

Surrey Local Pharmaceutical Committee

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Minutes of the meeting of Surrey LPC held on Wednesday 21st March 2018 at 9.30 am at the Tyrrells Wood Golf Club, Leatherhead.

Officers at the Meeting

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

Members at the Meeting

p	Smita Patel	Independent Contractor
p	Andrew Jackson	Independent Contractor
p	Penny Laws	CCA Member
aps	Abdool Kureeman	Independent Contractor
p	Rupi Bhasin	CCA Member
aps	Jay Katira	CCA Member
p	Sejal Patel	Independent Contractor
p	Hemal Chudasama	CCA Member

Guests at the Meeting

p	Gillian Mandelbaum	Minute Secretary
p	Penny Woodgate	Communication Senior Officer CPSS
p	Hinal Patel	Service Development Senior Officer
P	Micky Cassar	Business Administrator CPSS
P	Jaymil Patel	Independent Contractor
P	Henal Ladwa	CCA Member
P	Dalveer Johal	CCA Member

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

1. OPENING REMARKS & APOLOGIES FOR ABSENCE

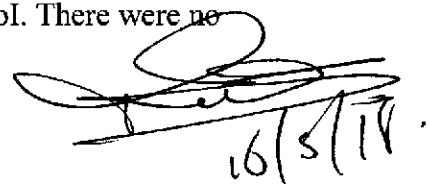
The Chair welcomed all the members and guests to the meeting.

There were Apologies for absence from Jay Katira & Abdool Kureeman.

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 changes to the published details.



3. MINUTES OF PREVIOUS MEETINGS

The Minutes of the LPC Meeting, held on 17th January 2018, previously circulated for comments, were discussed with necessary amendments made, then agreed and signed by the Chair as being an accurate record.

4. MATTERS ARISING & ACTION PLAN

Page	Action	WHO	WHAT	
2	1	CPSS	Ensure SCR guide is on LPC website	Y
2	2	CPSS	Ensure new Easter Rota information, claim forms and Rota notice are put on LPC website	Y
2	3	CEO	Send the links for consultations on Pregabalin/Gabapentin & on OTC medicines	Y
3	4	Members	Check availability of Disulfuram with wholesalers and Manufacturers.	Y
4	5	CEO	Get questions from LPC members for Mike Dent	Y

5. NHS ENGLAND SOUTH (South East)

The LPC Chair and CEO represented the LPC at the recent KSS NESSE meeting held on 9th March 2018 in Horley.

The following issues were discussed

- Easter opening hours, all pharmacists have been reminded to display their hours. How do pharmacies with shutters display? Needs to be raised with PSNC.
- Pharmacies forgetting to claim for their Rota hours. Can CPSS remind.
- NUMSAS – 20 pharmacies a week will be selected to roll out phramoutcomes. This will take up until September 2018 to get all pharmacies signed up. Communications with regards to the access for pharmacies to use phramoutcomes for NUMSAS will come from NHS England. A meeting has been arranged with Rob Proctor at NHS England to discuss 111.
- NHS mail needs to be regularly opened as this is how NHS England will communicate. They will only send out to the pharmacy shared mail box. Quality payments were discussed, and the NHS mail may be tightened up.
- Violent Patients scheme, there is new guidance for GPs for violence patients but a lack for pharmacies. We have requested that NHS England are to consider this. They will respond by the next NHS England meeting.
- Sharps - ongoing communications regarding waste and who pharmacies need to contact are available and have been sent out from CPSS.
- MURs and returns sent to the BSA. The quarterly data needs to be sent including NIL response.
- Pharmacy access payments – a scheme that finishes in March. This will be discussed at the PSNC conference today to get an update.
- LPS – there is only one Pharmacy in Surrey that still get these payments and they will be given a limited contract going forward.
- Contract monitoring is expected the same time as usual, likely June. They discussed changes to the questions. Contract monitoring visits are being carried out at 20 pharmacies over Surrey, Kent and Sussex.
- Market entry – an online portal is due to open in October. This should make communications with Capita easier.

