

# Minutes of Meeting of East Sussex Local Pharmaceutical Committee

**Date:** Thursday 11<sup>th</sup> February 2020 starting at 9:30am  
**Location:** Zoom conference call  
**Present:** Craig McEwan, Chair, Sarah Davis, Vice Chair, Paul Antenen, Treasurer, Sharon Waghorn, Susan Khlef, Marie Hockley, Kayla Tytherleigh.  
**In attendance:** Hinal Patel (HP), Service Development Support Pharmacist, Sandra Lamont (SL), Communications & Engagement Lead, Micky Cassar (MC), Administrator, Julia Powell, Sunil Kochhar PSNC rep (for PSNC update part of meeting only).

## **1: Welcome & Introductions**

The Vice-Chair welcomed the members and guests to the meeting. The Chair thanks Julia Powell, newly appointed CPSS CEO, for attending the meeting as an observer and raised that Hinal Patel, SDSP, has handed in her resignation.

CCA reporter: Sarah Davies

Next Stepper: Craig McEwan

## **2: Apologies for Absence**

James Grieves, Shammi Radia.

## **3: Governance Matters**

The Vice-Chair asked if there were any changes to the Declarations of Interest, Julia Powell expressed an interest in Lloydspharmacy, her current employer.

The members were reminded by the Vice-Chair of the Nolan principles.

It was highlighted that moving forwards there will be one area prescribing committees covering East & West Sussex and a nomination needs to be agreed. Craig McEwan proposed that Mark Donaghy, Chair of West Sussex LPC takes on this role. This was seconded by Sarah Davis.

**Action:** CM to relate to MD that ES LPC nominate him to take on the role of LPC post, attending area prescribing meetings.

## **4: Minutes & Matters arising:**

The minutes from the last meeting on the 5<sup>th</sup> of Nov 2020 were reviewed. The minutes were virtually signed off as accurate by the Chair.

Actions in progress:

178 – Operationalise freedom to speak up guardian arrangements via LPC (JW). - Documents drafted, ready for JP to review.

192 – Establish what is happening to contractors more widely with LIVI (eps compliance) in East Sussex. - LIVI meeting cancelled due to Covid. JP to review

198 – Contact local police and councillors regarding the potential patient safety issues of longer substance misuse treatment periods.

200 - Create a training proposal and bring to November meeting. - Waiting for PSNC training days announcement

## **5: Service development & support**

East Sussex and West Sussex contracts are both due for renewal. There are no changes expected in the East Sussex PH SLA's and they are to be rolled over. This will be communicated shortly. The healthy living program ends as of the 31<sup>st</sup> of March and discussions need to take place to form how this should look moving forward. There are 17 outstanding East Sussex Health Champion training spaces (funded by East Sussex County Council and therefore only available to pharmacies in the East Sussex County Council area, not Brighton & Hove City Council). These spaces will be advertised in due course. Meetings have taken place with the Children and Healthy Start Commissioner regarding healthy start vitamins. There was no budget offered by them in the proposal for the service so HP has drafted a few things to consider and include in the service offer, more information will follow when received. East Sussex County Council have been meeting every 4 weeks however they wish to restructure so that one meeting per year is purely for the commissioners to discuss services and then a separate meeting for subgroups, CCG lead commissioning teams, meds optimisation teams etc. The aim is to establish how do pharmacy deliver services at a PCN level. Funding is needed to strengthen the PCN lead position in the community. The funding the leads receive via PQS does not cover this. A road map of what PCN leads need is to be created by HP by the end of this month for a meeting on the 8<sup>th</sup> March. PCN leads may benefit from meeting together to establish how they can work better together; the members were asked for their input and experiences. It was highlighted that communications

between leads and individual pharmacies can be difficult. A funded PCN lead day for work maybe once a quarter would be helpful. This work relies a lot on the goodwill of the PCN lead and their productivity. The LPC role of merely facilitating in PCNs also needs to be made clear.

