

# Surrey Local Pharmaceutical Committee

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## Minutes of the meeting of Surrey LPC held on Wednesday 18<sup>th</sup> January 2017 at 9.30 am at the Tyrrells Wood Golf Club, Leatherhead.

### Officers at the Meeting

aps	John Pontefract	Chairman (CCA Member)
p	Tim Rendell	Vice-Chair (AIMp member)
p	Martin Mandelbaum	Chief Executive
p	Anish Prasad	Treasurer (Co-Opted member)

### Members at the Meeting

aps	Smita Patel	Independent Contractor
p	Andrew Jackson	Independent Contractor
p	Penny Laws	CCA Member
p	Hinal Patel	CCA Member
p	Abdool Kureeman	Independent Contractor
p	Jas Panesar	CCA Member
p	Jay Katira	CCA Member
p	Nilesh Nathwani	Independent Contractor
aps	Sejal Patel	Independent Contractor
p	Hemal Chudasama	CCA Member

### Guests at the Meeting

p	Gillian Mandelbaum	Minute Secretary
pm	Rachel Davis	Surrey CC PH Smoking Cessation lead
pm	Graham Thomas	QUIT 51

p	Present	pm	Part of the meeting only
aps	Sent apologies	apns	Did not attend or send apologies

## **1. OPENING REMARKS & APOLOGIES FOR ABSENCE**

The LPC Vice-Chair welcomed all the members and guests to the meeting.

There were Apologies for absence from Smita Patel, Sejal Patel and John Pontefract.

## **2. LPC GOVERNANCE**

A Declaration of Members Interest register had been previously circulated to the members as a reference point.

All members were asked if there were any changes to their DoI. There were no other changes to the published details.

### **3. MINUTES OF PREVIOUS MEETINGS**

The Minutes of the LPC Meeting, held on 16<sup>th</sup> November 2016, previously circulated for comments, were discussed, agreed and signed by the Vice-Chair as being an accurate record.

### **4. MATTERS ARISING & ACTION PLAN**

The Vice-Chair reviewed the agreed actions from the last meeting

3	1	CEO	Invite Public Health to next two LPC meetings	Y
4	2	CEO	Discuss MAS with Surrey CCGs	Y
5	3	CEO	Organise Contractor Pharmacy Cuts events in January 2017	Y

#### **Report: 3**

This was organised and took place yesterday 17<sup>th</sup> Jan in West Byfleet and was attended by 75 participants. It went well and there was plenty of opportunity for questions to be asked and answers given where possible. A big thank you was given to Lloyds for allowing us to use their facilities and to Sally Greensmith with Parminder Oberai & Sophie Bhandari (NW Surrey CCG). All the documents will be sent to all the contractors.

### **5. NHS ENGLAND SOUTH (South East)**

The LPC CEO represented the LPC at the NESSE meeting held on 13th January 2017 in Lewes. The LPC officers had previously met with Mike Hedley on 16<sup>th</sup> Dec 2016 to discuss all the topics below so the meeting on 13<sup>th</sup> Jan was to update progress.

The following issues were discussed with the NESSE team:-

- NHS Flu vaccination service update and issues – expected to increase in 2017/18
- ETPR2 progress - repeat dispensing discussion
- SCR update - upgrading smartcards and future SCR training events.
- Pharmacy Access scheme
- Quality Payments criteria
- NHS Choices
- NHS Mail accounts – need confirmation after registration
- NUMSAS
- Contract variations for LPS pharmacies
- Contract Monitoring and NESSE visits

SCR still an issue with delays for Smartcard upgrading, Inconsistent data being supplied from NHS Digital and a reticence from Contractors to log on and use SCR. CPPE are planning to hold a number of SCR user events to refresh contractors who did their formal training a while ago and need some help to use SCR now.

Issues being reported that some of the CCA companies are blocking their branches from having a full internet service which means that they cannot access Information and Registration websites when they need to.

Initial uptake of the NUMSAS in Guildford & Waverley CCG was limited due to a lack of pharmacies signing up for the service and issues with NHS Mail addresses.

