

Minutes of Meeting of West 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: Mark Donaghy, Chair, Gemma Staniforth, Vice Chair, Alan Salter, treasurer, Marie Hockley, Yola Barnard.
In attendance: James Wood, Chief Executive Officer, Hinal Patel, Service Development Support Pharmacist, Sandra Lamont, Communications & Engagement Lead, Micky Cassar, Administrator.

1: Welcome & Introductions

The Chair welcomed the members and guests to the meeting.

Next Stepper appointed: Gemma Staniforth

CCA Reporter appointed: Gemma Staniforth

2: Apologies for Absence

CJ 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: Minutes of the last meeting

The Chair asked the members if they had read the 8th May 2019 LPC minutes and if there were any issues with the accuracy. The Chair signed the May LPC minutes as a true account of the last LPC meeting. It was raised that the printer should be coming from the West Sussex Budget and not the CPSS budget.

5: Matters arising

The members reviewed the action log.

The 7-day guidance – Superdrug have asked for guidance re the 7-day prescribing (Red, Amber, Green). Yola has been asked to look through the 100 most common and if Amber, what the guidance is. This guidance will then be shared. There are other organisations working on this so which will also be reviewed. There will be a policy that will be ready for the next LPC meeting in October regarding our guidance which will be agreed across Surrey & Sussex. It was suggested a walk in my shoes project may be useful so GPs can see the difficulties faced in the pharmacy due to post-dating / ePS etc and that maybe the LMC could support.

Action: review the 7-day guidance once created and then disseminate.

Action: Create a policy ready for the Oct LPC meeting regarding blister packs / MDS.

Action: SL to arrange a walk in my shoes project.

Anenta - it was raised that there are still issues with collection. Anenta are aware of the problem and members discussed what is being done. NHS England and the central team are trying to work on the issues and the guidance is to keep reporting the issues. This guidance needs to be reported to contractors, so they are aware that this is being looked into. It was also raised that when they have collected, they did not supply a consignment notice, and this was queried, and they were told they do not do this anymore. These are now on the website and you must download them. This also needs to be related to contractors.

Action: send an update to contractors re issues with Anenta.

6: Local Matters & Representation Matter for report

Market entry, the members reviewed the Market entry tracker. The oral hearing for Arundel has taken place and the application was refused. It was noted that it would have been useful to have an LPC member present at such hearings in the future. The link to the oral hearing papers will be disseminated later in the week.

Contractor feedback was reviewed by the members.

NHS England / SE Forum meeting update:

GPhC, NPA, HEE, CPPE, AHSN were present. Kent's Chief officer has been selected and an update will be relayed shortly. CCGs have been approached by an online provider re 12-day prescription ordering and they will likely approach other CCGs. PCNs were discussed, in Kent PCNs are actively seeking pharmacists and the need to protect the workforce was discussed, a PCN community support plan is to be worked on. PSNC Luvjit Kandula – no comment yet on the pharmacy contract. The long-term contract information needs to be relayed to contractors. Full minutes will be circulated in due course. Martin Packham gave a presentation re the new GPhC inspections. There will be a new knowledge hub on their website and the decision-making framework. They would not publicise information that would put the contractor at risk. Insight to job satisfaction survey was highlighted which has been sent out to contractors by SL. Rob Proctor spoke about NUMSAS and DMIRS. Electronic upload of the tokens is being looked into (for NUMSAS) it was also discussed that there are sufficient numbers for 111 to bypass GPs OOH for CD supply. Clinical assessments pharmacists – could we ask for a prerequisite that they only change the DoS if there is a CAS pharmacist involved. Stephen Ingram dialled in from Primary Care. 4 practices across KSS have not signed up to be part of a PCN which is partially due to boundaries. PH campaigns were highlighted. CPAF 97% return rate. Primary care mapping is in process, MH raised NHS England have had an increase in complaints reported. SCRL have stated they will collect next day if they miss a collection.

