

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

**Date:** Thursday 16<sup>th</sup> January 2020 starting at 09:30  
**Location:** Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH  
**Present:** Craig McEwan, ES Chair, Mark Donaghy, WS Chair, Rupri Bhasin, S Chair, Sarah Davis, ES Vice Chair, Gemma Staniforth, WS Vice Chair, Hemal Chudasama, S Vice Chair, Paul Antenen, ES Treasurer, Alan Salter, WS Treasurer, Anish Prasad, S Treasurer, Sejal Patel, Andrew Jackson, Henal Ladwa, Yola Barnard, Mark Weston, Jaymil Patel, C J Patel, Sara Paxton, Sam Ingram, Nisheet Patel.  
**In attendance:** James Wood, Chief Executive Officer, Sandra Lamont, Communications & Engagement Lead, Hinal Patel, Service Development Support Pharmacists, Micky Cassar, Business Administrator, Julia Powell, PCN Facilitator  
**Observer:** Ravi Vaitha, Kamsons, Shilpa Shah, Chief Executive Officer Kent LPC  
**Guests:** Simon Dukes, Chief Executive PSNC, Andy Chilton, Velresco

## 1: Welcome & Introductions

The Chair for the combined meeting, Rupri Bhasin welcomed the members and guests to the meeting.

## 2: Apologies for Absence

Charlotte Sealey, Aron Berry, Ramiz Bahnam, Marie Hockley.

## 3: Governance Matters

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

## 4: PSNC Update – Simon Dukes, Chief Executive Officer PSNC

Simon provided a presentation to LPC members and an opportunity for questions.

PSNC progress in 2019 was reviewed briefly including objectives and collaborative working. The 5-year CPCF agreement was highlighted, aiming towards putting pharmacy at the heart of primary care. There are significant challenges with freeing up capacity and working more collaboratively. The CPCS service has been a success, any issues identified from the pilot including IT issues, are in the process of being addressed. Launch of Hep C testing service is due by April 2020. Pilots of CVD case finding, and smoking cessation are under negotiation. Joint work by pharmacy bodies on Hub and Spoke wider use is ongoing and still in early stages regarding legislation. Data capture, which is vital to demonstrate performance and our value and review of the first year is being discussed. The importance of community pharmacy showcasing what they do for the community every day was highlighted. There is now a Government with a significant majority with Matt Hancock restating his priorities 18/12/19 (People, Infrastructure, Technology, Prevention). Ten years of prevention is a priority for Matt Hancock, highlighting “pharmacy first” for patients with minor illness. Building the next phase was discussed, including building on the early success of CPCS. Volume & prevention, 1.6 million people visit community pharmacy each day. Prevention – community pharmacy could be prevention leaders, eg in vaccinations, social and independent prescribing, long term conditions monitoring, digital technology to help self-care.

What next for PSNC – making a case for what else they can do: seeking additional investment into the sector. Making cost and capacity cases through the annual review process. There are concerns with the pharmacy first scheme, soft referrals, base lines of walk ins are creeping up which are unremunerated. Working with DHSC on legislative changes to support reform.

Negotiating the details of the CPCF (pilots, PhAS, transitional funding, PQS). Routine negotiating around margin and Drug Tariff supporting contractors through both is a priority.

The independent review is looking at how LPC/PSNC work and what improvements could be implemented to improve and support the sector, the report and recommendations are due in April 2020. This should allow a month of reflection before the national meeting of LPCs in May and allow for discussions moving forward. Successful delivery will give us better influence.

It was discussed if PSNC could assist in simplifying the process of the consultation service time, maybe asking the 111 call handler to take more initial details etc. It was also discussed how much more CPCS could help with minor ailments etc and why this wasn't rolled out at the same time, taking services from urgent care services to alleviate workload pressure. It was discussed that consideration needs to be taken of adding work if there will be no further funding. It was discussed what advice should be given to contractors with no consultation room as this is needed to be HLP.

