

Minutes of Meeting of Surrey Local Pharmaceutical Committee

Date: Wednesday 11th November 2020 starting at 09:30
Location: Conference call
Present: Rupl Bhasin, Chair, Hemal Chudasama, Vice Chair, Anish Prasad, Treasurer, Sejal Patel, Henal Ladwa, Purvi Shukla, Jaymil Patel, Andrew Jackson, Aron Berry.
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: Aron Berry

2: Apologies for Absence

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3: Governance Matters

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

4: Minutes & Matters arising

The Chair asked the members if they had read the 17th September 2020 LPC minutes and if there were any issues with the accuracy. The Chair virtually signed the September LPC minutes as a true account of the meeting.

The action/decision log was reviewed. Matters arising: The levy holiday for November and December has been actioned and will be communicated to contractors in the next bulletin. Collating information on the cost of blood pressure checks that are not commissioned has been highlighted to local commissioners. The generic Methadone to Physeptone switch was on pause after the LPC intervention in June, however a further meeting took place in October, where despite further arguments and evidence presented, the treatment provider, with the agreement of their commissioner has agreed to proceed with the switch from November 2020. Members were concerned about the lack of communication and notice. It was reported that it had been agreed that Lisa Byrne, community pharmacy commissioner at Surrey County Council would liaise with the pharmacies to help manage any issues with switch over of stock.

Actions in progress:

- 168 – Approach Surrey Heartlands to establish if they would want to fund digitalisation of online ordering in pharmacies. – Was in progress with virtual practice discussions but paused due to second wave of Covid.
- 171 – Operationalise freedom to speak up guardian arrangements via LPC (JW). - in Q2 plans by Sept
- 189 - Begin process of scoping joint accountant

5: Independent review

PSNC / LPC conference has taken place, attended by Rupl Bhasin and Purvi Shukla. At the conference Dr Michael Twigg presented the analysis of the LPC comments of the next steps. Widespread agreement for progress to be made. Simon Dukes has created a review steering group RSG proposal which has been circulated in an LPC news alert on the 30th October. By the 31st of March 2021, a set of proposals will be circulated to all contractors in England. The steering group will consist of CCA, AIMp and IND reps, CCA and AIMp will be appointed. The NPA are liaising through local PSNC reps to find IND members for the RGS. All independent contractors in Surrey & Sussex will be asked to contact their local PSNC rep Sunil Kochhar if they would like to be considered for the group. The established RSG should be known by the 17th of November and will be up and running for monthly webinar meetings by December.

Action: Communicate to IND contractors how they can put themselves forward for the RSG JW by 15th November 2020

6: Local Elements of PQS

Domain 1 infection control and antimicrobial stewardship (AMS).

Surrey has just 1 formulary, one central repository on the Surrey PAD. The local links have been distributed via the tracker, all 4 formularies in Surrey & Sussex (that follow national NICE & antimicrobial guidelines) are also on the website and have been highlighted in the newsletter. There may be potential to organise local briefings with antimicrobial specialists. The members were asked if a local briefing would be beneficial. Antibiotic guardians need to be educated at a local level as it can't be a national issue as there are local issues and policies. It was raised if long term pharmacy could have a paid screening service intervening at the point of dispensing for AMS which could be based on demonstrating the success. The CCG may be minded to consider this in future. It was requested that the reasons why AMS is important should be communicated in simple terms and potential for future service should this be successful. It is important that people understand why pharmacy is being asked to do things so it doesn't just become a tick box, there needs to be a shift in mindset that there is a 5 year long term plan being worked towards and they will benefit from this learning long term.

Action: Communicate why AMS is important and with local information in Surrey. HP by 30 November 2020.

Domain 4&5 PCN Elements.

PCN prevention – flu & PCN business continuity. The actions so far have focussed on reconfirming PCN leads, helping contractors to identify their leads, checking, and updating local data of pharmacies / PCNs, re engaging with PCN leads, upstream briefing to PCN clinical director leads. The members reviewed the actions moving forward and the numbers of confirmed leads and the vacancies across the patch. The members were updated as the actions that have been taken to fill the vacancies and were asked for their support in this. It was suggested that the vacancies be sent directly to area managers as well as head office contacts of CCA member companies to assist. There is a meeting tonight with all clinical directors in Surrey to have a discussion. Actions to follow now include facilitating PCN lead appointments where needed, there have been two webinars for leads to clarify what needs to be done. BSA are being informed when positions are filled. It was suggested a WhatsApp group for PCN leads be created.

Action: Send PCN vacancies to area managers for the whole of Surrey & Sussex. JW/MC by 13th November.

Action: Create a PCN lead WhatsApp group (for those who wish to take part). MC by December 2020.