## **6. CCG DEVELOPMENT**

The members held a discussion about representation at all the Surrey CCG Medicine Management steering groups in the coming year.

The Surrey CCGs have agreed to promote e Repeat Dispensing to their GPs with support from NHS Digital and the LPC.

The LPC CEO gave the members a report from the Central Sussex and East Surrey Alliance working group meetings that he has attended to represent Community Pharmacy as they look to develop the NHS under the new STPs.

## **7. PUBLIC HEALTH & LOCAL AUTHORITY**

Very quiet at present with the main focus being:-

- Budget cut for SCC – Surrey intends to raise Council Tax
- New SLAs for April 2017 (1 year roll on) due out soon for signing
- Quit 51 invited to this meeting
- Substance Abuse to be invited to March 2017 LPC meeting
- Health Check steering group meeting planned for late Feb 2017
- Plan to hold a joint PH/LPC Contractor event in May 2017

**Action:- LPC CEO to invite Public Health (Substance Abuse) to next LPC meeting**

PNA Steering group will be meeting in Feb 2017 to begin the process for new PNA that must be published in March 2018.

## **8. LPC MEMBERSHIP & COMMUNICATION**

The SEC LPC Forum met on 6th January in Crawley with the LPC CEO representing the LPC. Items discussed were the proposed cuts to the Pharmacy Budget, SCR, Asthma reviews and CPPE plans for the coming year. We had reports from PSNC and NPA regarding their projects and future events. The Forum will be discussing at its next meeting, its future after April 2018. The SEC Forum Information Members event was held on 17<sup>th</sup> November 2016 at Sandman Hotel in Crawley and was deemed a great success by the members. The speakers were very good and informative, the attendance was good and we offered our thanks to all the sponsors.

The intention is to hold a similar event in November 2017 and for the LPC to look at possible Contractor Information events in May and/or September.

There will be a new LPC newsletter issued next month to update our contractors re the Pharmacy cuts, Quality payment scheme and will include information about Public Health services.

## **9. JOINT MANAGEMENT FOR SURREY & SUSSEX LPCs**

The Joint Management group met on 17<sup>th</sup> Nov (after the Forum event) and again on 6<sup>th</sup> January 2017 (after Forum meeting) to review the proposed plan with an emphasis on the budgets, timescales, engagement strategy and the LMC office. David Clark (Designated Head of Management group) met with Martin Mandelbaum and Vanessa

Taylor to discuss the workload and responsibilities expected in the coming year and what the draft plan of working for the BDM and Administrator would look like. The new name will be “Community Pharmacy Surrey and Sussex” (CPSS). The Management team responsibilities and individual Job Descriptions have been developed and recruitment for the Administrator post has begun as they will commence employment in April 2017. (12 applicants to date)

The details to use the LMC premises in Leatherhead for the new LPC office have now been agreed and a contract is being prepared. Penny Woodgate (BDM) has begun the process of equipping the new LPC Management with laptops, Office programmes, printer and Telephone equipment.

A “Memorandum of Understanding” has been agreed by the Management group to cover the employment costs and Liabilities that East Sussex LPC will hold on behalf of the CPSS. This will go to a solicitor for an official document later this month.

The members held a discussion following the information given to them from the LPC Vice-Chair and CEO to discuss the cost of these management changes and what options the LPC has available to it. New Estimated Expenditure budgets for 2017/18 and 2018/19 were previously circulated to the members. The LPC will need to increase its Contractor levy without delay in order to meet the financial commitment to the joint management costs. The LPC bank reserves are limited and will be used for part of the finance required. The PSNC Litigation fund contribution (see PSNC section) will be met by the increase in Contractor Levy.

Following a vote, the members voted unanimously to raise the Statutory levy to contractors by £ 3,000 per month (average of £14 per contractor per month) making the monthly total £ 14,875. The contractors present at the event in Crawley on 17<sup>th</sup> Jan were asked for any comments on the increased levy but none were forthcoming.

The LPC Chair will inform our contractors of these changes to the levy and update them on the management plan as it develops.