Consultation at the moment re CCGs across Surrey & Sussex merging from 13 to 9. There will be a feedback event, and they have asked for feedback from us. The members discussed these mergers.

CCG commissioning: there is a review which has been started (palliative care service). The meeting has not yet taken place and it was asked if a committee member would attend (to assist from an operational point of view).

MP visit – Nick Gibb, very positive experience, more details are on the CPSS website. He was aware of the shortages and we also briefed him on the rural work NHS England are doing.

APC coastal – meeting is next week. The Horsham & Mid Sussex meeting was cancelled, and AS was not informed. This needs to be raised to stop it recurring, they should also be invoiced for the cost.

Action: raise that we were not informed of the cancellation and send an invoice.

Worthing – meeting attended in June. PQRS topics for this year / next year. There is an opportunity for the LPC to engage with them re peer review and safety. GP / CP engagement meetings are being looked into and could potentially be combined with locality meetings. This could also help with PCN.

LPC conference decision: 25th Sep. We have ten spaces across the three LPCs, YB and MD expressed an interest to attend.

Action: Mark and Yola to attend the LPC conference in Sep.

7: Service & Development Update – Matter for report

HP updated the committee in the recent Public Health and LPC liaison meeting. An interim meeting is been held in August to discuss the contracting methods with Community Pharmacy. Timetable of renewal of SLA was discussed. A paper was presented to the committee for Discussion and decision for the approach of Public Health for contract renewal from 2020 onwards and how to better use PharmOutcomes with Community Pharmacy. The committee had a good discussion on the paper and a decision was made that if the non- active sites were made known to HP, then HP to contact them about their intentions to provide the service. Also, it was decided that PharmOutcomes to be the only method used from commissioners to send any service-related updates.

Committee to ask to nominate an LPC member for clinical reference group participation around Setting up for Wellbeing and YB was nominated.

Committee was asked to nominate a working group member on review of Palliative Care Scheme and MD was nominated.

HP provided the committee with activity data for locally commissioned services.

Action: Paper decision to the relayed to the PH team – HP

Action: HP to write to all non-active contractors when the info is made available as discussed at the LPC meeting.

8: LPC Self Evaluation – Matter for decision

The committee discussed the LPC assessment making changes to the following sections:

- Strategic plan: change to purple
- Written Governance Arrangements: Sara is LPC member lead
- DOI: change to green – the committee also requested that the information was not published on the website, instead anyone interested is to be directed to CPSS for this information.

Action: members to review each other's DOI at the next meeting.

- Capability & expertise: change to purple
- Expenses: change to green as the treasurer needs to consider reporting for expenses.
- Chief Officer & Treasurer roles: check with members if they are happy to assume AS independence.
- Expenditure: note 5% reduction in levy and good reserves
- Advanced services: change to purple
- Commissioning environment for local services: change to green
- Press relations: any pharmacies closing should be highlighted to press
- Other professionals: It was suggested with relation to stakeholder relationships (other professionals) that the LPC Chairs could meet with Chairs from LOC, LDC, LMC to consider common themes.

9: Finance

The members were given an update from the treasurer regarding the latest LPC accounts.

Members agreed the 2018-19 accounts subject to CPSS expenditure description being corrected. The members approved the accounts. Members to be paid electronically and need to give Alan the details.

Action: Obtain member bank details for payments.

11: AOB

The low attendance at the meeting was noted and it was resolved to discuss at the next meeting whether the change of venue had been one of the causes of this.

Action: Micky to send diary out invites for the AGM

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

11: Future meeting dates & venue

East Sussex LPC	West Sussex LPC	Surrey LPC
Ashdown Room, Barnsgate Manor, Heron Ghyll, Crowborough, TN22 4DB 9.30am – 4pm	The Old Tollgate, Bramber, Steyning, BN44 3WE 9.30am – 4.00pm	Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead, KT22 8QP 9.30am – 4.00pm
AGM 17th Sep 2019	AGM 10th Sep 2019	AGM 18th Sep 2019
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*

12: Close