- Health promotions, 6 per year need to be done. Vital that promotional material received in Pharmacies in time for these.
- Pharmacies and Carers – a new initiative with care homes. This will come from the integration fund. This money is for 2018/2019. We need to ensure the CCGs follow the correct process. There are 3 STPs in Surrey so we need to establish who the lead CCG will be. We need to support this from an LPC point of view and establish a fair process. Sally Green-Smith should be involved with us as leading from CPPE.
- ERD – The report came out this week with regards to activity. POD principles were discussed in the room. In Surrey there are no issues, in West Sussex and East Sussex LPCs these principles will be set and shared with Surrey LPC. How patients request medication via the POD was discussed.
- There is no audit this year from NHS England however contractors have been reminded they need to do their own audit.
- Flu data is still outstanding.
- LPN meeting held in February, nothing to report back at this time.
- CDlin meeting attended by JW. We need more information back from CD accountable Officers with regards to reporting. This was discussed by the LPC for feedback, what should be reported.

NEXT STEP: Speak to PSNC regarding the issues with shutters and not being able to display opening times.

NEXT STEP: CPSS to send reminder to pharmacies to claim for their hours.

NEXT STEP: To send out a communication with regards to Sharps.

NEXT STEP: CPSS to progress the understanding of the care home service initiative and how we are involved.

6. CCG DEVELOPMENT

JW and MM have discussed how this will progress with all the prescribing groups going forward. There is not a lot more to add at this time, they are looking at national agendas and we are included in these responses.

Surrey Heartlands – There is a bid for funding from the British Heart Foundation for blood pressure funds for Community Pharmacy. There is joint support from Public Health and CCGs. The paper has been circulated to LPC members. Next step if BHF are receptive. – If the bid is successful we will find out around end of May. This would then need to be live from August 2018 onwards. This will involve an initial expression of interests from Pharmacies. If you need further information, contact CPSS. Comms will come out from CPSS with regards to this. Pharmacies need to be committed if signing up to this service.

7. PUBLIC HEALTH & LOCAL AUTHORITY

There was a joint LPC/SCC PH meeting 28th February,

The following areas were covered: -

HLP accreditation

- A pharmacy has to be HLP accredited if they want to provide services.

HLP Level 2

- Won't be all the pharmacies, this will depend on commitment. Criteria will be deprived areas. B&H & ES combined have approximately 60 HLP 2 Pharmacies.
- Virtual training – CPSS will look into this.
- Surrey had the deadline of the 14th March with regards to continuation of services, emails will have been sent if you have been successful to the pharmacies.

HP asked the LPC with regards to Payments for Services: Would it assist if on the newsletter we had a reminder box “have you done this?”. Suggestions were that it might be a good idea to establish how much money this scheme saves. Send out an end of month service reminder? When the quarterly BSA data comes out maybe we could attach our reminders? An example of how to fill out forms may also assist as this saves pharmacies time. A webpage on our website linking to the newsletter with key things that need to be done this month / next month. There could be a spreadsheet on the website with all the dates for the whole year. End of month claim checklist would be good that can be sent as a Bulletin and links to the website / newsletter.

NEXT STEP: Look into the best way of reminding contractors when to claim / deadlines for payments.

The PNA has been signed off and has gone to the health and wellbeing board.

8. CPSS UPDATE

HP updated:

- Money has been secured for managing HLP for the future. A steering group has been put together to link everything together. 23rd of April is the first steering group meeting.
- Webinars – with this funding we have secured funding for a licence to provide webinars in future. NHS England would like us to do one on NHS Shared Accounts and how to set these up and use them. The LPC were asked for feedback of what they think of webinars. – Feedback was that webinars showing how to do something would be helpful and you can do it whenever, also you can view them again. Partnerships with other agencies should also be considered if someone else has already done a webinar we can signpost to it. Face to face is also important for networking etc. It was raised how good PW is at doing presentations and how she makes it easier for contractors to understand what they need to do, how and when. If the webinar relates to CPD this should be flagged beforehand. The length of webinars should also be agreed. We also need to look into how to reach out to the contractors that do not routinely attend events as it tends to be the same contractors that do. Training videos need to be easily accessible, no passwords, no log ins. Short and snappy – webinars, podcast, virtual meetings. Questions will also need to be able to answered after the viewings.