Capacity was raised and the concern for the 5-year contract around minimum wage and how that increases year on year and staff retention, if the government keep raising the minimum wage will the review reflect this. It was asked if the CPCS pilot areas are comparing their experiences, if data is being shared and reviewed. Reports should be fed back to PSNC, it was discussed if they could coordinate across the pilot sites for solutions to identified problems.

The increase in unpredictability of the workload and decrease in pharmacy numbers was raised, with community pharmacy increasingly picking up work where for example surgeries are closed at short notice. It was raised that the time management across the day for community pharmacy used to be easier to manage. Mergers and consolidations assistance and protection will be addressed this year.

#### **5: Creating capacity in community pharmacy – Andrew Chilton, Velresco**

The members were given a presentation and talk regarding releasing capacity in the pharmacy. Velresco have conducted numerous studies in pharmacies for capacity improvement / operation improvement without increasing staff cost.

**Action:** To share copies of the presentation and AC details with LPC members – MC post meeting.

#### **6: Independent review of the roles and structures underpinning PSNC and the LPCs**

The members were given a brief as to the progress of the independent review. Shilpa Shah is part of the steering group and was our regional nomination. Shilpa gave the members a brief update from their first meeting and what is expected of them. The final report is due late March 2020 and will be discussed at the national meeting of LPCs in May. The members agreed the process of responding and broad discussions were held in groups to outline consensus positions based in the broad questions the review is tasked with answering. This will help shape the response to the questionnaire and provide a steer to JW who will be interviewed as part of the LPC influencers / innovators. Once the survey is available this will be circulated to all committee members and telcons will be held with each committee, followed again by calls to each member if they have been unable to make a group teleconference to obtain detailed answers. A draft response will then be created by JW & SL to the questions based on this and circulated to all members to approve before responding to the survey, the option of doing this online to save time was discussed. Members then split into individual committee groupings to discuss the main review questions.

**Action:** Circulate the survey and next steps when available at the end of January 2020 - JW

## **7: CPSS/LPC Management & Administration – James Wood, Chief Executive Officer CPSS**

The members were given an update re the high-level action plan to February 2020. The website transition has taken place and is more streamlined, along with new features such as the A-Z support guide. The members were given a brief update on PCN lead nomination facilitation which is being led by Julia Powell. Between now and the next meeting in March, work will be carried out on the independent review, draft operating plan and budget, PCNs, and support for PQS.

Conclusion to MDS/MCA was discussed, starting with a recap of the stages of MDS/MCA guidance development: a few issues and areas needing change were identified and discussions have taken place at the LPC meetings to resolve these. The members were asked for comments in relation to the draft or if they were happy to proceed. It was raised that the LMC logo should be prominent as it will highlight that their organisation has approved this, highlighting to staff it is not something the LPC are trying to impose. It was discussed if under Point 11 the “distorted distribution” comment can be removed, this and that document was agreed. A discussion was had about publishing this and further work around local authorities, carers etc may be developed from April 2020.

**Action:** Sign off with LMC and publish – end of Feb 2020 – JW

**Action:** Add further campaign work to 2020/21 work plan – JW by March 2020

The briefing note regarding delivery of services document was reviewed by members and this policy work was being concluded as signed off.

**Action:** Highlight the LMC logo and remove comment of “distorted distribution”.

**Action:** Publish on the website – SC by end of February 2020

## **8: CPSS Finance – Paul Antenen**

The members were shown the CPSS finances up until October 2019 by PA, the Treasurer and commentary on the year to date position.

## **9: Business planning 2020-21**

The members were shown the forward planning meeting dates for 2020-21 which were agreed. The overview and planning cycle document was reviewed by the members, the three main parts being: For local, where should the LPC focus their efforts, For national, what local preparations do the LPC need to make or continue with and do the members support this? What support should the LPC provide to all contractors around core contract?

Business planning development 2020/21: what realistic local service development above and beyond CPCF would the members like to see in 2020/20 if any?

