

## Minutes of Meeting of East Sussex Local Pharmaceutical Committee

**Date** Thursday 3<sup>rd</sup> October 2019 starting at 09:30  
**Location:** Barnsgate Manor, Herons Ghyll, Uckfield, East Sussex, TN22 4DB  
**Present:** Craig McEwan, Chair, Ramiz Bahram (part), Mark Weston, Paul Antenen, Treasurer, Sarah Davis, Julia Powell, Andrew Jones.  
**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: Sarah Davis

CCA Reporter appointed: Mark Weston

Guests: Tracey Houston ESCC, Peter Aston ESCC

### 2: Apologies for Absence

Marie Hockley, Stacie McLeod.

### 3: Governance Matters

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

Andrew Jones was welcomed by the Chair (replacing James Grieves CCA).

### 4: Minutes of the last meeting

The Chair asked the members if they had read the minutes from the 10<sup>th</sup> July LPC Meeting and if there were any issues with the accuracy. The Chair signed the July LPC minutes as a true account of the last LPC meeting. The members were given a brief update on the AGM.

### 5: Matters arising

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

PNA pharmacy questionnaire feedback has been taken on board by East Sussex County Council, removing unnecessary content and it will be used to send to pharmacies to help refresh for July 2020.

### 6: Primary Care Networks

The members discussed the diabetes quality criteria, the letter being sent to GPs and what is being done locally with regards to this. The LPC have contacted the LMC to ask how they would prefer this is dealt with and this will be followed up.

**Action:** follow up with the LMC regarding diabetes preference. Interim advice had been communicated to pharmacies via the tracker re local diabetes eye screen providers.

Pharmacy lead being appointed at PCN level and notification to the LPC was discussed. All the pharmacies across Surrey & Sussex have been mapped to a PCN and pharmacies are currently being asked to validate this. The PCN areas will need leads and volunteers for this role have started to express interest. The LPC has a role to assist in facilitation for the local leads and there will be training in January once they have been appointed. There are 19 PCNs in East Sussex. The members

discussed how the LPC can help to facilitate locally especially if no one volunteers or more than one person does and what the local resolution would then look like. It was discussed if two people came forward that a vote may be the only way to deal with this, possibly with a 500-word letter template as to why they should be the lead with facilitation from the LPC. It was discussed that the size of the PCNs may impact, either by being large or potentially smaller and the LPC needs to be available to help support all. The members were asked what our role should be should no one volunteer. It was discussed in this scenario that the LPC members would be consulted to help local facilitation of leads. Also, potentially to have a meeting with the pharmacies at a local level, with facilitation from the office to explain the need for this role. It was discussed if the members would be happy for the larger PCNs to receive funding from the East Sussex LPC budget to organise a meeting to choose a lead, as there were a couple of larger PCNs, this was agreed. It was also suggested that there may be interest in having a deputy lead subject to final guidance expected from PSNC. This all needs to be confirmed by January 2020. The members agreed that a webinar to clarify the role to those who may be interested would be advisable and a training event mid-January. The webinar could be done in collaboration with Kent. The CPSS Executive had agreed for some unbudgeted income to be used to support additional human resources to provide time limited capacity to support with PCNs.

**Action:** JW to scope next steps including LPC capacity/resource and develop local guidance and facilitation from now until Dec 2019.

## **7: PSNC Update**

The PSNC conference has taken place, Sue Killen (new PSNC Chair) was present and chaired the meeting. The new minister with responsibility for pharmacy, Jo Churchill MP was also present and gave a presentation which was engaging. There was an update from Simon Dukes who is requesting an independent review of both PSNC and LPC workload. Luvjit Kandula gave an update as did the GP lead from the BMA. There was discussion about what PCNs do not do and discussion about what would happen if GPs did not want to engage. Anne Joshua from NHS gave a talk with regards to the transition from NUMSAS and DMIRS to CPCS. PSNC have engaged a have a new public affairs group – Lexington. The collaborative feedback from CPSS regarding the independent review will be passed to Simon Dukes by JW. The members were asked what they thought this review should look like. It was discussed that the review should be over a long space of time due to the landscape changes etc with PCNs, CPCS implementation and also consider the impact of Brexit. It might even be advisable to delay this review post Brexit to allow PSNC to adapt to any changes as there will likely be changes in the next 6 months. The review should start at contractor level rather than LPC or PSNC. This review should assist with consistency and structure across LPCs. The expectations of contractors of PSNC should also be addressed.

**Action:** JW to draft a response to take collaborative feedback from the LPC to Simon Dukes regarding the review.

## **8: Finance**

The members were given an update on the East Sussex LPC Accounts, South East Forum Accounts and Community Pharmacy Surrey & Sussex Accounts. It was highlighted that the work HP has been doing with Surrey Heartlands has been working well and the MoU will continue for a further 6 months. There are also unspent HEE funds which CPSS will draft a proposal to be used to support the development of PCN leads. PA was thanked for his work.

