



# West Sussex Local Pharmaceutical Committee

**Chairman:** D. Clark MRPS

Badgers Copse  
Hampers Lane  
STORRINGTON RH20 3HU  
Tel: 07900 581283  
davidclark@btinternet.com

**Chief Executive:** M. Mandelbaum, MRPS

8 Madehurst Close,  
East Preston  
West Sussex NH16 2TH  
Tel: 01903 786615  
martin03mandelbaum@gmail.com

## Minutes of the West Sussex LPC meeting held on Wednesday 11th January 2017 at 9.30am at The Old Tollgate Hotel, Bramber, West Sussex.

### 1. \_\_\_\_\_

#### Officers at the Meeting

p	David Clark	Chairman (Co-opted member for MS&H)
p	Mark Donaghy	Vice Chairman (AIM member)
p	Martin Mandelbaum	Chief Executive (non member)
p	Alan Salter	Treasurer (AIM member)

#### Members at the Meeting

p	Yola Barnard	CCA Member
p	Sam Ingram	CCA Member
p	C J Patel	Independent Contractor
p	Julia Powell	AIM member
p	Nish Patel	Independent Contractor
p	Gemma Staniforth	CCA Member
p	Katharine Cox	CCA Member
p	Sanam Sarwar	CCA Member
aps	Karuna Askoolum	CCA Member
p	Kevin Headington	CCA Member

#### Guests at the Meeting

p	Gillian Mandelbaum	Minutes Secretary/Admin (non member)
pm	Lucy Shade	Pharmacist – Worthing DGH

p	Present	pm	Part of the meeting only
aps	Sent apologies	apns	Did not attend or send apologies

### 2. Opening Remarks

The Chair welcomed the members and guests to the meeting.

### 3. Apologies for absence and Membership

There were Apologies for absence for this meeting from Karuna Askoolum.

### 4. Declarations of Interest

A Declaration of Members Interest register had been previously circulated to the members as a reference point.

All members were asked if there were any changes to their DoI. There were no changes reported.

## **5. Minutes of Previous Meeting**

The Minutes of the LPC Meeting, held on 9th November 2016, previously circulated for comments, were discussed and then signed by the Chair.

## **6. Actions from last meeting**

3	1	CEO	Meet with Jay Voralia to discuss CCG issues	Y
5	2	CEO	Organise a Pharmacy Contract Contractor event in January 2017	Y
5	3	CEO	Circulate the e Repeat Dispensing toolkit to all contractors	Y

### Report: 1

LPC CEO met with Jay in November to discuss the CCG proposed plans. We agreed to meet again in New Year before the CCGs need to make their decisions.

### Report: 2

This was organised and took place yesterday 10<sup>th</sup> Jan in Crawley and was attended by 67 participants. It went well and there was plenty of opportunity for questions to be asked and answers given where possible. A big thank you was given to our Chair for running the event. There is another contractor event being held in West Byfleet on Tues 17<sup>th</sup> Jan with West Sussex contractors who could not attend Crawley having an invitation to this event.

## **7. NHS England South (South East)**

The LPC Chair and CEO will be representing the LPC at the next KSS NESSE meeting to be held on 13th January 2017 in Lewes. The LPC officers met with Mike Hedley on 16<sup>th</sup> Dec to discuss all the topics below so the meeting on 13<sup>th</sup> Jan is to update progress.

The following issues will be discussed with the NESSE team:-

- NHS Flu vaccination service
- ETPR2 progress
- SCR update - upgrading smartcards and future SCR training events.
- Pharmacy Access scheme
- Quality Payments criteria
- NHS Choices
- NHS Mail accounts – need confirmation after registration
- NUMSAS
- Contract variations for LPS pharmacies

SCR still an issue with delays for Smartcard upgrading, Inconsistent data being supplied from NHS Digital and a reticence from Contractors to log on and use SCR. CPPE are planning to hold a number of SCR user events to refresh contractors who did their formal training a while ago and need some help to use SCR now. Some pharmacies are using SCR regularly and it would appear to be beneficial and cost effective in saving time rather than using EPS Tracker for prescriptions issues.

## **8. CCG Development**

Following a meeting in December with LPC Chair, Vice-Chair and CEO with Dr Stephen Pike (CCG Prescribing Lead), Chirag Patel (Deputy Head, Coastal CCG Med Management team) and other team members, we have made real progress with the Managed Repeat issue. The CCG were persuaded not to stop all pharmacies taking patient prescription request to surgeries as originally planned but to help draw up a new and robust Code of Practice document ( based on Surrey one provided to them in August 2016) that all GPs and CPs in West Sussex will agree to and use.