**Action:- LPC CEO to contact BSA to increase the contractor levy as agreed**

## **10. PSNC**

The members held a full discussion about the proposed cuts and what it will mean to our contractors, the Pharmacy Access scheme (PhAS) and the Quality payments scheme (QPS).

The LPC are making contact with contractors not currently doing any Advanced services to emphasise the importance of doing them as they are one of the gateway markers to take part in the QPS.

The LPC will be writing to all the contractors in the coming week giving them all the information that is available and advice as to what they should be doing to help themselves.

The LPC CEO told the members the details of the Judicial review that is being brought by PSNC against the DoH imposition of the contract changes (procedural review). However the PSNC has been spending steadily over the last year to fund the campaign against the cuts. They now need to ask the contractors for a £100 per contractor contribution to meet the estimated £1Million cost of the legal case which should be paid via the LPC.

The members voted unanimously to pay the PSNC invoice for £ 20,000 on behalf of the contractors without delay using the levy increase to fund the payment.

Notice was given to the members of the Chair and CEO conference to be held in London on 7<sup>th</sup> June and for the LPC Conference to be held in Manchester on 1<sup>st</sup> November. Any LPC member wishing to attend on 1<sup>st</sup> Nov as a delegate should contact the LPC CEO.

#### **11. MARKET ENTRY**

The “Unforeseen Benefits” application in Deepcut has no decision as yet. The application for a Distance Selling Pharmacy in Farnham is awaiting a decision from NESSE.

North Holmwood has given premises details (inside the GP surgery)

#### **12. CHIEF EXECUTIVES REPORT**

The LPC CEO will contact the non-officer members by email re the Officers Honorarium for 2016/17.

**Action:- LPC CEO to contact all non-officer LPC members re Honorarium**

#### **13. TREASURER REPORT**

The Treasurer reported that all items are still on Budget.

#### **14. OPEN PART OF MEETING WITH GUESTS**

The Vice-Chair welcomed our guests Graham Thomas (Quit51) and Rachael Davis (SCC) who gave the members an update on the Stop Smoking Service.

The bad news given to the members was that the Community Pharmacy performance last year was very poor. The numbers doing the service is decreasing, those doing it have reducing numbers as well and the quit rate is poor.

There will be a minimum of 10 quits per year to stay part of the scheme. They explained the criteria for joining the service and the possible outcomes.

The good news is that Quit51 and SCC want to re-energise the service in CP with new advertising and need advice on what to do. They would support a CO monitor initiative with an opportunist approach to the public to raise awareness of CO readings and smoking. They will provide up to £150 to a pharmacy to purchase a monitor for this if they are doing their minimum 10 quits as part of the service.

It must be a team approach with trained staff who are Motivated and Enthusiastic using a structured method of recruitment and dialogue. This includes enrolling patients using e-cigarettes (not the supply) who wish to quit

They discussed the training requirements and the opportunities for CPs to send their staff on courses. There is a flexible approach being taken to the training.

The Vice-Chair and members thanked Graham and Rachael for attending and providing the LPC with the overview of their work.

**15. DATE OF NEXT MEETING**

The next full LPC meeting will be on Wed 15th March 2017 at Tyrrells Wood Golf Club, Leatherhead. It will start at 9.30am with the closed part of the LPC meeting in the morning and the open part in the afternoon. The members agreed to ask Public Health to provide a guest speaker on Substance Abuse for the next meeting.

The members agreed to use the same venue for LPC meeting for 2017 with the following dates agreed:-

Wednesday 17th May, Wednesday 5th July, Wednesday 20th September,  
Wednesday 15th November

**16. CHAIRMAN'S REMARKS**

The Vice-Chair thanked all the Members and Guests for their attendance.

**17. ACTION POINTS**

<b>Page</b>	<b>Action</b>	<b>WHO</b>	<b>WHAT</b>
3	1	CEO	Invite Public Health (Substance Abuse) to next LPC meeting
4	2	CEO	Contact BSA to increase the contractor levy as agreed
5	3	CEO	Contact all non-officer LPC members re Honorarium