The members have been sighted on the HMRC paper regarding the treatment of payments regarding meeting attendance. It highlights money should not be paid to individuals but via

employers. If these funds are paid directly to individuals it recommends if this is the case it should be paid via PAYE.

**Action:** PAYE setup for individuals on LPCs if applicable – or discussion with the individuals about future payments. PA by Jan 2020

### **9: Services & Support report**

The members were given an update as to where we are in the second quarter going in to the third quarter. There are changes with SLA sign ups and there will be a lot of work going into this. CPCS changes and implementation was discussed and what needs to be completed and the importance of the PQS criteria being met. There are still approx. 30 pharmacies that have not signed up to MYS and this was a focus of LPC support. There is a weekly CPCS implantation call on Mondays to review progress of CPCS and optimise referrals from 111 and any post implementation issues. There will be comms going out with regards to how to claim, when to claim, how to clear your Pharmoutcomes screens etc. An estimate number of minor illnesses going through 111 and mapping is being obtained to assist with modelling. It was discussed how members felt with regards to committing and signing up to the first wave as numbers of referrals may overwhelm pharmacies. The likely activity both in numbers and when will be vital and this data needs to be obtained.

**Action:** Obtain the 111 referral numbers.

Janet Rittman's post as Pharmaceutical Advisor at East Sussex County Council was not renewed however there is now a recognition of functions of the role and funding to support this from the local health economy. There is potential that the LPC through CPSS may be asked to employ this person. In principle, at the CPSS Exec this was agreed however, there will need to be very clear guidance as to who line managers them, appropriate governance arrangements etc.

Brighton & Hove City Council public health meeting: next meeting 24/10/19, previous meeting 18/07/19 – the group had been updated about community pharmacy sector plans around EU exit and SSPs. TCAM guidance produced by the AHSN and the LPC is in process of being printed and will be distributed to pharmacies as soon as available.

The members were updated re summer student placements, TCAM, BP+, PHSLA renewal for East Sussex, Surrey and West Sussex.

12 Contractor visits have taken place since the last meeting to provide support, a key there which will be highlighted to other pharmacies is the lack of claiming for locally commissioned services which can be done but isn't. CPSS are a core member of the Surrey and Sussex wide clinical governance groups NHS 111 and urgent care

### **Tracey Houston and Peter Aston from public health East Sussex County Council**

The members were given a brief on a new proposal for support and engagement about public health services and asked for feedback. HLP Level 1 was the first program, level 2 the enhanced program. There was additional training and support with campaigns throughout the year and assistance with pathways. There was an overall increase in activity of public health services however not as much as was hoped. Training level attendance is not high. They are looking at a general support package for all pharmacies and moving away from different levels of HLP. They will target pharmacies in areas that need the additional support. The proposal was explained to the members and discussed and agreed it is good that this will include all pharmacies.

Community Pharmacy advisor – plan is to re recruit to the post with slightly less hours. HP has discussed with Stewart Marquis regarding support visits and will involve visits to the pharmacy by SM and HP for tailored support. It was fed back that anything they can do to make things as simple as possible and remove time pressure from people would drive noncompliance in the right direction. Also, to consider the audience in the pharmacy that they are trying to train. It could also be a barrier for people if they have been out of education for a long time, exams etc may be

daunting. Engaging effectively with health champions is a challenge, the members were asked if they had any suggestions of how this could be improved. It was suggested that different means of communications i.e. letters / email etc can be used as workstations are shared and messages are sometimes not relayed. Also, instructions to “pass on to health champions” etc, or a different coloured envelope to highlight as soon as it is received.

Local service level agreements changes – the members were asked if there was anything they wished to raise – GDPR issue conclusion is to be resolved soon and as soon as it is it would be helpful if this could be disseminated. The members were asked how long they would need for sign ups and it was agreed as long as possible with a very clear deadline, minimum of 2 months would be ideal. Aim for end of December.

## **10: Local Matters**

East Sussex PNA development: there have been ongoing discussions regarding the Community Pharmacy Questionnaire. It is shorter this time and questions have been taken out that NHS England are able to provide data on, a version had been circulated to members There will be a letter going to East Sussex pharmacies from the Director of Public Health with this guide and the date the response is due by. We need to encourage these responses. We have not had sight of the patient facing questionnaire yet.

Updates from local APCs. CM meeting next week. RB B&H APC – we will have a slot there in the next month or two where we will highlight the remuneration response. Branded generics is an issue for B&H contractors.

Local considerations: NHS England are running a prescription campaign shortly, “check before you tick”. Healthwatch East Sussex won an award for inclusion of a housing project. STP are going to run a workforce campaign “Be a Pharmacist”. PCN communications from the CCGs. Christmas rotas have been prepared and will be published shortly. Discussion regarding flu, all CCGs will be starting their flu campaigns next week.