What should be the focus of the LPC policy work?

How should the LPC work closer together as 3 LPCs and beyond?

Planning for contractor facing events – what would the members like to see delivered and why?

This will be further discussed in the individual meetings this afternoon.

## **10: Close**

# **Minutes of Meeting of West Sussex Local Pharmaceutical Committee**

**Date** Thursday 16<sup>th</sup> January 2020 starting at 13:45

**Location:** Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**Present:** Mark Donanghy, WS Chair, Gemma Staniforth, WS Vice Chair, Alan Salter, WS Treasurer, Yola Barnard, C J Patel, Nisheet Patel, Sara Paxton.

**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: Alan

CCA Reporter appointed: N/A

### **2: Apologies for Absence**

Marie Hockley, Sam Ingram.

### **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 9<sup>th</sup> October 2019 LPC minutes and if there were any issues with the accuracy. The Chair signed the October LPC minutes as a true account of the last LPC meeting. The members discussed the minute format.

The action log was reviewed.

Worthing ultra-home hub – (from May 18) this is being monitored and JW will raise with the CCG.

**Action:** JW to raise Worthing Ultra Home Hub with the CCG.

Translation line – not available to community pharmacy free of charge (fee chargeable), still available free of charge for GPs.

### **5: Service development update by HP**

HP gave the committee an update on the operating plan and how it had progressed in Quarter: 3. An AREA manager webinar was held in November with good response, this has helped ensure that the LPC are engaging with all the small and big chains in our area.

An update on Community Pharmacist Consultation Service (CPCS) was provided to the committee with a breakdown of pharmacy sign up per CCG area and information of the upcoming CPPE training day for CPCS. The committee discussed CPCS progress and learnings from it. HP updated that governance meetings are attended with the Urgent care colleagues and feedback can be collated at those meetings.

The committee was updated on NHS Flu so far and how SL has contributed by engaging with comms colleagues across different organisations to highlight that community pharmacy is a key player as NHS Flu provider. HP updated the committee on PQS and the support that has been provided on a weekly basis to contractors, there are only have 4 contractors outstanding for MYS registration.

**Action:** HP to support the contractors to get through the PQS where necessary.

HP updated the committee on the actions from the last meeting on the Substance misuse contract and the proposal from the commissioner. A new date of 6<sup>th</sup> April 2020 for crossover of the NEX packs (agreed to use the ONE hit Packs), followed by the evening event week prior, to provide support and learning to the pharmacy providing the service was agreed. The committee felt that a day in service will be good to show on the evening and also pharmacies who are providing a lot of Naloxone should discuss best practice on the night for other contractors to learn from.

**Action:** HP to liaise with MCKESSON and CGL on the date and avoid clashes with TCAM date.

**Action:** HP to reply to the commissioner on the agreement from the LPC.

HP has circulated the service evaluation tool to the committee following the new PHLA in West Sussex. The committee was briefed as to the reason behind the rating and were asked for feedback which was collected by HP. The committee agreed in principle with all the ratings. It was discussed that once feedback has been incorporated, it will be shared with the WSCC Public Health team in the meeting in January. It will then be made available on the website for contractors, with an intention to understand the service requirement and what they are signing for.

**Action:** HP to incorporate feedback and complete the service evaluation tool.

**Action:** HP to inform WSCC PH prior to the meeting about the complete evaluation tool.

**Action:** HP to liaise with MC/SL and publish the service evaluation tool on the website.

An update on TCAM across the South East was provided and discussion was had regarding West Sussex Trust going live in April.

**Action:** JW/HP to keep the committee updated on TCAM in West Sussex.

The members were updated on the Blood Pressure Plus project and that HP and JW will be presenting in the HSJ awards on the 21<sup>st</sup> January. HP highlighted IT issues on Pharm Outcome which have led to missed payments for contractors, but this has now been resolved. The members were updated on the Service costing Tool that HP and JW used to negotiate a pilot service in East Sussex and that the commissioner had agreed to pay the set-up cost upfront for the pilot sites. CPSS will use this tool going forward to negotiate service.

