

Minutes of Meeting of Sussex Local Pharmaceutical Committee

Date: Thursday, 11th June, 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 Gurol (pm), Jas Condon, Sam Ingram, Ankit Tyagi.
In attendance: Julia Powell, CEO, Micky Cassar, Business Administrator, Eve Rockell, Services Co-ordinator.
Guests: Gary Warner CPE (online), Craig McEwan.

1: Welcome & Introductions

The Chair welcomed the members to the meeting.

2: Apologies for Absence

Henrietta Adu, Marie Hockley, Simran Johal.

3: Governance Matters

The members were asked if there were any changes to the Declarations of Interest. It was raised that SU is not an associate member of IPA anymore.

"Your role as an LPC representative" was reiterated. The members reflected on the asks and the necessity to be present at the meetings.

4: Minutes & Matters arising:

The minutes from the previous meeting, held on 30th April 2026, were reviewed, 2 things were highlighted: Local area updates: – Webinar booked and in the Forward view: State what the abbreviations DPS and PSR are. These were both amended.

Actions in progress:

Action 47: DG to ask GP to do a 6-month audit to allow for any payment discrepancies to be highlighted. – **In progress.**

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

Action 84: 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. – **In progress.** The ICB stated the pharmacy manual states 2 miles however it was requested that the LPC push back on this and provide an example where appeals have been affected, (MD to provide example to JP).

Action 88: SD to provide Chair's report for the annual report by the end of June. – **In progress.**

Action 89: Advice and Abuse: DG to bring CPE feedback back to the LPC. – **In progress.**

Action 91: SD will raise abuse in pharmacies, including the potential reinstatement of a violent patient scheme, at the next Chairs Forum in June. – **In progress.**

5: Service development and Support

Members noted that the Pharmacy First leaflet is currently being circulated at events and related activities. The INT Leads have requested additional copies of the leaflet.

Action: Print off and circulate Pharmacy First leaflets to INT leads.

JP has met with Healthwatch regarding digitally excluded patients. Medicine waste was also raised as an issue. It was noted that the waste collector is not collecting sharps bins from covid vaccinations because they are the incorrect size.

Action: JP to escalate waste collection issues.

Members reviewed the LCS data for West Sussex, East Sussex, Brighton & Hove and Surrey.

The alcohol service in West Sussex was discussed, and it was noted that the use of incentives used by one company for achieving targets has been effective. Members noted the importance of recognising and sharing good practice from those successfully delivering these services.

HIV QR codes, which link to test ordering, are being explored as part of a potential pilot. It was agreed to invite the Director of Public Health to attend a future LPC meeting.

It was discussed what support CPSS could provide beyond current activity.

Action: Review the LCS data, identify the bottom three providers not delivering services, hold conversations with them, and provide feedback at the next LPC meeting.

Local Area updates

Surrey

- Substance use specification in final stages and webinar booked for launch on 16th June
- Fee increase – request has gone to the board, awaiting confirmation
- Discussion ongoing about the change in NSP structure

East Sussex

- Whole Systems CVD project in Eastbourne SDHC
- BEATS event Rother
- Met with the sexual health commissioner to discuss opportunities

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 event Worthing
- Chlamydia Screening and Treatment aim to go live mid-June, working on PO templates

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
- Top Tips – working on this for all services
<https://surreysussex.communitypharmacy.org.uk/services/services-newsletters-for-contractors/>
- Eve – working on Surrey PCNs, Eastbourne INT lead, DMS calls (outstanding referral clearance), contacting all pharmacies for feedback on what CPSS can do for them.
- Fatima – Top Tips, deprescribing spec (across Surrey & Sussex), data capture websites.

Workforce

- 26/27 NHSE IP funding announced.
- 2027 CPTAP now closed, awaiting final allocations.
- Early careers funding 25/26
- 4 vaccination training days completed (8 sessions), more sessions are being looked into
- Pharmacy First training day delivered on 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 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
- Submitted bid for Post Registration Development (early careers) with SECPA for 2026/27
- Secured £35,000 to support DPP provision

Advanced Services Update

Members reviewed the data for DMS, noting that Surrey and Sussex Healthcare NHS Trust (SASH) is now live. Sussex Community NHS Foundation Trust is also exploring a PO licence to enable electronic referrals. Members discussed the use of PO, noting that this is driven by hospital IT systems connectivity.

Members also reviewed data relating to Pharmacy First, Hypertension Case-Finding, and the Pharmacy Contraception Service. It was noted that the communications team has been asked to undertake marketing activity with schools ahead of September 2026.

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.](#)

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.

