

Minutes of Meeting of East Sussex Local Pharmaceutical Committee

Date: Thursday 5th November 2020 starting at 9:30am
Location: Zoom conference call
Present: Sarah Davis, Vice Chair, Paul Antenen, Treasurer, Sharon Waghorn, Susan Khlef, James Grieves, Marie Hockley, Kayla Tytherleigh.
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 Vice-Chair welcomed the members and guests to the meeting.
CCA reporter: Marie Hockley
Next Stepper: Paul Antenen

2: Apologies for Absence

Craig McEwan, Sharon Waghorn.

New member Kayla Tytherleigh was welcomed to the LPC. It was noted that Ramiz Bahnam has resigned as Independent member of the committee. This will be communicated to all the independent contractors to notify regarding the vacancy and put forward nominations. Ramiz was thanked for his contributions to the LPC over the years.

Action: Start process to fill the independent LPC member vacancy. JW by December 2020

3: Governance Matters

The Vice-Chair asked if there were any changes to the Declarations of Interest, none raised.
The members were reminded by the Vice-Chair of the Nolan principles.

4: Minutes & Matters arising:

The minutes from the last meeting on the 22nd Sep 2020 were reviewed. It was noted that in section 11 there is an H missing from Physeptone. This will be amended and then virtually signed off as accurate by the Vice Chair.

The HEE pre reg opportunity was raised which was highlighted in the CPSS newsletter. There may be an opportunity for hosting a fully funded 13-week placement (between 15-20 spaces), the LPC has been asked to help facilitate this. The members were asked if they were happy to support this.

Decision: The members agreed to support the HEE pre reg opportunity.

Action: JW to respond to the HEE pre reg opportunity get obtain details of this 13-week placement and progress by communicating the opportunity to contractors.

Actions in progress:

192 – Meeting has been arranged with LIVI to further understand their plans in this area.

197 – Further contact has been made with the CGL – the costs will be reviewed. There should be a result by late November.

198 – Options need to be pursued with CGL before this is potentially progressed.

200 – This is outstanding at this time as the PSNC training program is still being developed. Once this is set, action can be progressed.

5: Independent Review

PSNC / LPC conference has taken place. A summary was provided by the attendees: 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. There was a PSNC webinar held last night by Simon Dukes for contractors regarding these next steps. Comments of the proposal need to be received by next

Wednesday. CCA and AIM will appoint members as will the NPA for IND. LPCs will be consulted by their regional reps if they have nominations to put forward.

6: Local Elements of PQS

Domain 1 infection control and antimicrobial stewardship (AMS). The local links have been distributed via the tracker, all 4 formularies (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 the members would support this / if it was needed. East Sussex CCG and local authority has agreed to fund a 3 hour online local update by Public Health training for East Sussex technicians and pharmacists, focussing on local issues, including local policies for antimicrobials, this will take place around the 3rd week of January and details will be communicated soon.

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. PCN reengagement 45 out of 64 leads were happy to continue and CPSS are facilitating the appointment in the vacancy areas. Support is available for PCN leads from the LPC and so far, this has included communications, webinars, 1:1 conversations and circularisation of localised versions of national materials.

60% of those who attended the 2 PCN webinars have already engaged with their Clinical Directors. The main concern raised from these meetings was lack of proactive engagements from contractors. BSA have been provided with the details of currently appointed leads. There are 4 PCN lead vacancies in East Sussex. The difference in PCN area size was raised and the LPC should support the larger ones. The LPC need to help make the process for leads as easy as possible to reduce their workload. It was highlighted that members need the information of vacancies to assist with filling these. This has been sent to head offices already but would be useful for members. Those areas that do not have a lead have all been contacted to reflect this and this will be followed up as of next week. It was suggested that area managers should be included in these emails as they may be lost in branch. It was agreed that members would be updated weekly of vacancies. Ideally all vacancies should be filled by the end of November.

Action: review specific support for larger PCNs JW by 30th November 2020

Action: Send PCN vacancy details to members MC after the meeting

Action: send vacancy email to area managers where possible MC after the meeting

Action: issue weekly updates to LPC members re vacancies MC from mid November 2020

Pharmacy quality scheme part 1 summary: The numbers of outstanding contractors will be contacted directly for support once the new data is received which is due shortly. The deadline is 23rd January. There are 108 contractors outstanding as of the 5th October, they have been contacted individually (23 in East Sussex and 12 in Brighton & Hove). Next set of data will create more individual targeted contact.

7: CPCF Year 2 Developments

Hep C Service update. Deployment of Hep C testing Service: Numbers & engagement update, working with ODNs, local information pathways. 1 pharmacy has signed up in East Sussex and 1 in Brighton & Hove. ODNs are keen to give one to one support to enable this to be up and running by the end of November this will include how to engage the client. The local pathway has been designed and the deadline is the 30th November.

TCAM – West Sussex trust goes live as of 16th November. Brighton & Sussex University Hospital Trust will also be going live soon, and operational meetings are taking place every 2 weeks until they reach implementation phase. The discharge medicine launch is 1st of January which underpins TCAM. AHSN

have invested to support this project across Surrey & Sussex. Their licence was due to end around Christmas but will continue now for another 6 months.

GP community pharmacist consultation service 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, likely to start to approach PCNs keen to be involved. Pharmacies still not signed up to CPCS will again be approached to do so. The roll out is likely to take 3-6 months and the LPC will be involved through a regional implementation group. It would be beneficial if PCN leads could assist with this relationship and highlighting that it is coming however this is not obligatory. The preferred referral system will be NHS mail or PharmOutcomes.