PW update:

- Health Champion events. We put in a bid for further training. HEE funded this. They have been publicised, 2 are remaining. There are still 7 spaces left in Surrey. Please also promote in your networks. There may be a possibility for one last event. This is a barrier for HLP and should we not fill the spaces we won't get further funding.

- 3 events for GDPR / Revalidation training coming up. Dorking 16th April and two further events. These are cost neutral to the LPC. Local RPS were unable to assist but will hopefully be able to assist later in the year at the renewal time.

JW Update:

- CPSS report – what does the LPC want from CPSS in the future? Would you like written reports beforehand to prepare questions? This will allow for analytic updates etc. It may be a good idea if we have quarterly plans, that we review how we are getting on. After the CEO and Chair meeting every couple of months a summary report of this may be of interest for the committee / contractors. With what the focuses have been and the outcomes rather than what meetings you have attended. At this time, we do not have a strategy, but this will be drawn up by the summer. This piece of work will be key and worked on both at the May and July LPC meetings. MM raised that buddy groups should be used and maximised. This will ensure information from the LPC is disseminated to the contractors, this needs to be utilised better.

9. PSNC

There was a meeting last week at PSNC however this information has not been disseminated yet. Sunil Kochhar has been appointed as South East Representative again. He will provide a report today which will be disseminated.

10. MARKET ENTRY

3 applications for distant selling have been received this month. No other progress on any other applications. Deepcut and Tongham are still awaiting results.

11. CHIEF EXECUTIVES REPORT

MM South East Forum will go ahead. MM will be Chairing on the 6th of April. PSNC and NPA should be attending.

JW, MM and VT met with Julius Parker of the LMC. It was very useful, and we are looking at how we can work together.

12. CHAIRMAN'S REMARKS

Chairman's report has been written and disseminated.
The Chair thanked all the Members and Guests for their attendance.

13. TREASURER REPORT

The Treasurer reported that he has sent out the accounts for the end of the financial year yesterday. There have been extra costs due to the setup of the CPSS however this was expected. Estimated expenditure for next year has been produced. The annual report will go out shortly and the CPSS accounts will also be disseminated.

14. DATE OF NEXT MEETING

The next LPC meeting will be on Wed 16th May 2018 at Tyrrells Wood Golf Club, Leatherhead. The meeting will start at 9.30am with the old committee dealing with

current work in the morning and the new committee having an initial meeting in the afternoon.

The members agreed to use the same venue for LPC meetings for 2018 with the following dates agreed:-

Wednesday 4th July 2018, Wednesday 19th September 2018, Wednesday 21st November 2018.

15. ACTION POINTS

Page	Action	WHO	WHAT
3	1	JW	Speak to PSNC regarding the issues with shutters and not being able to display opening times.
3	2	PW	CPSS to send reminder to pharmacies to claim for their hours.
3	3	PW / MC	To send out a communication with regards to Sharps.
3	4	JW	CPSS to progress the understanding of the care home service initiative and how we are involved.
4	5	JW /PW	Look into the best way of reminding contractors when to claim / deadlines for payments.

The Chair ended the old LPC. He stated the biggest thing they have dealt with was the CPSS structure and he believed this will be a success. He thanked all members for their help.

Meeting ended 12:30.

New Committee start time: 13:50

Officers at the Meeting

p	John Pontefract	Chairman (CCA Member)
p	Anish Prasad	Treasurer (AIMp member)

Members at the Meeting

p	Andrew Jackson	Independent Contractor
p	Penny Laws	CCA Member
p	Rupi Bhasin	CCA Member
p	Sejal Patel	Independent Contractor
p	Hemal Chudasama	CCA Member
P	Jaymil Patel	Independent Contractor
P	Henal Ladwa	CCA Member
p	Dalveer Johal	CCA Member

Guests at the Meeting

p	Gillian Mandelbaum	Minute Secretary
p	Penny Woodgate	Communication Senior Officer CPSS
p	Hinal Patel	Service Development Senior Officer

P	Micky Cassar	Business Administrator CPSS
P	James Wood	CEO CPSS
P	Tim Rendall	AIMp Member
P	Smita Patel	Independent Contractor
P	Martin Mandelbaum	Observer

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

Bank Mandate

The Committee approved an update to the bank mandate to remove Martin Mandelbaum to JW and AP.