**Action:** HP to discuss with SK and JP ideas for PCN funding.

Brighton & Hove City Council meetings are taking place every quarter however HP also has a weekly Monday meeting with B&H Pharmacy Advisor Janet Rittman for any immediate issues. The PH SLAs are due as they expire March 2021. There are no significant changes to note other than that if a pharmacy provides EHC service the expectation is they will also provide the chlamydia service. There has been a negotiated increase in the fee from £10.00 per consultation to £15.00 per consultation plus the drug cost of supply for the chlamydia service. B&H had a local flu service and HP is trying to get this continued (next meeting 22/02/21).

East Sussex and Brighton & Hove substance misuse contract: our concerns have been raised that the Covid payment protection was withdrawn as of the 1<sup>st</sup> of October 2020 and the activity levels not being the same as pre Covid. A letter from Lloyds Pharmacy Chief Finance Officer (from November) was circulated to members prior to the meeting. This discussed the changes that have occurred with the service during Covid. There are three individual CGL contracts across Surrey & Sussex, yesterday it was confirmed that the CGL Chief Pharmacist is willing to meet with us for discussions. This meeting will take place once the new CEO is in post. It was noted that income from supervision has dropped dramatically however the amount of work going into these clients has increased due to patients not meeting with their key workers as they are working from home. This has led to more intervening by the pharmacy to try and get them to engage with their key workers when they attend the pharmacy. Supervision and support needs to be priority moving forward, a holistic approach.

**Action:** Arrange a meeting with the CGL Chief Pharmacist re substance misuse contracts once the new CPSS CEO is in position.

Hastings lung project has been developing for a while and there is a similar project in Crawley, both these will be funded through cancer alliance at STP level. The fees will include a day funding for the training £250.00 (for the pharmacist), the service will run for 8 weeks, they want to run it April/ May however the LPC can request this is pushed back to May/June. For every standard assessment of a patient there is a £15.00 fee and if they need referring for a chest X-Ray this fee increases to £25.00 due to the added assessment and work. The areas have been chosen due to high smoking levels and deprivation. This will only apply to pharmacies who sign up in the relevant PCN areas.

**Decision:** The members agreed to proceed with the Hastings Lung project but moving it to May/June time.

The members reviewed the East Sussex and Brighton & Hove LCS data 2020/2021. It was highlighted that there are issues with continued service provision when there is staff movement due to some locally commissioned services not having online training and only offering face2face training, which is currently not available.

**Action:** HP to raise with Janet Rittman re the lack of online training (esp in Brighton).

The members reviewed the TCAM data. BSUH is not yet live but due to go live in April 2021. They wanted to use a manual system rather than PharmOutcomes. It is necessary for DMS that BSUH goes live as soon possible, and progress is being made. The members reviewed the flu figures up until the 12<sup>th</sup> of January which showed an increase across the patch.

PQS1 declaration has ended and only 2 pharmacies in East Sussex (incl B&H) did not claim, both are DSP who historically have not participated. Only 7 contractors across the whole of Surrey and Sussex did not take part in PQS1, 98.54% met the criteria (up from 97.74% last year). PQS2 was discussed, there are 65 PCN's across the patch all of which now have leads. This data has been passed to NHSBSA, there have however been a few requests of boundary moves and PCN lead changes these will be dealt with after the declaration period. There has not been any data re PQS2 at this time but there will hopefully be some available towards the end of February. PQS Clinics will be set up to assist contractors. The members were asked for volunteers to assist with clinics, once dates are set, they will be circulated. Kayla and Sarah both offered to assist with clinics. It was noted that CPSS are experiencing a high volume of queries and response times has therefore been extended to 48 hours.

The Palliative care costing tool kit was circulated to members prior to the meeting. The offer is £550.00/year. This offer is going to their finance committee this month, similar for the MAR Chart scheme the costing has been submitted and waiting to hear back. £15,000.00 has been funded by HEE for the evaluation of the Blood Pressure+ project. The evaluation has started this week and an early insight report should be ready by late March and the

final report in June. Public Health meetings have been set for the year and fall 2 weeks before the LPC meetings. HP is presenting to 3<sup>rd</sup> year students in the 1<sup>st</sup> week of March about community pharmacy.

HEE have offered to fund health champion training, including the exam across the whole South East Region LPCs. The spaces available are allocated on contractor numbers giving Surrey & Sussex a total of 194 places. This training will be provided by Pharmacy Complete and will be advertised in due course. This will be offered to one place per contractor on a first come first served basis. This will be available over a 12-month period and the uptake will be monitored.

