

Minutes of Meeting of East Sussex Local Pharmaceutical Committee

Date Wednesday 10th July 2019 starting at 09:30
Location: Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH
Present: Craig McEwan, Chair, Paul Antenen, Treasurer, Marie Hockley, Sarah Davis, Vice Chair.
In attendance: James Wood, Chief Executive Officer, Sandra Lamont, Communications & Engagement Lead, Hinal Patel, Service Development Support Pharmacists, Micky Cassar Business Administrator.

1: Welcome & Introductions

The Chair welcomed the members and guests to the meeting.

Next Stepper appointed: Craig McEwan

CCA Reporter appointed: Sarah Davis

2: Apologies for Absence

Ramiz Bahnam, Mark Weston, Stacie McLeod, Julia Powell, James Grieves.

Members present noted disappointment with attendance at this meeting.

3: Governance Matters

The Chair asked if there were any changes to the Declarations of Interest, none raised.

4: Minutes of the last meeting

The Chair asked the members if they had read the minutes from the 9th May and also the 20th May Adhoc LPC Meeting and if there were any issues with the accuracy. There was an amendment on page 4 of the 9th of May and a typo on the 20th May – these were amended. The Chair signed both of the May LPC minutes as a true account of the last LPC meetings.

5: Matters arising

The members reviewed the action log and a progress report was provided against actions not covered elsewhere on the agenda.

Member discussed MDS guidance from the previous action log and discussed that NPA should be approached to see if they had any thing for the members to aid them make a decision on Blister pack needs.

Action: MDS guidance and toolkit for contractors which is standardised. NPA to be approached to see if they can assist.

6: Service Development Report

HP updated the committee about the schedule of Public Health meeting with East Sussex and Brighton and Hove which are scheduled after this LPC meeting. Informal meeting was held between the DOH of East Sussex and JW and Chair of the LPC. HP has had individual meetings with all the PH commissioners at ESCC. TCAM in East Sussex was discussed and what the next steps should be to keep contractors informed. Several points with TCAM mobilisation was raised by LPC members which HP will take to the next board meeting.

Committee was updated on all the individual service update meetings that HP attended.

Substance Misuse contract changes in commissioning had some mobilisation issues and discussion was held in terms of lessons learned from it and how should it be feedback.

Provider Activity data for Quarter -1 was presented to the committee for East Sussex and Brighton and Hove Locally commissioned services.

Action: HP to arrange meeting for review with the substance misuse commissioner

Action: HP to take back all TCAM comments to the Board meeting and feedback.

7: LPC Self Evaluation

- DOI: make sure these are up to date – James Grieves is missing
- LPC reporting: improve in future planning. Need a slot on the agenda for review
- Chief officer & Treasurer role: “The assurance is documented so...” Where is this documented?
- Capability & Expertise: change to purple
- Members competence: PSNC new members should include this matrix.
- Contractor proactive engagement: the use of the term “non-LPC contractors” was questioned – should it state stakeholders.

8: Local Matters & Representation Matter for report

An update was provided about the East Sussex Health & Wellbeing Board programme of work to refresh of the Pharmaceutical Needs Assessment (PNA) by July 2020. Members reviewed a draft Community Pharmacy Needs Questionnaire and provided feedback about a number of the fields. It is expected that this will be sent to pharmacies in October – November 2019. A PNA steering group has been set up that will meet every other month – the LPC has been invited to attend it was agreed that the CEO and the Chair would be the nominated representatives.

Action: JW to feedback PNA needs questionnaire comments

Action: JW to nominate LPC representatives for the PNA steering group

Sussex’s seven CCGs could merge into three. The proposals would cluster the CCGs around the area’s top tier local authorities in an effort to support the development of integrated care partnerships and primary care networks. In East Sussex, changes if approved by the CCG governing bodies and NHS England would include:

- High Weald Lewes Havens, Eastbourne, Hailsham and Seaford, and Hastings and Rother CCGs merging, creating a single CCG covering East Sussex with a population of just over 800,000;
- Brighton and Hove CCG remaining as it is but working more closely with the East Sussex CCG. Brighton and Hove CCG would have a smaller population than the others at around 290,000; and
- East Surrey CCG likely moving from Sussex and East Surrey STP to the Surrey Heartlands integrated care system.

Members noted that the CCG changes may allow an opportunity for more alignment around medicines management policies across the area and could streamline the need for representative effort from the LPC. It was agreed to revisit the stakeholder mapping once the decision is known.