Launch Event Evaluation

A presentation was given regarding the CPSS Launch event wrap up report:

PDF

Launch Event Wrap
Up Report - Final Ve

Mike Dent from PSNC attended 3 of the events which was very helpful for questions.

The evaluation forms from the events show a positive response from the events. The key aspects of what we were trying to achieve with these Launch Events was achieved.

Feedback from the events was requested from the room.

- The locations were generally great as it was convenient for most. Content was good, but a lot packed into a short period of time. “Mike Dent was honest and highlighted things I didn’t know”. He was very honest and to end with CPSS saying what we can do was good.
- Public Health meeting, some issues need to be discussed more in depth. The meeting was too long.
- Evaluation half way through of what the feedback had been so far was very clever to encourage more people to attend the other events.
- The Hilton – does anyone have alternatives? Silvermere is nearby. Holiday Inn at Guildford.
- Dorking was good.

New Committee Business

1. Who is Who on the LPC, post-election

2. Pharmacy 2022 - group exercise

Feedback:

- Buddy groups should be reinstated.
- Practical experience we have in the pharmacy and how things can be easier on a day to day basis.
- Help push for new services, new ideas, shared learning.

- To help upskill pharmacists for the future, we need to push for urgent care training.
- Challenge a route that is not of benefit to the patient.
- We can't always agree, and we need people in the committee who are willing to push back to make sure its right for contractors.
- Understanding the changes happening in pharmacy.
- Bring more of my company in to participate. Solutions, helping people.
- Capabilities and concerns of IND pharmacies.
- To find out what support we can get to them.
- Always questioning on behalf of CP and patients.
- To get Head Office to assist.
- How to make transformations easy.
- Develop new services, starting to think outside the box.
- Ensuring pharmacies are claiming.
- To make sure contractors are aware of events.
- How to standardise services across CPSS.
- To establish how viable services are.
- Short focused communications.
- Deliver CPSS strategy as determined by LPC and the Chairs which mean to listen.
- Not to lose sight of the individual LPCs.
- First class support for pharmacies to do day to day stuff.
- Every contact counts.
- Pharmacy must create the right image.
- The Chairs and Vice Chairs need to be in a management group to make sure CPSS are working hard for Surrey as well as the other 2 LPCs. Key role for the Chairs to support the CEO as some things should be pan Surrey & Sussex.

3. Appointment of Officers

Chairperson:

Rupi Bhasin nominated himself as has done this role previously and could train someone else to take over from him. John Pontefract stated he could offer to stay on for a few months as an executive chair

Recommendation from Tim Rendell suggested pausing the decision, to allow time for the committee to reflect on the nominations and to discuss and agree.

A conference call will be set up for an ad-hoc meeting of committee members and this will be set up as soon as possible by JW, with nominations to be circulated. In the meantime, JW would discuss the Chair role and Job Description with those who have expressed an interest.

Vice Chairperson:

Hemal Chudasama put himself forward for Vice Chair. The committee decided that it couldn't make a decision today and would discuss and agree as part of the ad-hoc meeting

Treasurer:

Henal Ladwa nominated Anish Patel. Seconded by Rupi Bhasin. The Committee approved the appointment of Anish Patel as Treasurer.

4. Governance

Principles of good governance was presented by JW. The committee was asked to accept and adopt The Nolan Principles as a basis of the LPC governance statement. All new members signed their documents and adopted the LPC governance statement.

5. LPC Structure – thoughts on how we might work in the future

Surrey: initial thoughts on structure. We have done subgroups before and this has worked quite well. JW will think of a structure proposal.

AOB:

RB raised that contacts need to be maintained with all stakeholders and key people that we have built relationships with over the years. The foundations have been laid and JW has been meeting with many groups with MM to ease this transition. JW is creating a representation map to make sure there are no gaps and these relationships stay tight.

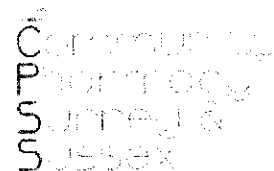
MM thanked everyone for the lunch and gift. MM thanked Sally Green-Smith and Jane Ward and Judith Graham. They have been so supportive of Community Pharmacy. MM thanked MC, PW, HP and JW. And Tim Rendell and Smita Patel who are leaving. Jay Katira and Abdool Kureeman. He also thanked James Sutcliffe who was chair for 4 years. Really big thank you to John Pontefract who has been chair for nearly 5 years. MM presented JP with a gift on behalf of the LPC.

