

# Minutes of Meeting of Surrey Local Pharmaceutical Committee

**Date** Thursday 18<sup>th</sup> March 2020 starting at 09:30  
**Location:** Conference call  
**Present:** Rupi Bhasin, Chair, Hemal Chudasama, Vice Chair, Anish Prasad, Treasurer, Andrew Jackson, Sejal Patel, Henal Ladwa.  
**In attendance:** James Wood, Chief Executive Officer, Hinal Patel, Service Development Support Pharmacist, Sandra Lamont, Communications & Engagement Lead, Micky Cassar, Business Administrator.

## **1: Welcome & Introductions**

The Chair welcomed the members and guests to the meeting.

CCA Reporter:

## **2: Apologies for Absence**

Aron Berry, Charlotte Sealey, Jaymil Patel.

## **3: Governance Matters**

There is a currently a CCA vacancy. The members were thanked by the Chair for their efforts during the current COVID-19 situation.

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

The members viewed the proposed budget and agreed to proceed as presented, however not to reduce the levy at this stage as proposed but to review at the end of Q1 2020-21 (July meeting) once the outcome of the Wright review is known, covid costs clearer and then to consider a levy holiday.

## **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**

It was raised that GP surgeries closing has a big impact on community pharmacy especially when these are last minute closures and the information being discovered third hand through patients. It was discussed that some surgeries are taking the decision to close and then recommending others to follow, both for non-walk-in appointments and closures. It has also been highlighted that some surgeries are doing all prescriptions for 3 and or 6 months which leads to shortages. Guidance from NHSE&I is clear that this should not be done, CCGs are now supporting this message. The Clinical Chair of all CCGs in Surrey has written to surgeries to highlight this guidance. If there are issues that remain unresolved, escalate to LPC who can then depending on how the contractor decides to progress, can then contact the surgery, LMC, or CCG pharmacist. It was highlighted that the decision to extend prescribing could be meant in the best interest for all without an understanding of the eventual shortages this can cause. Repeat dispensing was discussed and that in PCN meetings repeat dispensing was not well known. It was suggested that PCN pharmacists who are already aware of this process could be tasked with raising awareness of this process and that reception staff may also need information / training but that at this time there is no capacity to help. It was advised that individual practices who have moved to 3 / 6-month prescribing are targeted with the LPC happy to intervene. It was requested that communications re this can go out to all contractors. This is planned for today and how communications of GP practices moving to triage service will be communicated to community pharmacy (this may be agreed with the LMC today). Silence from PSNC and NHSE has been frustrating but there will hopefully be communications soon including a webinar with Keith Ridge tomorrow.

**Action:** Communication to go to all contractors re updating on any 3 / 6 month prescribing issues and what support the LPC can offer regards to this and if surgeries move to triage service how this will be communicated to community pharmacy.

There is a real need now to get information from PSNC and NHSE&I so community pharmacy feels supported, GMC have been putting out info daily.

The members were briefly updated as to locally commissioned services. Any targets or monitoring locally have been stood down. It was highlighted that it is up to the contractor should they wish to stand down services. All local training is being stood down and local contracts in process of being renewed are being extended. Substance misuse provider work ongoing, principle is, supervised but relaxing targets. Declaration of competence may be delayed for three months. All events stood down until at least May to relieve pressure of staff displacement. Palliative care - CCG have agreed to commission extended palliative care in Sussex due to people being moved out of hospital but still in need of end of life care. NHSE&I – discussions re extending CPCS re 111 online service, this will still go ahead and is needed more than ever. Preparation for pharmacy will largely be the same but ID request will be needed. Mike Hedley has contacted pharmacies on Monday regarding this and advising of the go live date of the 1<sup>st</sup> April. Monitoring visits have been stood down. Work is being done with regards to smart cards and how this will work with staff moving around / moving F codes

Closures / breach notices, national guidance expected shortly. Dispensing Drs may need to be enabled to use EPS, LMC joint messages needs to be worked on. SL is reaching out to Healthwatch to see what messages pharmacy can advise to patients.

The members were asked for any further considerations or ideas. An increase in closures was raised due to the amount of positive COVID-19 cases going up rapidly. There will be a lot more pharmacies with staff self-isolating and it was raised that there is hope that NHSE&I will be lenient if staff are unable to attend work. A new NHSE&I weekly call to discuss updates is starting this Friday. Closures will be raised and how they plan to share this information with other pharmacies and surgeries, how this will be coordinated. Capacity reassurance at the NHSE&I area team will be important. Keeping pharmacies open by geography needs to be monitored so all patients have access. A message will shortly be sent to all PCN leads asking them to keep in touch and report back anything re prescription direction or unnotified closures etc.