The first draft of this document was discussed with the LPC members and feedback taken. The LPC response will be sent to the CCG next week and hopefully a revised document provided before the end on the month. The LPC members will see the final document before agreement is reached.

**Action:- LPC Chair and CEO to work with Coastal CCG to develop a Satisfactory Managed Repeat document and get it into use**

The LPC Vice-Chair met with Phil Foster, Deputy Head of Coastal CCG Med Management in mid December to discuss the Drug Tariff payments and the consequences of using Branded Generics. The meeting was very beneficial for both parties and it served as a wake up for what the CCG does not know about the Pharmacy Contract and its funding and for the LPC as it may stop the introduction of Branded Generics by CCG.

Phil was very happy with the session and the suggestion was made that the LPC could offer this sort of advice to all SEC CCGs if they requested it.

**Action:- LPC CEO to contact all Surrey and Sussex CCG Medicines Management teams to offer an LPC run advice/explanation event**

No other issues in Coastal CCG groups and APG other than an invitation for the pharmacy representatives to have an agenda items in the respective meetings with a specific topic, such as Pharmacy2U or COPD projects.

C J Patel gave the members a short report on Crawley CCG and the Chair a report from Horsham and Mid Sussex CCG. The LPC CEO met with Jay Voralia in November to discuss issues in his CCGs and will meet with him again to ensure that the actions to be taken by the CCGs do not disadvantage Pharmacy Contractors, Patients and the CCG prescribing budgets.

**Action:- LPC CEO to meet with Jay Voralia to discuss these issues**

## **9. Public Health and Local Authority**

PharmOutcome began to be used for all PH service claiming and data collection from 1<sup>st</sup> January 2017. The helpdesk at Pinnacle will deal with any issues from contractors.

All the WSCC PH Pharmacy service contracts will be renewed on 1<sup>st</sup> January and new documents have been sent to the contractors. Details have not changed but every contractor wishing to do the services will need to return only the separate signing form sent to them.

The new process for developing the next PNA in West Sussex will begin with the first meeting on 12th January 2017. The LPC Chair and CEO are attending as part of the Steering group (Vice-Chair to act as a deputy when required).

Important that the Pharmacy Questionnaire sent by WSCC for the PNA to all Pharmacy contractors is completed and returned within the given timeframe.

## **10. LPC Membership and Communications**

The SEC LPC Forum met on 6th January in Crawley with the Chair and CEO representing the LPC. Items discussed were the proposed cuts to the Pharmacy Budget, SCR and CPPE plans for the coming year. We had reports from PSNC and NPA regarding their projects and future events. The Forum will be discussing at its next meeting, its future after April 2018. The SEC Forum Information event was held on 17<sup>th</sup> November 2016 at Sandman Hotel in Crawley and was deemed a great success by the members. The speakers were very good and informative, the attendance was good and we offered our thanks to all the sponsors.

There will be a new LPC newsletter issued later this month to update our contractors re the Pharmacy cuts, Quality payment scheme and will include information about Public Health services.

## **11. Joint Management for Surrey & Sussex LPCs**

The Joint Management group met on 17<sup>th</sup> Nov (after the Forum event) and again on 6<sup>th</sup> January 2017 (after Forum meeting) to review the proposed plan with an emphasis on the budgets, timescales, engagement strategy and the LMC office. David Clark met with Martin Mandelbaum and Vanessa Taylor to discuss the workload and responsibilities expected in the coming year and what the draft plan of working for the BDM and Administrator would look like.

The new name will be “Community Pharmacy Surrey and Sussex” (CPSS). The Management team responsibilities and individual Job Descriptions have been developed and recruitment for the Administrator post has begun as they will commence employment in April 2017. (12 applicants to date)

The details to use the LMC premises in Leatherhead for the new LPC office have now been agreed and a contract is being prepared. Penny Woodgate (BDM) has begun the process of equipping the new LPC Management with laptops, Office programmes, printer and Telephone equipment.

A “Memorandum of Understanding” has been agreed by the Management group to cover the employment costs and Liabilities that East Sussex LPC will hold on behalf of the CPSS. This will go to a solicitor for an official document later this month.

The members held a discussion following the information given to them from the LPC Chair and CEO to discuss the cost of these management changes and what options the LPC has available to it. New Estimated Expenditure budgets for 2017/18 and 2018/19 were previously circulated to the members. The LPC will need to increase its Contractor levy without delay in order to meet the financial commitment to the joint management costs. The LPC bank reserves are limited and will be used for the PSNC Litigation fund contribution (see PSNC section).

Following a vote, the members voted unanimously to raise the Statutory levy to contractors by £ 2,500 per month (average of £20 per contractor per month) making the monthly total £ 12,500. The contractors present at the event in Crawley on 10<sup>th</sup> Jan were asked for any comments on this but none were forthcoming.