The members discussed what to do if a contractor does not want to engage with the PCN lead and how many times they need to try contact. It needs to be established if the contractor wants to participate as if they do, they need to evidence that are engaging. There was a link in yesterday's newsletter for the national questionnaire that needs to be completed. This provides evidence for the pharmacy re contact and provides PCN leads evidence they are doing their role.

The members reviewed the PCN Lead vacancies. In the areas where there is a gap, pharmacies have been contacted to be advised of this. This information will be shared with regional managers shortly. The members were asked to encourage people to come forward and fill the vacancies. It was highlighted that the integrated care PCN only has one pharmacy and mapping will be reviewed. Last year there was additional support to fill these roles and a proposal is going to CPSS Exec for a couple of days additional support.

Action: Send the list to members of PCN vacancies to escalate (the whole CPSS geography) weekly as progress is made MC from mid November 2020

Action: issue weekly comms to LPC members with vacancy updates MC from 13th November 2020

PQS 1 update: Surrey data correct as of Monday this week with 43 pharmacies have not declared PQS part 1. Direct contact is being made with those outstanding. It was requested if these are multiple to let area managers know.

Action: contact area managers of those pharmacies who have not done PQS1 HP by 30th November 2020.

7: CPCS Year 2 Developments

Only 4 pharmacies have signed up to the Hep C service however and the local pathway needs focus, so all pharmacies are aware of the patient journey when ready to start, this will be on the CPSS website in December. It was highlighted that as long as there is one pharmacy in a PCN area others could refer to them.

The discharge medication service is launching 1st January and is underpinned by TCAM. The whole of West Sussex has or is about to go live with TCAM. In Surrey Ashford & St Peters and Royal Surrey are live and there are plans for Epsom and St Helier and East Surrey hospitals to come on board. AHSN support has been extended for 6 months with the hope that all pharmacies in Surrey & Sussex will then be covered by TCAM which is a gateway into this essential service. Surrey completion rate is quite good and referral numbers now same as pre Covid so look like ready for January 1st. IT for CPCS in general practice element was moving to provider pays model. When this service was introduced in April contractors were told they would need to fund the costs relating to IT. EMIS contacted them and gave advice of costs, There is likely to be comms from PSNC re contractual requirements and what options pharmacies have re IT. TCAM licence for PharmOutcomes sits with the trust, AHSN paid the first year and now the recurrent cost for the licence is the same.

GP community pharmacist consultation service is starting from 1st of November. Julia Booth, Head of Primary Care at the NHSE&I regional team is leading co-ordination of this work and local discussions have started. NHS see this as developing pathways over time at a PCN level. GP referrals are unlikely before Christmas and if received please feedback. There will be a phased implementation over next 6 months. Starting from December with Expressions of Interest from GP practices. These practices will then be contacted in January. There are some NHS implementation resources which Charlotte Rippin is leading for South East region. The members were asked to advise the LPC if they know of any PCNs or GP practices that are keen to do this so they can be added. Also, all including PCN leads may wish to discuss this with GP practices, to explain this is coming and build relationships. In Surrey there is a real interest from the CCG and would maybe be able to offer system support. JW is meeting with clinical directors tonight to discuss development. Richard Brown, the LPC Chief Officer from Avon LPC has offered to do a talk re learnings.

HLP is moving into terms of service from 1st January 2021. HEE in the South East are interested in supporting this from a work force aspect. They will be purchasing HLP training and offering to pharmacies across Kent, Surrey & Sussex. More information will follow when available.

8: LPC Management and admin

The members were given an update as to the Q3 workstream including PCN work, PQS support and CPCS work. IPMO policy work, alongside STPs etc. IPMO plans need to be submitted in the coming weeks and will feature community pharmacy plans.

The members were updated as to the resignation of James Wood CEO. The next steps before leaving will include a handover, firming up plans for GP CPCS, getting PQS over the line across the patch and supporting the CEO recruitment process. The members reviewed and agreed the Q3 – Q4 operational plan.

CEO recruitment: HR matters are delegated to CPSS Executive committee who have met and started to outline the recruitment process.. External recruitment starting Tuesday 3rd November through various communication channels and placement of adverts. A selection panel needs to be made available for the long and shortlisting and interviews (one member from each LPC, needs to be set by 13/11/20) and in doing so declare any declarations of interest in the process. The members were updated with the panel selection from West Sussex and East Sussex and agreed Hemal Chudasama would represent for Surrey LPC on the panel and prior to this understand LPC member views.

Rupi Bhasin declared an interest in the process to the members and did not take part in the recruitment section discussion of this meeting. It was agreed that he should also not take part in the CPSS Executive

Committee discussions and that these be taken up by Hemal Chudasama as Vice-chair. Members agreed that it was appropriate for him to continue as chair.