## **6: Local matters by JW**

WSCC tendering Public Health services – a lot of support has been provided to contractors. The outcome of the uptake and engagement is due end of January. Feedback of the process was requested, and if a process review should be requested if it were to happen again. The members discussed the complexities of the process for different sized industries. Learning has been taken from the process and feedback will be given. The deadline has passed, today a message would have been sent from the portal, if questions have been asked in this message, they need to be responded to. There are gaps including rural, announcements due to be made end of February and at this time they will reopen the portal to close these gaps, the dates will however be tight. This second deadline cannot be moved as the contracts need to be in place. It was asked if the LPC can establish who may need assistance with meeting this deadline. A message from the LPC to pass to Public Health is that those who missed the deadline may not have done this as they don't want to engage, just simply too busy and the process is too long.

**Action:** Try and establish who has not managed to apply.

Sussex CCGs are merging – West Sussex CCG will merge with Crawley, Horsham. West Sussex CCG areas not approved yet. Going into 20/21 a mapping exercise will be completed re stakeholders and this may affect medicines management groups. Eileen Callaghan is head of East Sussex and West Sussex medicines management groups. It was asked if Eileen should be invited to a future meeting.

**Action:** Invite Eileen Callaghan to an LPC meeting.

The members reviewed market entry.

Local priorities: The plans for next year (initially raised in the AM part of the meeting).

Service development and support: Where should the balance sit. CPCF appears to be working so there is no real need for support apart from getting more referrals from 111 and there are issues with different 111 providers some referring more than others.

National and local - Planning for meetings: AGM will be one event and it was suggested there could be an annual conference, or two evening meetings. It was suggested more contractor events would be beneficial for training & networking including a second contractor evening as well as an AGM and an annual conference. There may be opportunity for a PCN update. It was discussed if an evening meeting to discuss business planning and the review would be helpful, a teleconference to save time was suggested. JW to bring a draft business plan to the March meeting. It was asked that the LPC should be a revisit of joint working / merging / combined meetings at the March LPC meeting.

**Action:** JW to bring a draft business plan to the March meeting.

**Action:** It was discussed if there should be a revisit of joint working / merging / combined meetings? This should be added to March agenda.

### **7: Communication & Engagement update by JP & SL**

The members were given an update from JP. All the pharmacies where there is no PCN lead identified have been emailed leading to a number of potential leads. Where no expression of interest has been received the pharmacies will be called and if this does not assist, area managers will be contacted. The pharmacies where they have expressed an interest, but the potential lead has received no response from others in their PCN, they will email again with a short deadline and state if nothing heard an assumption of approval will be made. Once a lead is appointed JP will confirm they have contacted the clinical director by email for audit trail. Once a lead is identified this information will be uploaded to the CPSS website. Where no lead is identified pharmacies will be contacted and advised not to claim PQS prematurely but that a lead may still be identified. It was raised that the LPCs would like to have sight of the vacancies spreadsheet on a rolling basis.

**Action:** Make PCN lead vacancy available to LPC members (shared drive).

The members were given an update from SL regarding communication and engagement. UKCPA have agreed to fund anti coagulation events, one in each of the CPSS LPC areas. 04/02/20 is the event in West Sussex. The members were asked to assist with advertising this event. It is open to primary care and secondary care.

**Action:** members to assist in advertising anti coag events.

The members discussed what the PCN training day in March should look like. It was highlighted that it will be a good opportunity for networking and discussion of what works and what doesn't. Negotiating skills, workshops could be an option. The leads in place should be asked for their input as they will have to carry out the role. It's important that the leads are aware that it is not their personal view but the view of their PCN they need to voice. Vital not to over commit as this could lead to negative perception. It also needs to be highlighted that different companies will have different IT capabilities and allowances (drop box use etc).

### **8: Finance – Alan Salter**

The members were given an update as to the West Sussex LPC finances. The members approved the accounts.