The LPC Chair will inform our contractors of these changes to the levy and update them on the management plan as it develops.

**Action:- LPC CEO to contact BSA to increase the contractor levy as agreed**

## **12. PSNC**

The members held a full discussion about the proposed cuts and what it will mean to our contractors, the Pharmacy Access scheme (PhAS) and the Quality payments scheme (QPS).

The LPC are making contact with contractors not currently doing any Advanced services to emphasise the importance of doing them as they are one of the gateway markers to take part in the QPS.

The LPC will be writing to all the contractors in the coming week giving them all the information that is available and advice as to what they should be doing to help themselves.

The LPC Chair told the members the details of the Judicial review that is being brought by PSNC against the DoH imposition of the contract changes (procedural review). However the PSNC has been spending steadily over the last year to fund the campaign against the cuts. They now need to ask the contractors for a £100 per contractor contribution to meet the estimated £1Million cost of the legal case which should be paid via the LPC.

The members voted unanimously to pay the PSNC invoice for £ 15,000 on behalf of the contractors without delay but to use the LPC bank reserves to fund the payment.

Notice was given to the members of the Chair and CEO conference to be held in London on 6<sup>th</sup> June and for the LPC Conference to be held in Manchester on 31<sup>st</sup> October. Any LPC member wishing to attend on 31<sup>st</sup> Oct as a delegate should contact the LPC CEO. Yola Barnard expressed an interest in attending.

### **13. Market Entry**

The Unforeseen Benefits application in Tangmere was turned down by NESSE. This decision is open to appeal but has not been appealed to date.

The three applications for Pharmacy relocations in Haywards Heath, Petworth and Chichester were all granted.

### **14. Chief Executive Report**

The LPC CEO will contact the non-officer members by email re the Officers Honorarium for 2016/17.

**Action:- LPC CEO to contact all non-officer LPC members re Honorarium**

### **15. Treasurer Report**

There are no issues at present and all is in line with the budget.

### **16. Open part of the meeting with guests**

The Chair welcomed our guest Lucy Shade from Worthing Hospital who gave the members an update on the proposed new “Retail Pharmacy” in Worthing Hospital.

Lucy informed of the plan to have a Pharmacy Contractor run a Retail pharmacy outlet, opening on a suitable site inside Worthing Hospital, near to the Outpatients Dept.

It will only deal with prescription requisitions, all sent electronically in house, for Outpatients and A&E patients of the Hospital. No supply for Inpatients or for general members of the public by any FP10.

It will have a retail part with both P and GSL sales. They require opening hours of 80 hours per week (8-8 M-S and 10-4 Sundays) with a Pharmacist present at all time.

The details of the contract are still to be determined by the Trust who is looking to have both a rental income and Share of Profit income. The members had lots of questions and Lucy dealt with them where she had the answers.

The tender will be issued in February 2017 but is not seen as a threat by the LPC to our Contractors in Worthing.

If successful the intention of the CCG is to replicate this in St Richards Hospital in Chichester.

The Chair and members thanked Lucy for attending and providing the LPC with the information being used to prepare the Tender for the new pharmacy.

### **17. Date and Venue for next Meeting**

The next meeting will be on Wed 8th March 2017 at the Old Tollgate Hotel, Bramber, West Sussex. It will start at 9.30am with the closed part in the morning and the open part in the afternoon. We are inviting Saffron Mawby, Chief Pharmacist at WSHT to the next meeting as our guest to talk about the Trusts and CPs working together. The members also asked the LPC CEO to invite the WSCC Smoking team to the May meeting to discuss their changes after April 2017.

The LPC confirmed the other LPC Meeting dates for 2017 which will be at the current venue of the Old Tollgate Hotel, Bramber and they are:-  
Wednesday 10<sup>th</sup> May, Wednesday 12<sup>th</sup> July, Wednesday 13<sup>th</sup> September,  
Wednesday 8th November

### **18. Chairman's Remarks**

The Chair thanked all the Members and Guests for their attendance.

### **19. Action points**

<b>Page</b>	<b>Action</b>	<b>WHO</b>	<b>WHAT</b>	<b>Done</b>
3	1	Chair & CEO	Work with Coastal CCG to develop a Satisfactory Managed Repeat document and get it into use	
3	1	CEO	Contact all Surrey and Sussex CCG Medicines Management teams to offer an LPC run advice/explanation event	
4	3	CEO	Meet with Jay Voralia to discuss CCG issues	
5	4	CEO	Contact BSA to increase the contractor levy as agreed	
5	5	CEO	Contact all non-officer LPC members re Honorarium	