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 the Q3 – Q4 operational plan.

CEO recruitment: HR matters are delegated to CPSS Executive committee who have met and started the recruitment process. External recruitment starting Tuesday 3rd November through various communication channels and placement of adverts. A panel needs to be made available for the long and shortlisting and interviews (one from each LPC, needs to be set by 13/11/20) and have declared any interests in the process

Decision: It was agreed that Sarah Davis will be on the interview panel for East Sussex LPC

9: Finance Update

The members were given an update from the treasurer with regards to the East Sussex and CPSS accounts. It was highlighted that some budgeted expenses in the East Sussex account are underspent due to Covid including meeting costs and travel expenses. It was proposed that a levy holiday for November would be needed to reduce the surplus in the account. The CPSS account was similarly underspent in some budgeted areas due to Covid. The CEO has been asked to prepare how some underspent areas could be repurposed to support the local elements of CPCS year 2, PQS support and to ensure there is enough capacity in the CPSS team to deal with phase 2 of Covid. The office arrangements during Covid were raised and what the current rental agreement is during Covid, after one quarter of the calendar year rent being waived

Decision: The members voted to accept a levy holiday for November.

Action: The treasurer to arrange a levy holiday for November 2020. PA

Action: raise rental arrangements with the LMC JW by 30 December 2020.

10: Local Matters

The members were given an update on the local pharmacy heroes campaign with a focus on young people and the communications work currently being worked on including online networking events. West Sussex Healthwatch conducted a case study report with strong recommendations of resilience over the upcoming winter. Queueing at primary care in winter has been a concern highlighted and suggestions of gazebos and chairs being provided outside pharmacy were put forward. The CPSS response to this is on the CPSS website. Highway regulations do not allow this which was highlighted. Healthwatch interpretation service.

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. Members were encouraged to feedback views directly and the LPC 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.

The APC proposal paper was circulated to members prior to the meeting with regards to the LPC perspective of one overarching APC across West Sussex with smaller local groups. Members agreed with this approach and a seat being available to LPC representation.

Decision: The members agreed to support the move to one APC.

NHSE & NHSE&I update: The flu campaign – data collection issues were raised, and it has been clarified that pharmacy need to provide number of people engaged. Christmas opening should have now been communicated. There are some directions for Christmas and New Year’s Day across the South East.

This year the 26th of December is not a Bank Holiday, a number of pharmacies are eager to reduce hours that day or potentially close, but a lot of the applications to change core hours have been rejected and there does not seem to be a holistic view. The members were asked if they have any examples to feedback and also reminded about the appeals process

Regional careers project update: HEE gave the LPCs stewardship in the South East with funding for pharmacy careers promotion support. Next stage of this work will be to use some funds to develop career ambassadors to attend career events etc to highlight and support pharmacy as a career choice. They have created a website which is still in the completion stage but will help in the future to offer resources etc.

11: Market Entry

The market entry tracker was circulated to members prior to the meeting. there have been some closures across Surrey & Sussex. An appeal is expected with regards to the Hastings application (unforeseen benefits by East Sussex healthcare). The PNA meeting with East Sussex County Council concluded with a decision to stand down the work now and extend the length and this will be revisited in April 2022.

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

East Sussex County Council LCS activity from Q3 will be paid as of activity rather than payment protection both in East Sussex and Brighton & Hove. This was agreed before the new lockdown was announced and therefore may change but updates will be given as and when available. Funded local update events by the CCG/local authority will take place in January. East Sussex County Council has funded 20 HLP training spaces for East Sussex which will be available from January 2021 and ringfenced for pharmacies in more deprived areas. Contraception pilot: 4 pharmacies were trained however due to Covid some activity of bridging training gaps may be needed.

Weekly meetings are being held with Brighton & Hove County Council. LCS payment will be as per activity. Jimmy Burke is the new smoking commissioner. Local service for flu in Brighton & Hove, 613 vaccines have been provided in the last 4 weeks to BHCC staff. TCAM update: The numbers of referrals at conquest are still low which is a concern due to the medicines discharge service starting in January.

Work has begun with regards to negotiating the 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. Funding is ringfenced via diversion of funds from GP centres in screen for cancer. Healthy Hastings is conducting a signposting, leaflets, and an awareness piece. This is an ideal opportunity for community pharmacy with direct link in referring the patient for X-ray if appropriate under the pathway. Discussions so far have included, PharmOutcomes, direct and electronic methods,

pharmacy notification of the result, service fee, training day reimbursement, sign posting to pharmacies. The members reviewed the East Sussex LCS data from Q1 & Q2 and the current flu data.

Other updates: An Independent Prescriber (IP) database is being created and the members were asked to highlight to any persons they are aware of to register on the survey monkey link which will be communicated out shortly. The HEE bid for the Blood Pressure + service was successful, and the evaluation process will take place in Q4 in partnership with Sussex University.

14: PSNC Update

The regional PSNC rep was unable to attend the meeting.

15: Proposal for 2021-22 committee dates

The members reviewed and agreed the proposed dates.

Action: MC to circulate upcoming meeting dates after the meeting

16: AOB:

The East Sussex LPC WhatsApp group was raised, and the members discussed what it will be used for.

17: Close

17:10

18: 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 11/02/21	Wednesday 10/02/21	Wednesday 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