Covid vaccination and uptake with BAME staff has been raised and members were asked to promote the correct messages.

Lateral flow test update: This work has started in Brighton but is hopefully being rolled out across the patch. The aim is that the patient will spend the absolute minimum amount of time in the pharmacy, so no added services are to be bolted on to this. The service specifications are ready as they had already been created for Surrey. There is a meeting on Monday and hopefully this can go live as of 8<sup>th</sup> March. If you are a Covid vaccination site, you cannot take part in this. All consumables needed for the test are provided and for each test the pharmacy receives a £10.00 fee.

#### **6: Finance update**

The members were given an update from the treasurer with regards to the East Sussex and CPSS accounts. The members reviewed the CPSS management accounts (ending Dec 2020). Due to a reduction in costs during the pandemic (including travel costs etc) the CPSS Executive Committee have agreed that the three LPCs should have a levy holiday to reduce this surplus unless any objections are raised. The members reviewed the CPSS budget which showed no increase in the LPC levy for the following financial year. It was highlighted that the £15000.00 funds from HEE, as external funding will need to include an admin fee and corporation tax (12%). The corporation tax situation was clarified at the LPC treasurers meeting yesterday.

**Decision:** The members agreed to the LPC CPSS levy holiday.

The members reviewed the East Sussex LPC accounts (ending Dec 2020). There has already been a month of levy holiday in November 2020, there will now also be a levy holiday from CPSS (Feb 2021). It was proposed that the levy be reduced from £0.10 to £0.03 for one month to bring the outstanding surplus down. The members were asked if they approved this.

**Decision:** The members approved a levy reduction from £0.10 to £0.03 for one month.

It was raised that the other two LPCs in CPSS pay the Vice Chair an annual honorarium. Craig McEwan proposed the members approve an honorarium of £750.00/year for the Vice Chair of East Sussex LPC, Sarah Davis, this was seconded by Paul Antenen and agreed that this would be backdated for this financial year. Paul Antenen proposed that the budget be accepted, and this was seconded by Craig McEwan.

**Decision:** The members approved the annual honorarium for the Vice Chair, Sarah Davis.

**Action:** PA to arrange for an annual payment for the East Sussex LPC Vice Chair post.

**Decision:** The members approved the East Sussex LPC budget for 2021/21.

#### **7: Market Entry**

There have been 4 applications. Firstly, an application to be included on the pharmaceutical list, this has been granted (no start date has been advised). Secondly: Newhaven pharmacies have a consolidation application which has been approved. Thirdly: Sussex Healthcare Limited applied for a contract for a new pharmacy in Hastings. This was originally declined and will now go to oral hearing (once these recommence due to Covid). CM has responded to all of these three applications. The fourth application which is outstanding is an application for a DSP in Brighton (near the Marina). CM will discuss with James Wood regarding the response.

**Action:** CM to contact JW regarding the response for the DSP in Brighton.

It was noted that the PNA supplementary statements were circulated to the members prior to the meeting and if there are any issues please pass to SL.

**Action:** Pass any concern to SL by the end of week commencing 15/02/21.

#### **8: Update on media campaigns**

The members were reminded of the three media objections, access to information, presenting the LPC as a well-managed professional organisation and enabling others to advocate and campaign for us. Engagement piece completed with Katy Bourne, Police & Crime Commissioner regarding safety in pharmacy. CPSS are now members of the Sussex Business Safety Partnership. It has been suggested that a poster is created to promote the

consequences of bad behaviour in pharmacy. This will be integrated into a larger piece of work involving contractor briefings, simplified reporting to police control rooms and training for control room staff. The National Business Crime Centre may have some resources available to fund this depending on eligibility criteria. An campaign is in progress, this is a voluntary scheme the LPC have urged contractors to sign up to. The members reviewed recent communications and engagement activities including the Christmas campaign, MP mail out and media management.

**Action:** Send the communications slides to the LPC members.

### **9: Introduction to the new CEO of CPSS Julia Powell**

The members were given a brief update regarding Julia’s work history, the handover and plan of when she will be starting.