### **9: AOB**

Nothing raised

## 10: Close

## 11: Future meeting dates & venue

### LPC Committee Meetings

East Sussex LPC	West Sussex LPC	Surrey LPC
The East Sussex National, Uckfield, TN22 5ES 9.30am – 4.00pm	The Old Tollgate, Bramber, Steyning, BN44 3WE 9.30am – 4.00pm	Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead, KT22 8QP 9.30am – 4.00pm
Thursday 12/03/20	Wednesday 11/03/20	Wednesday 18/03/20
Monday 11/05/20	Wednesday 06/05/20	Wednesday 13/05/20
Thursday 02/07/20	Wednesday 01/07/20	Wednesday 08/07/20
Tuesday 22/09/20 Short meeting + AGM – Venue TBC	Tuesday 15/09/20 Short meeting + AGM – Venue TBC	Thursday 17/09/20 Short meeting + AGM – Venue TBC
Thursday 05/11/20	Wednesday 04/11/20	Wednesday 11/11/20
Thursday 11/02/21	Wednesday 10/02/21	Wednesday 17/02/21

### Community Pharmacy Surrey & Sussex Executive Committee:

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

**4<sup>th</sup> June 2020** – 15:30 – 17:00 The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**8<sup>th</sup> October 2020** – 10:00 – 12:00 LPC Office, The White House, 18 Church Road, Leatherhead, Surrey, KT22 8BB

**14<sup>th</sup> January 2021** – 15:30 – 17:00. TBC (Kent Venue)

**31<sup>st</sup> March 2021** – 10:00 – 12:00 LPC Office, The White House, 18 Church Road, Leatherhead, Surrey, KT22 8BB

### South East LPCs and Partners (Regional Meeting)

(Chairs, Vice Chairs to attend)

**4th June 2020** – (hosted by Surrey & Sussex) 10:00 – 13:00

The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**14th January 2021** (hosted by – Kent) 10:00 – 13:00

Venue TBC

### NHS England & Improvement

(Chairs, Vice Chairs to attend)

**4<sup>th</sup> June 2020** (Surrey & Sussex) – 13:00 – 15:30. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**October 2020** (informal meeting of NHSE/I officials & LPCs CEOs – Horley 14:00 – 16:00)

**14<sup>th</sup> January 2021** (Kent) – 13:00 – 15:30 Location TBC

**March 2021** (informal meeting of NHSE/I officials & LPCs CEOs – Horley 14:00 – 16:00)

### PSNC Forward Dates:

**5<sup>th</sup> May 2020** – 10:00 until 16:00 National meeting of LPCs

Radisson Blu Edwardian Bloomsbury Street, 9-13 Bloomsbury St, Bloomsbury, London WC1B 3QD

*Formally the national meeting of LPC Chairs and Chief Officers, this event now gives the flexibility for **each LPC to send any two LPC members/officers**. The agenda will include PSNC briefings and discussions on current issues and NHS policy, sharing LPC ideas and expertise, and collaborative working.*

**16<sup>th</sup> September 2020** – 10:00 until 16:00 LPC Annual Conference

Congress Centre 28 Great Russell St, Bloomsbury, London WC1B 3LS

*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 2021/22 are agreed. **East Sussex LPC and West Sussex LPC can send up to 3 representatives each and Surrey LPC up to 4 representatives each.***

**2020 PSNC Meeting Dates**

Wednesday 5th and Thursday 6th February London  
Wednesday 20th and Thursday 21st May London  
Wednesday 24th and Thursday 25th June London  
Wednesday 9th and Thursday 10th September London  
Wednesday 25th and Thursday 26th November London

**2021 PSNC Meeting Dates**

Wednesday 3rd and Thursday 4th February London  
Wednesday 19th and Thursday 20th May London  
Wednesday 7th and Thursday 8th July London  
Wednesday 8th and Thursday 9th September London  
Wednesday 24th and Thursday 25th November London

**12: Close**