6: Sussex INTs

The PCN Lead role in Sussex concluded on 31 March 2026, with Integrated Neighbourhood Teams (INTs) becoming the priority focus. The job description for the INT Leads has since been updated, and articles relating to INTs and neighbourhood working have been circulated. A further INT workshop is planned for September.

The ICB has agreed funding for INTs. The funding bid for Surrey remains pending. It was also noted that there is a password-protected area on the CPSS website for relevant resources and information.

Quality Improvement Programme 2026/27

Programme background

Part of the wider 26/27 Primary Care Support Programme, delivered through PCPC

Designed to support neighbourhood-based working and data-led improvement

Focused on improving quality, reducing unwarranted variation and supporting sustainability in general practice

Quality Improvement is a key enabler of: Better patient outcomes, Sustainable general practice

System-wide learning and improvement

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 brought 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

The ICTs have now provided feedback on what they are focusing on, and some ICTs are choosing to do more than one

PCPC Memorandum of Understanding

PCPC has published a Memorandum of Understanding (MOU) that sets out their role and how they work 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 shape the work of the committee. It has been developed to ensure that all primary care organisations understand both the form and function of the PCPC and feel confident engaging with it.

CM: INT structure – each INT has a work plan outlining their priorities for the year. CVD is in around 90% of them.

It was highlighted to sign up for the Sussex dermatology sessions (online).

The LPC members who are INT Leads fed back on progress to date.

7: Sub-committee Meetings

Finance – management policy and finance sub-committee documents, Internal Financial Control Checklist – these have been updated. The members agreed to adopt these, and they will be added to the website.

Governance – no update

CPSS Exec and HR Lead – no update

8: Market Entry

Awaiting response

- No Significant Change Relocation – Newhaven
- Consolidation – Hailsham
- No Significant Change Relocation – Chichester

Response Received

- COO and No Sig Change Relocation – East Grinstead – Approved
- Dispensing Practice Relocation – Robertsbridge – Approved

9: CEO Report

Members reviewed the KPIs.

An Expression of Interest (EOI) for Early Careers funding for 2026/27 has been submitted. The ICB would usually sign off the funding and distribute it via a Memorandum of Understanding (MoU); however, due to the current ICB restructure, South East Community Pharmacy Alliance (SECPA) has submitted a bid.

MP Update: Planned communications regarding neighbourhood working will be circulated to all MPs across the patch.

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.

The future meetings schedule had been circulated to members ahead of the meeting, and no questions were raised.

JP attended the first APC meeting last week, under the new ICB structure. The first Medicines Safety meeting has also now taken place.

Community Pharmacy England (CPE) is currently reviewing the model constitution. Both LPCs have provided feedback to JP, who has forwarded this to CPE.

Members discussed the preferred number of representatives for the next committee. It was also considered whether it would be helpful for SD to attend a Surrey LPC meeting to discuss the possibility of a merger. The current Sussex LPC membership stands at 13, with the recommended range being 10–12 members. It was suggested that the committee move to 11 members if Sussex remains as it is, or 15 members if a merger with Surrey proceeds. Members agreed with this proposal.

Decision: The Committee will move to 11 members for the new committee, unless a merger with Surrey takes place, in which case 15 members will be proposed."

AGM and Annual Report: The AGM will take place as an addition to the September LPC meeting. Members noted that the accounts remain on track, as does the preparation of the Annual Report.

Risk Register: Members reviewed the Risk Register, noting that only the date had been updated, and agreed to adopt it.

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.

10: Finance Update

The members reviewed the Sussex LPC accounts 2026/27 YTD, no questions were raised.
The members reviewed the CPSS accounts 2026/27 YTD, no questions were raised.

11: 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.

12: LPC Members Update

Members provided updates on current workstreams and contractor support activities.

DG reported on attending the first subgroup meeting for the CPCF at Community Pharmacy England (CPE). A series of implementation meetings will follow. It was noted that the reform agenda will also be discussed at the upcoming CPE roadshows, and members were encouraged to attend and actively participate.

Forum of Chairs: The Forum of Chairs will be meeting next week at Palace of Westminster. A drinks reception will take place afterwards for MPs who wish to attend. Members were asked to provide any issues or points they would like SD to raise at the meeting.

13: AOB

Abuse in Pharmacies: Members discussed the issue of abuse towards pharmacy teams and highlighted that there is currently no clear system for reporting incidents. MD will email DG, who will raise this issue and add it to the subcommittee agenda.

Fraud Reporting: Members noted that the community pharmacist who raised the fraud issue, recently featured in the CPSS newsletter, should be formally thanked. It was also highlighted that the fee for reporting this has remained unchanged for many years, and members requested that this be escalated to Community Pharmacy England (CPE).

Action: JP to raise fee for fraudulent prescriptions with CPE

14: 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 + AGM	Wednesday 30/09/26 + 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