9: Finance

The members were given an update on the East Sussex LPC Accounts, South East Forum Accounts and Community Pharmacy Surrey & Sussex Accounts. The members approved the accounts.

The final versions of the 2018-19 accounts were agreed and signed off. The CEO provided an update about the arrangements to produce the annual report, accounts and distribution prior to the AGM, along with postal voting arrangements.

Members were given an opportunity to review a draft AGM agenda and an outline programme for a support event that would immediately follow the formal AGM. It was agreed to incorporate PCNs and a session of GPhC revalidation, which would be supported by RPS Sussex.

Action: JW/MC/SL to work up AGM / annual meeting event plans

10: Any Other Business

A discussion was had about the opportunity to hold a further combined meeting of CPSS LPCs, so those members of the committee not present could experience and feedback. An opportunity for a discussion would be held at the October 2019 meeting.

11: Future Meetings Dates & Venue

Noted as at the end of the minutes.

12: Close

Minutes of The Combined Meeting of East Sussex, West Sussex & Surrey Local Pharmaceutical Committees

Date: Wednesday 10th July 2019 starting at 12:50
Location: Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH
Present: Craig McEwan, ES Chair, Mark Donaghy, WS Chair, Paul Antenen, ES Treasurer, Marie Hockley, Charlotte Sealey, Alan Salter, WS Treasurer, Gemma Staniforth, Sejal Patel, Andrew Jackson, Henal Ladwa, Anish Patel, S Treasurer, Yola Barnard, Sarah Davis, ES Vice Chair, Hemal Chudasama, S Vice Chair.
In attendance: James Wood, Chief Executive Officer, Luvjit Kandula Head of LPC engagement & collaboration PSNC, Laura McEwen-Smith HEE, Atif Shamin, HEE, Linda Honey, Surrey Heartlands, Sandra Lamont, Communications & Engagement Lead, Hinal Patel, Service Development Support Pharmacists, Micky Cassar, Business Administrator.

1: Welcome & Introductions

The Chair welcomed the members and guests to the meeting.

2: Apologies for Absence

Julia Powell, Stacie McLeod, Ramiz Bahnam, Mark Weston, James Grieves, Rupi Bhasin, Jaymil Patel, C J Patel, Sara Paxton, Sam Ingram, Nisheet Patel.

3: Governance Matters

The Chair asked if there were any changes to the Declarations of Interest, none raised.

4: Learning from IPMO Pilot and working across emerging NHS Structures – Linda Honey

The members were given a presentation and overview regarding the work done in Surrey Heartlands system leadership and medicines optimisation. This is founded on working better together and improving collaboration. There will be an engagement evening in September which due to the time of day should assist with community pharmacy being able to attend. They have developed a workforce strategy trying to move towards “One Team”, portfolio across boundary working. TCAM has been rolled out in East Surrey and work is progressing in Surrey Heartlands. There is good support for this and depending on IT systems Ashford and St Peters will be going live in Oct 2019. Summary Care Records (SCR) is to be phased out by 2024 and is being replaced by a network of regional records covering the country. SyCR is currently in phase 1 linking with GP practises.

5: The vision for the pharmacy workforce in the context of the NHS Long Term Plan

Local implications & next steps - Health Education England

The members were given a brief update of “The vision for the pharmacy in the context of the NHS Long Term Plan” (informed by the HEE Advancing Pharmacy Education and Training Review APET). Initial education & training of pharmacy technicians – Key Issues, challenges & interdependencies. Supply of pharmacy technicians as the GPhC register numbers are static. Impact of the new initial education and training (IET) standards on the current workforce. Ensuring educational infrastructure and training quality. The impact on the new apprenticeships, the apprenticeships levy and government targets for apprentices. Need to develop cross sector experiences. HEE talent for care strategy and widening participation. Rebalancing medicines legislation and pharmacy regulation. Early career (foundation) pharmacist training – Key issues, challenges and interdependencies.

The members discussed how the current workforce fits into HEE training pathways and how this can be improved to include all. Current workforce pressures are an acute issue with pharmacy. It was raised that funding is readily available if you are a pharmacist under NHS but that if not, you simply cannot afford to release the staff for training which puts you immediately behind. It was suggested that no one has ever assessed what the optimal staffing and skill level is within pharmacy. HEE were asked if they could investigate this to establish what is needed now and for the next 5 years. It was questioned what the next step would be after this was established.

Action: HEE to look into the possibility of a review of needs now and the next 5 years.

