

Minutes of Meeting of East Sussex Local Pharmaceutical Committee

Date: Wednesday 25th March 2020 starting at 09:30
Location: Conference call
Present: Craig McEwan, ES Chair, Sarah Davis, ES Vice Chair, Paul Antenen, ES Treasurer, Sharon Waghorn, Mark Weston, Marie Hockley.
In attendance: James Wood (JW), Chief Executive Officer, Hinal Patel (HP), Service Development Support Pharmacist, Sandra Lamont (SL), Communications & Engagement Lead, Micky Cassar (MC), Administrator.

1: Welcome & Introductions

The Chair welcomed the members and guests to the meeting.

2: Apologies for Absence

Shabbir Nagri, Andrew Jones.

3: Governance Matters

The members were thanked by the Chair for their efforts during the current COVID-19 situation. The minutes from the last meeting were agreed as accurate by the members.

4: New FY 2020-21 plans – sign off budget, update on operating plan and appointment of officers & vacancy

Officer appointment: All the current officers offered themselves for reappointment, this was agreed by the members.

The members reviewed the proposed budget for 20/21 and were given an update including a March rebate. The CPSS levy remains the same although there is a one-off cost for the independent review of £750.00. The budget has been mapped to the operational plan. The levy was discussed, East Sussex is percentage flexible based on contractor income and the proposal is to leave the mechanism the same.

The Chair proposed to sign off the budget, the Vice Chair seconded this proposal. It was raised that due to the increase in income due to COVID circumstances this would raise the levy however this may rectify itself in the coming months and if not, this will be reviewed.

It was proposed to reduce the levy to reduce the surplus. The first month will be on the old levy amount as this won't start until May. It was agreed to reduce the levy from 0.11% to 0.10%.

Decision: To reduce the levy from 0.11% to 0.10%.

Action: SL to inform contractors with assistance of PA of the levy reduction.

Action: PA to sign the PPA form and send off.

Action: All members to get their claims form in as soon as possible to clear before the end of the financial year.

Action: Get members onto payroll that are not being paid by their company. Attendance allowance - if this is not paid directly to the company this needs to go through PAYE (the member needs to be added to payroll).

The treasurer Paul Antenen was thanked for all his work.

5: local update about COVID-19 developments and LPC plans - inc NHS CPCS 111 online referrals & an opportunity for you to share intelligence, issues and concerns re local COVID-19 developments

The members were shown the Operational Response Plan for COVID-19 and asked for their input. Banners will not be produced at this time as things are moving quickly and they become out of date. The LPC want to encourage the contractors to make their own decisions based on their local issues what actions they need to take, not be dictated to by the LPC.

Monitoring has been stood down and a flexible approach to contract management guidance is moving on. How information regarding closures and changes of hours needs to be organised by the regional team Asap, there are ongoing discussions of a PharmOutcomes form which will inform DoS, NHS England, CCGs and LPCs. Most of the CCG teams are refocused on eRD or electronic prescribing, POD is a

concern in this area. It is not acceptable to close the Surgery and signpost straight to pharmacy, looking to redeploy staff to assist. Discussions are ongoing regarding workforce redeployment to the front line for registered staff (non-essential), hospitals will also need this workforce.

The LPC have intervened in 84-day prescriptions, there are issues with pharmacies running out of funds as running low on stock due to GP prescribing, if this continues alert the LPC to escalate.

Healthwatch – continuity of keeping Pharmacy in everyone’s mind, working with councilors, local MPs.

Action: Alert the LPC of any extended GP prescribing.

6: An opportunity for you to ask any urgent questions about any other aspects of LPC work

MDS guidance plans were raised. This has been published and is available on the CPSS website due to necessity. PSNC are working with the LPC – provision of MDS during COVID-19 pandemic - encouraging contractors to review their individual decision to provide MDS bearing in mind how they will cope if further staff loss over the coming weeks. There has been support for pharmacy recently from GPhC regarding this despite contractors being reported by surgeries to them re MDS issues. Eileen Callaghan has also been briefed at the CCG and they are fully onboard. Advice is if difficult situations arise to highlight to the LPC so this can be escalated.

WhatsApp group for ES LPC has been created to help with fast information sharing.

Locally commissioned services: should have a clearer position by the end of the week. Standing down targets and extending contracts. DoC are in extension discussion. Local payments will be protected despite some services needing to be stood down, this is under negotiation.

There are issues with subcontractor arrangements, PHE are issuing separate guidance.

It was raised that from a commissioner point of view – unsupervised with CGL, pharmacies rely on that income and they will fight the corner for pharmacy, this is being reviewed nationally as they should still be paid. In Wales the money was ringfenced for pharmacy and the same should happen here to get these funds to contractors. Even if they are not doing the supervisions there is still a lot of work associated with this.