Meeting concluded at 15:10



Community Pharmacy Surrey & Sussex

On behalf of East Sussex, West Sussex and Surrey LPCs



DRAFT Minutes from Surrey Local Pharmaceutical Committee – Adhoc Meeting

Date Monday 16th April 2018
Location Meeting by Teleconference from 6.30pm
Present Andrew Jackson, Jaymil Patel, Anish Prasad, Hemal Chudasama, Dalveer Johal, Rupl Bhasin, Henal Ladwa, Penny Laws
Apologies Sejal Patel
In attendance James Wood, Chief Executive Officer, (to facilitate the call/ Chair) and Hinal Patel, Service Development Officer (taking minutes)

1 Welcome and Introductions

JW Welcomed all the members on the call , thanks them to take the time out in the evening to join the call and discussed the purpose of call. Also made aware that only the Surrey Committee members are present on the call. It was agreed that JW would facilitate the call in the absence of a Chairperson and HP would take notes and capture any next steps.

2 Apologies for absence

Apologies were noted from Sejal Patel.

3 Governance for Executive Committee Members

Members were asked to note the contents of their own LPC governance principles and inform the Chair of any changes to the declaration of interests. No updates were made.

4 Minutes of the last meeting

No matters arising were raised that could not wait until the next ordinary meeting of Surrey LPC in May 2018.

5 Appointment of Officers

JW started explaining the purpose of call was the appointment of Chair and Vice – Chair position for the LPC. JW mentioned that Anish Prasad was appointed as the Treasurer for Surrey in the last LPC meeting in March.

JW : presented to the committee the nomination that was received from Rupl Bhasin as the Chair of LPC and also explained the process of having external chair. JW passed on to RB to give a few words regarding his nomination.

RB : Went through the biography that JW had already circulated about himself, described his experience as being Chair , Vice- Chair with other LPC. RB added that Surrey LPC has a very strong position as being part of CPSS compared to other LPC across the country. RB can see himself working very collaboratively with JW and the CPSS team and is wanting to set the scene and stronger foundation for Surrey LPC thinking about its future for longer term planning in coming years.

JW : opened up for question from any members

AP: raised a concern about commitment from RB as RB had mentioned at the Surrey LPC meeting that he can do it for 3-6 months.

RB: replied that he has relooked at things and can commit for long term and until the right person with experience comes across.

JP: mention that the committee had no choice but to go with RB and he thinks RB is the right candidate.

JW: addressed AP concerned that he had a word with RB and the commitment it needs in terms of planning and meeting that need to be represented by the Chair.

AP : concern's were addressed and was happy with RB , all he wanted is the stability for the LPC.

JW: Summed up the discussion, that it felt RB has wider support from the LPC members and there was no appetite to recruit and external Chair at this point.

Anish Prasad proposed Rupi Bhasin as a chair and Jaynil Patel seconded the nomination. The committee then agreed to appoint Rupi Bhasin as Chair

JW: mentioned the nomination received from Hemal Chudasama as a Vice – Chair and passed on HC to say a few words

HC: mentioned about having little experience with LPC and engagement with it , but is keen to support and take on the role. Also his employer is quite keen to support and has no issues to be covering the meeting and commitment the role needs.

JW: opened up to committee if any one had any comments.

AJ: was in favour of HC as Vice – Chair.

For Goverance: Andrew Jackson proposed Hemal Chudasama as Vice Chair and Penny Laws seconded the nomination. Then Committee then agreed to appoint Hemal Chudasama

JP: raised concern for HC as vice chair due to lack of experience in the LPC affairs and the support he will need in meeting external stake holders on behalf of LPC.

JW: assured the members the support will be provided to HC in his initial meetings and will attend along side the team and RB will support where need be.

6 Any other business

There was no other business raised or discussed.

7 Meeting Wrap Up and Close

JW: Congratulated both RB and HC on their aapointment and closed the meeting at 6.47pm.