6: PSNC Update

Luvjit Kandula gave an update. The LPC dashboard is in development and hopefully there will be a template to show soon. Anything that is in the dashboard will already be in the public domain but will be handy for LPCs to know how they compare. There will also be MUR / NMS data available. Key questions for the members: – understand more about what PCN support LPC need over the next 24 months, and how they felt about what has been disseminated so far. Information and feedback regarding what is happening is patchy. Which neighbourhood are you in, what are the expectations, what skills are needed?

A template for contractors to take to GPs and commissioners is being created by PSNC. Pharmacy needs to state what they can provide in the area, what they can offer the system collectively. Its more powerful than individual pharmacies approaching a GP practice.

The second question: what will LPCs look like in 5 years’ time.

Feedback – there is duplication across LPCs with regards to staff handbooks etc, PSNC have been poor at helping with this as this could be done by one organisation across all LPCs (back office admin). Transparency was also raised and that ideally more information regarding negotiations etc was needed so we are not one step behind playing catch up and to allow us to be a step ahead. A shared workplace for LPCs to log into to upload docs was also suggested may be useful.

7: CPSS/LPC Management & Admin

The members were sent the CEO report prior to the meeting. James gave a brief update in relation to CPAF support – 97.3% contractors had submitted the shorter form CPAF questionnaire, reducing further regulatory burden. Breach notices around MURs & NMS reduced from 121 potential to 13. Anenta waste registrations – only around 50 outstanding, down from hundreds. Rural issues – further work ongoing to validate dispensing lists. Guidance around local GPhC inspections LCS & challenge has now been published. Individual contractor support & case work, database has been established to evidence. Work plan over the next quarter was discussed and members were given the opportunity to scrutinise and ask questions.

8: CPSS Finance

The members were sent the accounts month to date prior to the meeting and these were reviewed to the close of June 2019.

9: CPSS and Working Together

The members were asked how they felt CPSS is working. It was noted that feedback would be limited due to not a full member attendance. There will be time for reflection of today's meeting at the October LPC meetings.

Attendance issues – The members discussed what could be done to improve this. It was noted that the combined meeting alleviated duplication of work. It was generally felt that the reduction of meeting numbers has been helpful. The members agreed this has worked well.

It was asked if there would be possibility for LPC members from other LPCs at a combined meeting to attend a different LPC if meetings were not quorate, advice needs to be taken re this.

Action: Look into the possibility of across Surrey & Sussex members.

Kent LPC are shortly appointing a new CEO and an early meeting with the Chairs and CEOs may be advisable to see how we can work together to support each other.

10: Close

LPC Committee Meeting Dates to March 2020

Committee Meetings

East Sussex LPC	West Sussex LPC	Surrey LPC
Ashdown Room, Barnsgate Manor, Heron Ghyll, Crowborough, TN22 4DB 9.30am – 4pm <i>*Venue subject change</i>	The Old Tollgate, Bramber, Steyning, BN44 3WE 9.30am – 4.00pm	Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead, KT22 8QP 9.30am – 4.00pm
10th Jul 2019: The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH, 9.30am – 4pm Separate meeting of all LPCs followed by combined plenary session		
AGM 17th Sep 2019 Uckfield Civic Centre, Uckfield, TN22 1AE	AGM 10th Sep 2019 Worthing Health Education Centre, Park Ave, Worthing, BN11 2HR	AGM 18th Sep 2019 Silvermere Golf Club, Redhill Road, Cobham, 1EF
3rd Oct 2019*	9th Oct 2019	8th Oct 2019
9th Jan 2020*	8th Jan 2020	15th Jan 2020
12th Mar 2020*	11th Mar 2020	18th Mar 2020

NHS England KSS Liaison Meeting and South East LPCs

(Chairs, Vice Chairs to attend)

1st October 2019 – 10:00 – 15:30. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

5th December 2019 – 12.00 – 14:00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

5th March 2020 – 10:00 – 15:30. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

Community Pharmacy Surrey & Sussex Executive Committee:

(Chairs, Vice Chairs and Treasurers to attend – options for conference call dial in & skype for business available)

1st October 2019 – 15:30 – 17:00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

***5th December 2019** – 14.00 – 17:00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

5th March 2020 –15:30 – 17:00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**longer running time to allow for business planning for FY year ahead*

PSNC Forward Dates:

Wednesday 25th September 2019 from 10.00am – LPC Annual Conference

Venue: Congress Centre, 28 Great Russell St, Fitzrovia, London WC1B 3LN.

The LPC Conference remains an important event for LPCs to represent their views for PSNC to consider at its planning meeting in November, when PSNC's priorities and plans for 2020 are agreed.