Action: To note RB declaration of interest in relation to this matter

Decision: It was agreed that Hemal Chudasama will be on the interview panel for Surrey LPC

9: Finance update

The members reviewed the Surrey Accounts and the CPSS accounts. The November and December levy holiday for Surrey LPC will reduce the surplus. Once these two months levy holiday has taken place the accounts will be reviewed and potential for another month levy holiday will be discussed in February 2021. The CEO has been asked to prepare how some underspent areas of the CPSS budget could be repurposed to support the local elements of CPCF year 2, PQS support and to ensure there is enough capacity in the CPSS team to deal with phase 2 of Covid.

10: Local Matters

Changes to the area prescribing committee and representation were highlighted. In Surrey traditionally all APC meetings with related topics were attended and they also had a seat on the old CCG prescribing meetings. IPMO have examined the governance structures and suggested one overarching APC in Surrey, a seat has been secured on here as a voting member. To standardise decision making all local ICPs want to have a structure to discuss matters not decide matters, medicines optimisation groups (MOGs). The members were asked for their opinion on meeting attendance. It is challenging to find cover for all monthly meetings at APCs and also one at each MOG (48 per year). If an item is relevant to community pharmacy, then attendance could be arranged and also at least 1 slot per year on MOGs. It was highlighted that being on the list of the minutes, adhoc attendance and communications if any actions for community pharmacy would be advisable to maintain contact.

Decision: The members agreed that APC should be attended via the CPSS team and get agenda minutes and option of seat at the other MOGs, with attendance at least once per year, staying on the circulation list.

NHSE & NHSE&I meeting update: Christmas opening should have now been communicated. There are some directions for Christmas and New Year's Day across the South East. PPE potential reputational risk – still lots of contractors not signed up to the PPE portal and the LPC had been supporting contractors to do so. Mike Hedley, Pharmacy Contract Manager at NHSE&I regional team is retiring at the end of November and the position is being advertised. In future it will be worth revisiting with NHSE if they want to look at other Bank Holiday Expressions of Interest rather than direction.

The PPE portal went live, for funded PPE, there have been updates of low sign ups to the portal which is a reputational risk to us from all the complaints re the lack of PPE and reminders have been sent to remind them to sign up. The members discussed Anenta and any issues with waste collections and the Anenta portal recently. The LMC have advised of some issues in practices with the waste contractor not being able to collect due to issues with waste sites.

Action: MC to establish which pharmacies have yet to sign up to Anenta in Surrey & Sussex by end of Dec 2020

The regional careers project funded by HEE is to promote pharmacy careers in the South East. This has now started, and they are looking at developing tools and a website to attract people into pharmacy careers. Several members contributed with case studies. HEE carers oversight group will be providing an update to wider stakeholders and the LPC in general. Longer term aspirations with this funding is to have career ambassadors to attend school colleges etc in a coordinated way.

The NHSE&I interpretation and translation procurement project paper was circulated to members prior to the meeting with regards to a commission service across the South East, which for the first time will include Community Pharmacies. It was highlighted this is already available to GPs. Members were encouraged to feedback views directly and the CEO will be drafting a response as members welcome this development.

Action: JW to respond to the consultation on behalf of the three LPCs by 19th November 2020.

Action: JW/SL send the link out again on email to the interpreting service questionnaire in the next roundup

Progress has been made with the Surrey care record programme. Surrey Heartlands have agreed funding to pay for integration on PharmOutcomes using existing sign on and smart cards. Consulting on the DPIA which will go to December Surrey Heartlands IG board. Next year they will start testing ensuring that the integration of PharmOutcomes works. In the Surrey LPC budget, there is a small signed off provision to support progress work with this engagement and testing with pharmacies from the LPC, and this may need to be drawn upon by early in the New Year.

ONPOS update: response has been sent to Surrey Heartlands CCG. There were concerns that were highlighted in our response and a response is due shortly. Pharmacies are still waiting for the FAQs after the engagement event in February; specialist advice is being sought prior to publication. Some contractors have flagged to the NPA to see if they can help independents as some have been adversely affected. The new system has not started and ONPOS is still operating.

Covid local issues: The members were reminded of the importance of signing up to local council area newsletters to receive up to date news. Misinformation and confusion in the public domain – please use the professional posters or stick to corporate posters to present an image of unity. To limit calls into pharmacies, others need to be enabled to amplify communications on the LPCs behalf. The members discussed solutions for queueing outside pharmacies should this become a problem again.