### **10: PSNC Update**

The PPE claim window deadline is the 12<sup>th</sup> of Feb. The DMS service is coming up and PSNC have a useful FAQ on their website. There have been queries from contractors about how they will receive messages re DMS if it will be via PharmOutcomes or NHS mail. The advice audit has provided good evidence for PSNC moving forward. The flu guidance letter for 21/22 has been circulated and should be read and understood by contractors. The Covid vaccination service now has pharmacy hubs and there are talks about pharmacy getting involved in the second dose with smaller numbers being delivered through pharmacy. PQS has been extended to March 1<sup>st</sup> and there are lots of resources on the website about this. Recent surveys have showed some pharmacy teams are in burnout. It was highlighted that PSNC are hosting health & wellbeing workshops and to pass details to any colleagues who may be struggling. GP CPCS support has been requested and hopefully there will be some traction shortly. Bite size chunks for PQS moving forward was suggested to alleviate the issues with too many bunched up deadlines, splitting these across the year. Sunil Kochhar is part of the community pharmacy IT group for PSNC and they are looking into spreading out deadlines.

### **11: AOB:**

It was raised that scripts have suddenly (in the last ten days) started to be emailed from urgent care centres. Its unclear if this has been agreed on or not. HP has arranged a meeting with the manager of Urgent Care, Amanda Stern, on the 22<sup>nd</sup> of February. This has not been discussed with the LPC.

**Action:** HP to update progress from meeting with Amanda Stern.

It was raised that there are still two GP surgeries in Hastings that are not EPS live (they are dispensing doctors). Helen Groves will be able to advise.

**Action:** MH to contact Helen Groves re the branches that are not EPS live.

The three subgroups (finance, governance, and market entry) need to be populated by LPC members. PA will sit on the Finance subgroup; SD will sit on the Governance subgroup and CM will sit on the Market Entry subgroup. The other 6 members need to choose which group they would like to sit on.

**Action:** MC to send communication to members to establish which sub committee they wish to sit on.

### **12: Close**

### **13: 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 <b>Please note these will be online Zoom meetings until further notice.</b>	The Old Tollgate, Bramber, Steyning, BN44 3WE 9.30am – 4.00pm <b>Please note these will be online Zoom meetings until further notice.</b>	Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead, KT22 8QP 9.30am – 4.00pm <b>Please note these will be online Zoom meetings until further notice.</b>
Thursday 13/05/21	Wednesday 05/05/21	Wednesday 12/05/21
Tuesday 20/07/21	Thursday 15/07/21	Monday 19/07/21
Tuesday 21/09/21 Short meeting + AGM – Venue TBC	Tuesday 14/09/21 Short meeting + AGM – Venue TBC	Thursday 16/09/21 Short meeting + AGM – Venue TBC
Thursday 25/11/21	Wednesday 24/11/21	Tuesday 30/11/21
Thursday 10/02/22	Wednesday 02/02/22	Wednesday 09/02/22

#### **Community Pharmacy Surrey & Sussex Executive Committee:**

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

31<sup>st</sup> March 2021 – 10:00 – 12:00 Venue TBC  
3<sup>rd</sup> June 2021 – 15:00-17:00 Venue TBC  
7<sup>th</sup> October 2021 – 10:00-12:00 Venue TBC  
13<sup>th</sup> January 2022 – 15:30 – 17:00 Venue TBC  
31<sup>st</sup> March 2022 – 10:00-12:00 Venue TBC

**South East LPCs and Partners (Regional Meeting)**

(Chairs, Vice Chairs to attend)

**3<sup>rd</sup> June 2021 – (hosted by Kent) 10:00-13:00 Venue TBC**

**13<sup>th</sup> January 2022 (hosted by Surrey & Sussex) 10:00-13:00 Venue TBC**

**PSNC Forward Dates:**

**2021 PSNC Meeting Dates**

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

**2022 PSNC Meeting Dates**

2<sup>nd</sup> and 3<sup>rd</sup> February 2022

18<sup>th</sup> and 19<sup>th</sup> May 2022

6<sup>th</sup> and 7<sup>th</sup> July 2022

14<sup>th</sup> and 15<sup>th</sup> September 2022

23<sup>rd</sup> and 24<sup>th</sup> November 2022