments and feedback. This feedback has since been escalated to CPE. Sussex raised comments regarding committee size, noting the need for appropriate representation across the geographical area, and suggested that the annual nomination of officers could instead move to a four-year term.

Provider Company Update:
The first quarterly meeting has taken place. JP has established a governance process for tenders, providing Directors with greater visibility of all activities signed off under the SECPA name.
The NHS WTE Early Careers funding invoice has now been submitted.
Funds held by SECPA are accounted for against each LPC, ensuring that each LPC retains oversight of funds.

Skills Audit:
The skills audit highlighted several common development themes, including negotiation skills, understanding the GP contract, finance, local service contracts and the key considerations to ensure service agreements are suitable, achievable, appropriately remunerated, safe, legally compliant, and low risk. Other areas identified included digital and IT skills, as well as contractual, legal, and regulatory knowledge.
It was proposed and agreed that some training could be delivered during LPC meetings and through CPE training sessions, with more in-depth training outsourced to external training providers where appropriate.

It was raised that drug prices fluctuate frequently and that more contractors need to report price increases, often because they are unaware of the need to do so for price concession purposes. It was agreed that this should be highlighted to contractors.
Action: JA to create and circulate a monthly drug price update for publication on the CPSS website/newsletter.

The deadline for the mandatory complaints' submission has now passed, and all contractors who had not completed it were contacted.

Care home and housebound COVID vaccination patients were discussed, including associated fee negotiations.

6: Service Development & Support Update
The Pharmacy First leaflet was highlighted to members. Additional funding is currently being sought to support further printing and distribution.

LCS Data Review:
Members reviewed the LCS data for Surrey, East Sussex, West Sussex, and Brighton & Hove.
It was highlighted that supervised consumption activity in Surrey has declined and is likely to continue to decrease. Members discussed the potential causes of this trend. It was noted that the £50.00 per patient fee for both supervised and unsupervised services is in addition to the supervised service fees already in place. The launch webinar took place the previous evening and has been recorded. It will be uploaded to the CPSS website and promoted through the newsletter. The webinar included guidance on how to add information to PharmOutcomes. The importance of harm reduction was emphasised, including access to Naloxone. Concerns were raised regarding the sustainability of the service if there is no uplift in payments.

Regarding the EHC service, it was noted that some patients remain unaware that community pharmacies are able to provide this service.

Local Area updates

Surrey

Surrey Public Health Service Fees: The Board has approved the fee increases for Surrey Public Health services, effective from 1 June 2026. Members reviewed and noted the agreed uplifts.

East Sussex

Whole Systems CVD project in Eastbourne SDHC
BEATS events have taken place in Rother
MH met with the sexual health commissioner to discuss opportunities
HIV QR codes, which link to test ordering, are being explored as part of a pilot, following concerns that there may be undiagnosed patients in East Sussex. It was noted that the Expression of Interest (EOI) will need to be circulated to all community pharmacies in the area.

Brighton

Substance use – Annual review added and fee increase, response from contractors positive
Vaccination workshop review of outcomes in ICTs
Goldstone Trinity GP practice event 27th June – Boots providing offsite BP checks and HA INT Lead promoting community pharmacy services

West Sussex

Whole Systems CVD project in Adur/Worthing
BEATS events have taken place in Worthing
Chlamydia Screening and Treatment service has gone live

It was highlighted that no data entry is a big positive to services. The issue is the data provides evidence of delivery. QR codes that are linked to the pharmacy work as the patient inputs the data. QR would enable tracking of who is providing the service and who is not delivering.

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
Nearly all the Top Tips for the services have been completed.
https://surreysussex.communitypharmacy.org.uk/services/services-newsletters-for-contractors/
Eve – working on Surrey PCNs, Eastbourne ICT lead, supporting DMS
Fatima- Top Tips, deprescribing spec, data capture website

Workforce

26/27 NHSE IP funding announced.
2027 CPTAP now closed, awaiting final allocations. 57 EOIs were received across Surrey & Sussex.
Early careers funding 25/26:
4 vaccination training days completed (8 sessions) – 2 more will be scheduled for the new cohort in September.
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
Submitted bid for Post Registration Development (early careers) with SECPA for 2026/27
Secured £35,000 to support DPP provision. It was discussed if funding could be made available for DPP training.
Action: SJ to look into funding for DPP training and training providers.

Advanced Services Update
Members reviewed the advanced services data, including Discharge Medicines Service (DMS), Pharmacy First, Hypertension Case Finding, and Pharmacy Contraception.
It was noted that SASH is now live for electronic DMS referrals.

The Letter of Authority process in Sussex was discussed, including whether a similar approach could be introduced in Surrey. It was noted that the hypertension service specification has not yet been launched; however, once this is in place, progression of this work can be considered.

Other workstreams:
- QI project with GPs
- Sponsorship engagement
- Website updates
- Produce documents and publish on the website as needed, supporting contractors to understand the 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, to 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.

There have been a number of fraudulent prescriptions highlighted recently. There is a reward if you highlight this to NHSE (£70.00). The members were asked to look out for this, highlight to colleagues, and report if anything is found. CPSS fraudulent prescription guide updated following work with TIAA.

Forward view:
Hypertension service, SCS Advanced service, DMS support, Training webinars, Decommissioning, 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, 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, Integrated Community Teams/Neighbourhoods, Annual Report, CPCF/CPAF Support.

7: Sub-committee Meetings
It was confirmed that Mala Mahasuria will take on the role of Treasurer, succeeding PS.
Finance Sub-Committee:
Mala Mahasuria, Karen Wilson, Purvi Shukla, Ifesi Anyamene
Action: Circulate the financial internal control checklist.
Governance Sub-Committee:
Zohib Sheikh, Akash Patel, Kay Hau, Jaymil Patel
CPSS Executive and HR Lead:
Sarah Davis is the HR Lead and has completed JP's end-of-year review, including setting objectives for 2026/27. JP has also completed end-of-year reviews for all staff members.