Covid vaccine: A directed enhanced service for GP practices is being developed. Community Pharmacy will be able to support. CCGs at ICS levels have been asked to submit proposals and hospital trusts are being made prepared to hold stock for local distributions. Logistical considerations include the shelf life (days) after the vaccine comes out of freezer and the need to store the vaccine at a very low temperature. GPs and pharmacies will need to work together to make this work as it is unlikely that vaccinations will roll out to all pharmacies. The members were asked if there is a role, what should this look like locally, is there capacity or what can be changed to create capacity and is there anything else that can be done, accelerating GP CPCS etc. It was raised that more information is needed re storage, paperwork and insurance etc. Once further information is available contractors are likely to be very keen to assist. GPs have had preparedness letter which states that work should be at PCN level with community pharmacy, hospital trusts will distribute the vaccine due to logistical storing challenges. Discussions between PSNC and NHSE are ongoing with further information to follow when available. It was raised that this will be commissioned at PCN level and PCN leads should be encouraged to unite on delivery. There may be other ways pharmacy can support with to assist, some areas may look at GP CPCS sooner. Vaccine trained staff could be made available outside of the pharmacy hours. First line needs to be what work can be done with contractors and then good will more widely once other avenues have been investigated. PCN lead toolkit with the lines and sample letter to issue, and some basic facts and figures. Leadership training for the PCN leads may be of interest pharmacy complete are doing training in Kent for this, however it was recognised there is no requirement within the PQS funded PCN lead community pharmacy

Action: JW to continue local discussions and share local information and opportunities with contractors when available.

11: Market Entry

The market entry tracker was circulated to members prior to the meeting. No questions raised. The unforeseen benefits application was actually a distance selling pharmacy and this has now been responded to.

12: LPC Self Evaluation & Governance Audit

The members took part in the self-evaluation & governance audit and updated each area as well as developing an action plan.

Action: Circulate update to the committee and publish on the LPC website MC/JW 30th December 2020

13: Local Services

Surrey Public Health Meetings: Covid Q3 protection for NHS Health Checks and supervised consumption at 100%. Q2 services like EHC and BP+ have gone back to pre Covid levels. BP+ training of three further sites in September 2020 complete and two new sites started from October 2020. Refreshed the Surrey Essential Guides to reflect the changes from commissioner change. Sexual health needs assessment and PGD renewal and LPC signatory for community pharmacy representation. LCS flu in Surrey – numbers at 15.

BP+ Funding has been secured from HEE and we will officially evaluate the service, this ends in March 2021. Local Asthma toolkit (by December 2020), triggered due to children deaths due to asthma, replicating the Healthy London Toolkit (won't be as detailed). HP will create a 2-page paper to ensure consistency in approach what all community pharmacy can do, will come to Surrey LPC for support with this.

The members reviewed the services figures for Q1 & 2 2020/21. The members were reminded that the claims for needle exchange need to be claimed regularly as the numbers do not match up and claims are being missed. The members reviewed the flu data. Ongoing TCAM support to pharmacies with trusts that are live and in the implementation phase (BSUH). Work has begun with regards to negotiating a local service "Hastings Lung Project", this was paused at the start of Covid, the project will look into referral direct from pharmacy for chest X-rays with a view to early cancer diagnosis. Work has begun to create a database of independent prescribers (Ips) across the CPSS area.

Sexual health and HIV Needs Assessment paper was circulated prior to the meeting. CWNL contract will expire March 2022. Therefore, a new provider needs to be identified and they will need to have completed a detailed Sexual Health Needs Assessment. It was asked if pharmacies can put themselves forward for sexual health EHC and it was highlighted that you will in future need to also provide chlamydia treatment. The LPC will prepare a response and circulate to members for comment before submission.

14: PSNC Update

Covid vaccination has been covered already in the meeting and negotiations are taking place. The LPC conference is on 17th November 2020 and will include an announcement on the review steering group. The IND contractors are discussing who will represent them. Issues have been raised about moving to provider pays for CPCS, reiterated that was always the position.

15: Proposal for 2021-22 committee dates

The members reviewed the 2021/22 dates and approved them. It was discussed that the next Surrey LPC meeting falls on half term week and it was therefore agreed an alternative date in the following weeks would be arranged and circulated.

Action: Establish a new Surrey LPC date for February 2021 and circulate.

16: AOB

Nothing raised

17: Close

17:00

Future meeting dates & venue

LPC Committee Meetings

| East Sussex LPC | West Sussex LPC | Surrey LPC |
|--|---|---|
| The East Sussex National, Uckfield, TN22 5ES | The Old Tollgate, Bramber, Steyning, BN44 3WE | Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead, KT22 8QP |

| | | |
|-------------------|--------------------|------------------|
| 9.30am – 4.00pm | 9.30am – 4.00pm | 9.30am – 4.00pm |
| Thursday 11/02/21 | Wednesday 10/02/21 | Tuesday 23/02/21 |

Community Pharmacy Surrey & Sussex Executive Committee:

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

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

PSNC Forward Dates:

2020 PSNC Meeting Dates

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