Demand for deliveries is high, SL has worked on getting messages to CCGs and key stakeholders regarding managing expectations. Some GPs are still issuing prescriptions requesting delivery.

Action: JW to raise with LMC re requesting delivery.

There should be an announcement from the Government this week re deliveries. It will still only be for vulnerable patients so if self-isolating still need to nominate a person to collect. RVS volunteer platform – pharmacy will be linked into this but how this will work is under discussion. There are legal implications re deliveries to the wrong person etc. It was suggested that the next text message from the government should be “you need to nominate a person...” once they have decided what they are doing re the delivery service, to help manage patients understanding and expectations.

Action: look into text msg re nomination.

There have been reported incidents of GPs allowing patients to order medicines for 2 months’ time. There has been given guidance re this, and the members were asked to advise if this happens so this can be escalated.

Action: Members to alert the LPC if GPs allow medicines to be ordered for 2 months’ time, LPC will escalate to LMC.

It was highlighted that some GPs are still telling patients that pharmacy will deliver next day, it is vital to think of the implication on the next person in the chain.

Action: SI to find wording – think of the next person in chain

MDS: PSNC guidance is key – assess the patients. Hospitals are trying to empty beds to create space to treat COVID-19 patients however if this leads to readmissions due to medication issues this will not help. Use the guidance and risk assess, it will be the difference between getting their meds in MDS or not getting them at all. A lot of the issues coming up re MDS and it was highlighted that they won’t do blisters in hospital so why expect community pharmacy to do it.

Walk in center in Hastings to be reconfigured as of 01/04/20. It was asked if the CCG could be approached to establish what messages will be going out regarding this as this may lead to a lot of people attending pharmacy who should have gone to 111 for CPCS etc. This will mean more people attending pharmacy where there is an NHS service available, but they don’t understand how to access it. There will be an issue due to this re the Easter holiday.

Action: SL to pick up re comms regarding walk in center in Hastings.

It was raised that there is now an urgent care center operating at the Conquest hospital however they probably don't want people attending hospital so where should pharmacy signpost to?

Easter rotas: NHS England need to establish if those pharmacies due to open are still able to and what staffing levels they have. It is important to support pharmacies that are open therefore any information re Easter planning should be forwarded to the LPC.

Hospital outpatients: Some trusts are not ePS enabled. Paper prescriptions can be posted to patients to allow them to attend a pharmacy of choice which is open. If the meds are urgent, they can be sent by NHS mail (scan) which will trigger emergency supply. Sec 226 directions support that the pharmacy does not need to do all recordings of emergency supplies. There is additional workload, and this is not an NHS service. It will be a voluntary arrangement for pharmacy and emergency funding would be needed. A briefing note is being created asap including 3 steps for hospital.

Latest pharmacy SoP incl info re closures. PSNC and NHS England have communicated this therefore the LPC have not duplicated this, but it is referred to in news items and round up. It was suggested due to the size of this document and there being mainly one or two key issues including closures the LPC communicate the vital parts to save pharmacy time digesting the whole document. A digest has been created for GPs, distilling down what pharmacy can do, including core hours and that communication with their local pharmacy needs to take place. A template notice is being created and should be circulated later today also highlighting to pharmacies re distancing.

It was highlighted that this information is added as and when received to the website and members asked to encourage colleagues to use the website as a main source of information and to sign up to Mailchimp.

Action: Members to encourage colleagues to use the CPSS website and sign up to Mailchimp.

It was raised that some supermarket-based pharmacies are unable logistically to limit 2 people in the pharmacy at a time. This is being worked through nationally where there are pharmacies in unique settings eg in closed surgeries.

Mark Weston gave a brief overview of the Brighton & Hove substance misuse contract which is going live 01/04/20 (this date is non-negotiable with pavilions). Contractors can make claims until 10/04/20 on the old contract. Fees and structure: £1.35 per supervision, missed dose £1.35 needle & syringe program £1.50 per transaction. Retainer has been removed. Naloxone service £10.00 plus drug tariff price plus syringe. Start date for supervised and missed doses 01/04/20 naloxone 1st of Sep. It will open again for pharmacies to join the service in around 6-months' time but depending on the current circumstance this may be extended. CGLs national move to pick n mix, however in the contract it will be one hit packs. Extended grace for claims for whole pandemic period. HP will review the contract and advise the LPC once this is done, members agreed this course of action.

7: AOB

Nothing raised

8: Close 10:45

9: 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

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)

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

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

14th January 2021 – 15:30 – 17:00. TBC (Kent Venue)

31st 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)

4th 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

14th 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:

5th 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.*

16th 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