

Minutes of Meeting of West Sussex Local Pharmaceutical Committee

Date: Tuesday 15th September 2020 starting at 13:30
Location: Zoom conference call
Present: Mark Donaghy, Chair, Gemma Staniforth, Vice Chair, Alan Salter, Treasurer, C J Patel, Nisheet Patel, Sara Paxton, Yola Barnard, Sam Ingram, Sam Grieve.
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: Yola Barnard

CCA Reporter appointed: Yola Barnard

2: Apologies for Absence

Sam Ingram, Sunil Kochhar, Hinal Patel

3: Governance Matters

The Chair asked if there were any changes to the Declarations of Interest, nothing raised.

4: Minutes of the last meeting

The Chair asked the members if they had read the 1st July 2020 LPC minutes and if there were any issues with the accuracy. The Chair virtually signed the July LPC minutes as a true account of the meeting.

The action log was reviewed with the decision log.

Covid Pause actions:

181 – Share PH training dates - still paused but training likely for new PGD. - closed and picked up as business as usual.

198 – Create an event plan and include a session on events in the May agenda. - closed and virtual ideas welcome.

199 – send out event ideas before the next LPC meeting to allow for input. - closed will be captured in future plans.

Actions in progress:

177 - SL to investigate who is using WhatsApp. – H2 plan

200 - SL to further work with Healthwatch. – H2 plan

201 - JW to investigate gaining regional access to translation support. – H2 plan

211 - Revisit service evaluation tool Q2 – Q2 plan

219 - Operationalise freedom to speak up guardian arrangements via LPC – in progress

- Dental / REGO – local pathway. Feedback was given, it is still being used but less. The members were asked to forward any issues to JW. There is active discussion between NHS Digital and NHS dentists regarding ePS (long term plan with possible other priorities).
- Covid anti body testing for NHS staff – information has been sent to employers. Programme funded until end of September 2020. It was raised there are issues getting staff Covid tested (not anti-body), within the time scale and if there are local arrangements available (including a private booking service for key workers).

Action: JW to raise with the NHS regional team that bookings for key workers not working due to lack of capacity.

6: Independent Review

The members were thanked for their input on the 4 reflection questions. Feedback has been sent back and these will be summarised at the LPC annual conference tomorrow. The summary is expected to have a lot of consensus and an update regarding next steps will be given by Simon Dukes.

There are ten recommendations specifically around LPCs, the members were asked if they were in overall agreement/support of these, as CPSS have completed some of these already prior to the review with continued organisational development. The recommendations relating to LPCs 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33 and our current positions, which were highlighted to members who agreed these were fair reflections.

The members discussed the recommendation of maximum number of LPC members. It was raised that should the 3 LPCs under CPSS merge in the future, 9 members would not be sufficient to represent the various areas properly and provide value for money for contractors.

It was raised that £230 million yet to be allocated with Simon Dukes stating this would be based on number of services and once this was allocated after the 31st March things would be clearer

Action: Raise at the LPC conference regarding visibility of this payment.

7: Policy Matters

Non CPCF or LCS funded work: the members discussed the local picture particularly with regards to blood pressure checks and routine ordering & prescription reordering and what the LPC should be doing. Due to Covid blood pressure checks have not been carried out however the monitor needs to be calibrated annually. A lot of elderly patients are unable to email prescriptions to pharmacy which needs to be addressed as surgeries are paid for this and often do not do it however pharmacy is not paid. The members were asked if they would support a local CCG expansion of prescription ordering direct by CCGs or GPs via the POD type model.

The members agreed if there is an opportunity locally to roll out POD the LPC would support this however highlighted the administration needs to be removed and funding needs to be in place. The CCG need to be made aware of the reality of what it takes to run a pharmacy; that prescription re-ordering is outside of the contractual requirement so the service needs to be funded either by CCGs or an in house alternative set up by surgeries. The members agreed to support POD if possible or increase use of eRD and ensure surgeries have access to this and use it. The members discussed if they support would support local promotion of the NHS App which they agreed to.

Action: Ask for local advertisement of NHS App to promote to patients to re-order their own prescriptions.

Action: Consideration of POD rollout – discussion with local CCGs.

A briefing note has been created regarding deliveries aimed at stakeholders to manage expectations about what is in scope of NHS funding. This should be highlighted to contractors with the information on Covid delivery payments highlighting it is not a contractual obligation to provide deliveries.

Action: Circulate information on deliveries.