It was noted that CPSS Executive meetings are taking place; however, the outcomes of these meetings are not routinely fed back to the wider committee. JA and CS were therefore asked to provide an update.

The finance management policy and finance sub-committee documents – these have been updated with no changes other than the date. The members agreed to adopt these, and they will be added to the website.

8: Surrey & Sussex ICB

ICB Restructuring Update:
Members received an update on the ICB restructuring.
It was confirmed that Linda Honey is the Chief Pharmacist and will be attending the September LPC meetings (Surrey in person and Sussex online). JP has met with Linda Honey to discuss the progression of community pharmacy services.
CO is developing a 12-month action plan outlining the priorities and deliverables for community pharmacy.
The ICB completed the Primary Care Action Plan, which JP has supplemented with neighbourhood integration priorities.

9: CPE Update

Members received an update on the negotiating objectives of Community Pharmacy England (CPE).
CPE's key priorities were highlighted, including securing additional funding to "close the gap", reducing activity and workload pressures where possible, lowering unit costs and risks, and pursuing improvements to margin and wider sector reforms.
The settlement deal for 2026/27 was reviewed, alongside the CPE Committee's views on the outcomes of the negotiations.
It was noted that a contractor survey is currently in circulation to gather views on the contract. Members were also reminded that the indicative income calculator is available on the CPE website.

10: INTs

Surrey INTs:
Surrey and Sussex ICB update – Surrey structure – East and West Alliance Boards, with Surrey PCPC.
Surrey are setting up the Surrey PCPC. JP has been having meetings with the Chair of Surrey Primary Care to discuss the terms of reference. The LPC will be given 2 seats on the Surrey PCPC. There will also be 2 Neighbourhood Alliance Boards (East & West). A voting members position on each board has been agreed for community pharmacy.
Surrey INT meetings
Community Pharmacy INT funding proposal
Surrey have been given the same commissioning intentions as Sussex.

The proposal for funding for ICT leads has been submitted. The members discussed if the PCN lead role should be disbanded and the remaining funds used towards INT leads. The members discussed the INT job role and the workload.
Decision: The members agreed to disband PCN leads in Surrey.
Action: Circulate the survey feedback for INTs in Sussex to Surrey LPC members.

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 community pharmacy INT Lead role can be found **here**.
PCPC Board Development Days
GP/CP place meetings
17th March CPSS facilitated f2f workshop included 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 to the Commissioning intentions and support reducing hospital admissions
Support in place for all Leads

Updated job descriptions
PCPC Memorandum of Understanding (Sussex)

Sussex Quality Improvement Programme Launch Event 23rd April 2026
Launch of the first sprint in the Sussex QI programme in an all day face-to-face event which bought together QI Leads from each Integrated Community Team (ICT) across GP Practices and the Community Pharmacy Integrated Neighbourhood Team Leads.

The QI programme is part of the wider 26/27 Primary Care Support Programme, delivered through the Primary Care Provider Collaborative on which sits the LPC and three place based Community Pharmacy INT Leads. The QI programme is:
Designed to support neighbourhood-based working and data-led improvement
Focused on improving quality, reducing unwarranted variation and supporting sustainability in general practice
The QI programme is composed of 3 sprints and sprint one for 26/27 is focused on joint working with Community Pharmacy and General Practice Collaboration. During the day the attendees were taken through how the Community Pharmacy Contractual Framework operates, the different services delivered in community pharmacy with a deep dive focus on 3 of the Advanced services.
Each ICT will be expected to increase consultations in at least one area:
Pharmacy First
Hypertension case-finding
Oral contraception

11: Finance Update
Members reviewed the CPSS year-to-date accounts for 2026/27. No questions were raised.
Members also reviewed the Surrey LPC end-of-year accounts for 2025/26, which are currently awaiting sign-off from CS and PS.
Members were asked whether they wished to update the Surrey LPC expenses policy in line with the new HMRC mileage reimbursement rates. It was agreed that this change would take effect from 1 June.
Decision: Members approved the adoption of the new HMRC mileage reimbursement rates from 1 June.

12: Market Entry
Awaiting response
Appeal - Unforeseen Benefits – Guildford
Surrey Controlled Locality determination – number of areas
Unforeseen Benefits – Thames Ditton

Response Received
Appeal - Unforeseen Benefits - Thames Ditton - Refused
No significant change relocation – Sunningdale, Ascot – Approved

PNA Update: Members received an update on the Pharmaceutical Needs Assessment (PNA).
It was noted that the Surrey PNA was completed in April 2025. Members were advised that Surrey is due to split into two county councils (East and West), which could eventually result in the creation of two separate PNAs.
The local government reorganisation is expected to take place before April 2028. At this stage, it remains unclear whether the existing PNA will need to be reviewed or reopened ahead of the planned renewal cycle.

13: LPC member Update
Chairs Forum Update:
CS provided an update from the Chairs Forum meeting.
It was acknowledged that the challenges facing the sector are recognised.

The meeting was described as productive. Members were also updated on CPE's vision and strategic direction.

14: AOB

Violence in Pharmacies Update:

JP provided an update following correspondence with the Surrey Police and Crime Commissioner regarding violence in pharmacies.

It was noted that the Commissioner advised they do not determine police response times, as this responsibility sits with the Chief Constable. JP is due to meet with the Chief Constable in July to discuss the matter further.

Members were reminded of the importance of reporting all incidents, as without sufficient evidence and data, concerns cannot be effectively escalated.

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 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