It was discussed that there are two schools of pharmacy in our CPSS patch – JW has contacted them to see if how they may be able to support should the schools close and students be able to assist in some capacity. GpHC registration of expired contracts may be preferred to students but this is an ongoing conversation.

Mobilisation of the voluntary sector – Contact has been made with Healthwatch to see how they could assist and support.

It was discussed how deliveries are being dealt with and raised that some delivery staff are in the over 70 age group. Local examples of volunteers offers were raised and also the prospect of schools with DSB checked teachers possibly being an option. Local Facebook pages may also be of assistance however it must be clear this is not a paid for service.

**Action:** SL to look into wording for volunteer assistance requests.

It was asked if the RPS guidance on no more than 2 patients in the pharmacy at any one time could be highlighted.

**Action:** Highlight the RPS advice.

There have been instances of pharmacies closing their doors for a couple of hours to catch up on prescriptions and then receiving correspondence from NHSE&I suggesting this could lead to breach notices. This needs to be discussed with NHSE locally and it's not in the public's best interest and will only

be done in extreme circumstances where there are immediate patient risk issues (regulations need to catch up with this). This would be covered by due diligence and documented to show reason for closure.  
**Action:** Raise with NHSE&I the request for lenience / relaxing of regulations should a pharmacy have to close for a short period to catch up / clean areas.

Paracetamol – The policies re splitting dispensary packs was raised, this is not allowed and would be a concern should it start to happen. Wholesalers will issue statement re paracetamol today.

Smartcard issues were raised regarding staff who are pregnant, over 70 – could the names on the smartcard be swapped so they could be used by other staff members.  
**Action:** Raise the question if smartcard details can be changed with NHSE&I.

PSNC are advising to complete a template on pricing going up however it was raised that realistically there simply isn't the time at present however they are looking at other ways to get this information.  
**Action:** feed into PSNC that it is unreasonable to complete these template forms at present.

A concern regarding payments being delayed this month was raised as wholesalers will be charging and therefore income may not be there to cover this.

It was suggested that a WhatsApp group for Surrey LPC members be created – this was agreed as long as it is accepted that some may not want to join.  
**Action:** LPC to have a WhatsApp group, not to go out to wider population for instant info.

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

Health Check machine rollover, 16 pharmacies across Surrey, should have received 1:1 support but this training will be postponed. TCAM – Royal Surrey went live last Monday with a good number of referrals initially however sharp dip now due to current circumstances. BP+ expansion was meant to happen this month but due to COVID-19 this will be delayed due to capacity.

Contract monitoring / targets / audits / stood down.

PCN event with Clinical Directors went well and the output being collated, request has been made to see this report prior to it being circulated to GP.

The independent review response has been submitted – next steps – PSNC conference in May (likely digital) David Wright will relay findings. The LPC should have sight of the report just prior to the conference.

Officer appointment:

The current officers Rupri Bhasin, Hemal Chudasama & Anish Prasad agreed to stay on should the members wish to reappoint them (Rupri in external Chair capacity) as no other nominations had been received. The members agreed to reappoint the officers.

PPE packs were raised and that some had been sent out with updated dates on however they had been tested and were ok to distribute.

Chancellor – business rates: It was discussed if the pharmacy fit the new rates criteria, they would be able to apply (announced by the Government yesterday). NPA are following up on this.  
**Action:** NPA to follow up pharmacy business rate criteria.

#### **7: AOB**

Nothing raised

**8: Close** 10:45

## **9: Future meeting dates & venue**

### **LPC Committee Meetings**

<b>East Sussex LPC</b>	<b>West Sussex LPC</b>	<b>Surrey LPC</b>
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
<b>Monday 11/05/20</b>	<b>Wednesday 06/05/20</b>	<b>Wednesday 13/05/20</b>
<b>Thursday 02/07/20</b>	<b>Wednesday 01/07/20</b>	<b>Wednesday 08/07/20</b>
<b>Tuesday 22/09/20 Short meeting + AGM – Venue TBC</b>	<b>Tuesday 15/09/20 Short meeting + AGM – Venue TBC</b>	<b>Thursday 17/09/20 Short meeting + AGM – Venue TBC</b>
<b>Thursday 05/11/20</b>	<b>Wednesday 04/11/20</b>	<b>Wednesday 11/11/20</b>
<b>Thursday 11/02/21</b>	<b>Wednesday 10/02/21</b>	<b>Wednesday 17/02/21</b>

### **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)

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

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

**14<sup>th</sup> 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