The privacy policy has been updated to include digital platforms and a few other updates, it is still based on the PSNC policy. This paper was circulated to members prior to the meeting.

Decision: The members approved the updated Privacy Policy.

8: LPC Management & Admin

The members were given a brief update on the upcoming AGM and members attending were confirmed. The members were given an update on the annual report and annual review which have been circulated. The feedback on the annual review has been positive. The members were given an update on the

progress of the Q2 plan which was set out in July 2020. Actions in progress from the Q2 plan will be progressed before the November LPC meeting, H2 plan will be taken to the CPSS Exec meeting in October, delivery of support and follow through on PQS, flu vaccination, CPCF yr2 and local LCS next steps.

West Sussex County Council negotiations regarding LCS income protection has been prolonged and is still ongoing. Unknowns currently are: West Sussex PGD for EHC, Wright review, PSNC request for H2 commentary.

Healthwatch have highlighted that there is confusion regarding exemption from prescription charges and have asked for clarity. A briefing note has been created and circulated to members prior to the meeting for review. It was highlighted the LPC need to make it clear it does not agree with the English prescription charge and should push for its abolishment. It was raised there should be national guidance in writing if pharmacies will be fined for not getting prescriptions signed or if the patient is unduly claiming universal credit.

Action: JW establish if there is national guidance regarding fines & signing prescriptions, which might be expected in due course.

Decision: The members did not see any reason not to support Healthwatch with their project proposal "clearing up confusion about prescription charges for those on universal credit".

LPC Committee Skills Analysis

The members were shown the evaluation of the skills analysis which was agreed to be completed at the July LPC meeting. The findings were circulated prior to the meeting and the members discussed next steps. A training register will be created and maintained. It was highlighted that media skills gaps could be filled by the CPSS team. Provider companies were discussed, it was suggested there should be one provider company that could be accessed by all as and when you need it and therefore not a local skill set needed. Engagement with contractors in what the LPC is bidding for skill set would be useful, using local knowledge to write bids.

It was highlighted if a time limit of members representation begins gaps may be created so it would be useful to have other members who are able to step in. It was highlighted that new members need time before establishing what areas they would like to progress. The results need to be fed back to PSNC for training programs to be created.

Action: Possible taster sessions on officer role and to highlight PSNC training days

9: Finance update

The members were given a brief update from the treasurer of the West Sussex LPC accounts and the CPSS accounts. QuickBooks has now been implemented for the CPSS accounts and available to the LPC account; it was questioned the value for money in relation to the amount of transactions. This will be reviewed to see if it will be financially beneficial. It also needs to be compatible for the accountant's software.

It was proposed that an accountant who can deal with all three LPCs, CPSS and SE forum account moving forward may be beneficial.

Decision: Go out to market to find one accountant across CPSS to meet our needs and improve value for money

11: Market Entry

Low activity at present, one relocation application. The PNA – regulations have been laid re the extension of the PNA refresh (now April 2021). There were a few recommendations in the existing PNA which have been picked up with local commissioners. There are no plans to issue a supplementary statement, one being due in the next half of the year.

Highlighted: 03/02/20 & 17/01/20 relocation of appliance contractors – these will be removed.

Action: remove entries from 03/20/20 & 17/01/20.

10: Local Matters

Methadone / Physeptone prescribing – further action by CGL advising to prescribe Physeptone instead of methadone. The members were asked if there were any known issues in West Sussex and nothing was highlighted.

Christmas and Easter negotiations with the regional team have concluded with an agreement of £400.00 / hour rate across Kent, Surrey & Sussex for a 3-hour block which is secured until 2024. They have also agreed to improve communications / visibility from NHS England earlier allowing more planning. All who have expressed an interest have now been contacted by NHS England.

HEE updates – pharmacy education forms were circulated prior to the meeting to members. Cross sector pre reg pharmacy technician training funding, being dealt with on an individual basis (upon request). HEE sent a bulletin and LPC are sending reminder in our upcoming newsletter, EOI needs to be received by end of Sep). The members agreed for further comms to be produced by the LPC to highlight.

Action: Provide comms on the Pre reg technician funding.

Reports from other external meetings were circulated to members prior to the meeting. Brief updates were given.

5: PSNC Update – Sunil Kochhar

A recorded message was sent from Sunil Kochhar and will be circulated to members after the meeting due to technical issues. The members were updated that during the Covid period, a Rapid Action Team was set up by PSNC. This has now come to an end and been replaced by a new operational group and Shilpa Shah is representing the South East who will disseminate information. PSNC negotiation priorities and LPC response - the LPC were asked for comments of the priorities and actions list for the next 6 months. The three chairs and the CEO have provided feedback as to priorities from across Surrey & Sussex, this information was circulated to members prior to the meeting.