EU Exit – SL is part of a Brexit resilience planning group for the communications side. They have reviewed implications in our patch socially. Messages of support and advice to give to staff re workforce issues from the government could be supported by LPCs. At a local level, contractors could be contacted to explain what policies would be for nonattendance of staff due to travel problems, no fuel etc. The members were asked if there were any communication suggestions with regards to this. Monthly deadline tracker could include prompts to look at daily guidance. The NHS have been asked what would happen if contractors are unable to comply with their contracts or terms of service It was suggested that there should be guidance regarding mitigation that a pharmacist could be available on the phone but not physically in store etc. There should also be guidance as to who to contact to see where there is a pharmacy available, this should not be left to pharmacies. It was also suggested that there should be give and take as pharmacies will try to open and should they miss an hour, they technically need to make this up, but this should not be enforceable in these circumstances. At this time members were asked to flag issues and things that need to be pushed back to NHS England / PSNC for answers and advice. We should issue contacts for pharmacies, so they know who to contact and policies re unplanned closures etc.

Local prescribing and monitoring – deaths linked to drugs – repeat prescribing, eps. There were no issues regarding pharmacy procedures.

**Action:** See if there is guidance regarding if it is better to be open and, on the phone, than not at all.

**Action:** Establish if there is guidance as to who to contact to see where there is a pharmacy open.

**Action:** Send out a comm re who can be contacted re unplanned closures etc.

## **11: LPC policy matters**

Decommissioning of fax machines: the members had sight of the document and agreed the content PSNC have produced guidelines. Updating DoS profile on the NHS website is also vital. 7 Day prescribing requested (MDS) – the LMC have written to the LPC highlighting that some pharmacies in the area are requesting 7-day prescriptions. The guidance is this will only be used if necessary and this has not changed. The guidance is being refreshed and strengthened in relation to managing demand and ambiguity. We have committed to recirculate the current guidance which the LMC are happy for us to do.

**Action:** to progress the conversation with the LMC and resend the guidance.

## **12: LPC Management & Admin, Inc CEO Report**

New venues for the East Sussex LPC meetings were discussed. It was proposed that the venue for the next LPC meeting will be East Sussex National and future Barnsgate meetings cancelled.

**Action:** Cancel Barnsgate and book East Sussex National.

Review of the combined July meeting: The members who had attended the meeting gave an update. The numbers were not great, but this was possibly due to timing, there were a lot of legitimate apologies but overall the day went well. The members were asked for their opinion regarding trying another joint meeting especially for those who could not make it to the last one. It was suggested that the January meeting may be advisable and on the joint part we can work through the LPC work plans. The members agreed they would be happy to have a joint meeting in January.

The members were given an update on the July goals (prior to the contract update).. AGMs have taken place and again the feedback was very positive. Local LPC member induction day has been put in place and 2 new members have been on this with good feedback.

Moving forward PCN, MDS campaign, CPCS, HLP, creating bandwidth to support beyond Business as usual activities SyCR, planning for next year, PSNC. Area manager forums – first one will be a webinar and then the proposal is to have a face to face event towards the end of the financial year.

A report over the last quarter was provided about the Labour party conference in Brighton, Pharmacy Public Health round table. Reimbursement consultation, HEE pre reg training. STP system level engagement, Surrey Heartlands ICS have a MO board which JW sits on. Sussex STP also have MO programme board however there is lots of work needed in Frimley. TCAM rollout moving into West Sussex.

Shilpa Shah has been appointed as CEO of Kent LPC and is keen to work with us.

It was raised that there seems to be more and more going onto the PQS. It was suggested maybe we could do a webinar to assist with what is needed for PQS and animated training program.

**Action:** look into an animation for training for PQS possibly through PSNC.

Dates moving forward: we have no dates beyond March 2020.

It was proposed 4 full day meetings, June, Oct, Jan, Mar with a Sep AGM / evening with maybe a slimmed down LPC meeting first. The members agreed this would be a good structure and for dates to be scoped and circulated

**Action:** MC/JW to scope dates and send to members

16<sup>th</sup> October in London is the next new member day should any new members wish to attend, please let MC know.

**13: Reports from other meetings.**

CD-LIN: was in Hampshire and we are waiting for the report.

NHS England: CCPF and CPCS were discussed, also discussed EU Exit, Breach notices. Practice based audit is out in November on OTC meds.

CPSS Exec: met on 01/10/19 –this has been covered in the meeting today.

**14: AOB**

**15: Future Meetings Dates & Venue**

16<sup>th</sup> Jan 2020 Venue: The Sandman Signature Hotel, 18-23 Tinsley Lane, Crawley, RH10 8XH

12<sup>th</sup> Mar 2020 Venue: East Sussex National, Uckfield, TN22 5ES

**15: Close 15:30**