PSNC have published their negotiation priorities for the next 6 months. The Chairs and JW worked together to create feedback for priorities including PCN leads funding, progress on drug tariff consultation and drug tariff temporary safeguarding payment claims. In future this will be published earlier to allow for more consideration.

12: Services & support

The members were given an update with regards to the LCS Recovery & Restoration Survey (approximately 53% of pharmacies in the CPSS area took part) and insights this has highlighted. This will assist with discussions with commissioners for next stages. Capacity and additional costs were raised as concerns which will assist with Q3 & 4 negotiations.

TCAM update – going live in November. The local TCAM pathway is critical to deliver the new discharge Medicines Service (expected around January 2021). There is support and learning for TCAM including a brochure, online guide and webinar and one to one support after the trust goes live.

Substance misuse contract – Needle exchange roll out of one hit kits from 1st oct. Liaising with Public Health teams to improve communications and understanding. Public Health meetings are continuing, Q2 payments arrangements have now been set to include a stand-alone payment of 40% of quarterly average based on 2019/20 Aril/Feb delivery of all Public Health Services, plus any activity delivered in Q2 will be fully reimbursed.

Levonorgestrel PGD has been rolled out, expect the Ulipristal and Varenicline PGDs for 1st October 2020. Fees for Varenicline PGD will be £15.00 + £3.00/ supply + drug reimbursed at Drug Tariff. CPSS will be running webinars on changes to the new PGDs. Stoptober – campaign materials will be distributed shortly. The members were given a brief update on CPCF development and PQS. The next Public Health meeting is in 2 weeks and will progress outstanding actions and discussion of NICE standards for

Community Pharmacy. The members reviewed the Q1 data comparison. Service protection for Q1 & Q2 was shown. It was highlighted it is unlikely that local commissioners will extend this in to Q3.

Substance misuse service was highlighted (which is protected until the end of September) and the reduction in income due to longer prescription periods. Some patients are on two weekly collections unless there is an issue then they are weekly. This pattern may continue after Covid. A concern was raised for the patient's safety at having larger volumes available and also concerns that this could be sold on.

It was raised that the flu service will be very different this year and should not be seen as a return to business as normal. Funding needs to be repurposed to fit the new world as nothing has changed recently to make things safer for pharmacy staff, paperwork etc needs to be done in advance, the process has changed. Services need to be adapted for safe delivery and these need to be cost effective.

CPCF developments update: Advanced service Hep C testing launched 1st Sep. Meetings are taking place with Surrey & Sussex ODN Chairs and next week will cover ODN geography mapping. They have the list of needle exchange pharmacies (all pharmacies can however sign up) however only a few across Surrey & Sussex have signed up. It is important that there is a local pathway, contact sheet and support for pharmacies providing this service. Proactive encouragement to sign up for pharmacies with high level needle exchange.

Advanced service NHS flu has now started. PQS part 1 & 2 – PQS support will be available and support will be tailored to what data is available. All PCN lead positions will be reconfirmed to ensure PCN leads are in place with the information available on the website. GP CPCS online is rolling out and will involve local work with CCGs. Discharge medicine service to be expected by Jan 2021. The members were given brief updates on the Surrey & Sussex wide review for palliative care, review of CCG led services in Sussex, LCS commissioning of flu vaccination for Brighton & Hove City Council, Surrey County Council and Surrey CCG staff. Blood pressure + work / training to be resumed including a HEE bid for evaluation of the project for Q4. Ongoing TCAM work / support to pharmacies with trusts that are live and ones in progress of going live.

Action: Exercise to re confirm PCN leads and scope wider PQS PCN Support

Public Health – within community safety team's conversations have taken place with regards to domestic abuse (which has increased during Covid) and what role pharmacy could play in safeguarding. The local outbreak plan dominant in the press but not in terms of the LPC being alerted to anything to pass on to contractors. It is important that pharmacy teams have all the information available to assist with their risk assessments. West Sussex carers organisations relating to adult social care are looking at carer strategies and will likely adopt a scheme for carers to be able to identify themselves in pharmacy.

14: AOB

Nothing raised

15: Close 17:05

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 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)

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)

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

Venue TBC

NHS England & Improvement

(Chairs, Vice Chairs to attend)

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:

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 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