

## Minutes of Meeting of West Sussex Local Pharmaceutical Committee

**Date:** Wednesday 11th July 2018 starting at 09:30  
**Location:** The Old Tollgate Hotel, The Street, Steyning, Bramber, BN44 3WE  
**Present:** Mark Donaghy, Chair, Gemma Staniforth, Vice Chair, Alan Salter, Treasurer, Nisheet Patel, C J Patel, Sara Paxton, Kevin Headington, Sam Ingram.  
**In attendance:** James Wood, Chief Executive Officer, Hinal Patel, Service Development Senior Officer, Penny Woodgate, Communications & Engagement Senior Officer.  
**Minute taker:** Hinal Patel, Service Development Senior Officer.

### 1: Welcome & Introductions

The Chair welcomed the members and guests to the meeting.

Next Stepper appointed: Kevin Headington

CCA Reporter appointed: Sam Ingram

### 2: Apologies for Absence

Apologies received prior to the meeting: Yola Barnard.

Michaela Cassar, Business Administrator apologies due to annual leave

### 3: Governance Matters

The Chair asked if there were any changes to the Declarations of Interest, none raised.

Sara Paxton volunteered for the role of governance lead.

### 4: Minutes of the last meeting

The Chair asked the members if they had read the 9th May LPC minutes and if there were any issues with the accuracy or enhancements. The Chair signed the May LPC minutes as a true account of the last LPC meeting. On page 11 the amendment for the date in March to be changed from 2019 to 2020.

### 5: Matters arising

JW raised two items not on the agenda; The new PSNC Chief Executive Officer Simon Dukes will be attending the South East Forum Annual Conference to give a talk about issues with price concessions and price cuts in Cat M. The members discussed the cuts, the way they were communicated, that there should be the transparency over the process and how contractors are losing out in the price concession process. Closures were discussed across the area. Work will be done to establish the best way to engage with the local health and wellbeing board and local MPs regarding the impact of the funding cuts. The members were asked for feedback to PSNC and dispensing at loss will be feedback along with the cost to the contractor to run the business. The members discussed the presence of a PSNC representative at the West Sussex LPC meetings, a schedule is being created for the PSNC representative to attend the LPC meetings on a rota basis.

**Action:** JW to feedback to Mike Dent about the price concession

**Action:** JW to distribute the National Audit Office report as discussed

JW updated the committee about the action Log and the actions progress.

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## 6: Matters for report from other Committees / Forum

JW and HP updated the committee on the LPN meeting.

The NHS Liaison meeting is taking place 13/07/18. The members were asked to pass any topics / issues they would like raised at this meeting to JW. It was suggested that the same CPSS members and the same LPC members should attend this meeting for consistency and relationship building. NUMSAS is likely to be raised at this meeting, and it was reported PSNC are also seeking feedback about the ongoing commissioning of the service and what form that might take. It was recognised that there should also be a gateway into NUMSAS from Pharmacy not just 111. The members were asked for comments re NUMSAS before the next meeting to be passed to JW.

The members discussed the Seasonal Flu DoC requirements for the forthcoming season and it was agreed HP would investigate.

South East Forum update: GS updated the committee on the SE forum meeting. There was a presentation from GPHC about consultation and GS highlighted the changes. JW will draft a CPSS response and circulate for comments and highlighted the concern about the reports available to the commissioners and consequence of it.

Virtual Outcomes presentation was discussed, and committee was asked to decide if they would invest in it. Whilst there was support for the platform generally, it was felt that the medium to large pharmacy businesses have already invested in this area directly. The committee resolved to focus on the CPSS webinar platform in the short-term to deliver local service updates and support.

Prescribing locality meeting:

CJ - the last local prescribing meeting was cancelled and need to chase for the next one

JW updated on the Mid Sussex Prescribing meeting he attended on behalf of David Clark. JW will attend in September again, including self-care and managed repeats.

GS updated the local prescribing meeting that was attended.

MD updated the local prescribing meeting that was attended in May 2018. Self-Care was on the agenda.

**Action:** Forward questions for the NHS Liaison meeting to JW by 13/07/18 including any NUMSAS queries.

**Action:** Referrals from other Pharmacy are coming via email for NUMSAS. JW to take to NHS England Liaison meeting

**Action:** HP checklist for Flu prep for pharmacy

**Action:** JW to circulate the draft response for GPHC consultation following feedback from members

**Action:** to ask Chirag Patel about the managed repeat audit they are doing in Worthing area.

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CPSS Exec Meeting:

The CPSS Executive Committee Meeting took place 21/06/18. It was raised at this meeting how some of the operational aspects of CPSS could be strengthened and areas for development. The structure of CPSS is being improved with implementation of clear procedures around governance, business planning and performance management.

The CPSS Executive Committee Meeting took place 06/07/2018 and items included CPSS Treasurer report, CPSS risk register and various HEE workstreams reported by PW and HP.

## 7: Closed Session

A Closed Sessions was held by the Committee members providing an update by the chair on the performance management of the CPSS employed team by the Executive Committee.

## 8: Service Development Report

Public Health meetings take place every quarter. The lead consultant was present at the meeting and in general was very positive. Services are a large part of the agenda.

**Decision on paper:** The committee did not agree on the proposal from Public Health and voted to be paid Monthly.

Annual smoking data for community pharmacy was discussed.

**Action:** HP to check with PO on sending reminder for smoking appointments.

NUMSAS – data was reviewed. All NUMSAS pharmacies should be on PharmOutcomes by August 2018.

PharmOutcomes – it was discussed how this enables visibility of data and the members were asked what data we need to be able to view. Its not publicly available and we need to formally request what exact data we want from the Commissioners. The suggestions were, who is signed up to what, what are the outputs, where are we not providing. The question was raised as to what do we do with the data? HP to deal with IND pharmacies and AIM and CCA can be delivered this data to deal with internally. The question of consent to obtain this data was raised. HP explained that this will be covered in our data request letter to the commissioners.

**Action:** Request data from the commissioners and draft an appropriate letter.

PharmData – The members were asked what we want from this data. A suggestion was to see the split as to how many items are going to online pharmacies / bricks and mortar pharmacies. It was discussed if we were conflicting and not being fair to all contractors if we approach the pharmacies that are in the danger zone. The dashboard timescale was discussed.

The committee agreed to use the data available for internal purposes and not contacting individual pharmacies.

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Building on HLP for Healthier Future – The outcome was good, feedback was overall positive. There was a steering group meeting in June where the content of the training has been reviewed. HP to work with Pharmacy Complete on the content for the remaining events in October. Workstreams – current service development and support areas of work were summarised to the members. The essential services guide is almost complete.

## **9: Chief Executive Officer Report**

An update was provided about the Strategy development – recognising that across the LPCs we have completed self-evaluation & worked on priorities about what's important, from this a draft strategy has been created. By August a draft operating plan and performance and strategy will be in place. The feedback from previous LPC member activities was reflected on and the key 4 strategic themes of represent, support, develop and deliver, will be the base of the strategy.

The MP visits / contact was discussed, and the level of MP engagement. The PSNC MP event will be a very good opportunity to improve this.

The CEO also covered a summary of key business as work streams and projects across CPSS and West Sussex LPC

## **10: LPC Management & Admin**

The Forward planning of meetings document was reviewed by members. This was initially reviewed at the CPSS meeting 21/06/18. Three proposals were put to the members, focussed on creating efficiencies, cost savings and time to redeploy into contractor support.

Proposal 1: from now, reduce the LPC meetings to 5 per year rather than 6.

Proposal 2: from now to reduce the CPSS Exec meeting from 6 to 5.

Proposal 3: to merge the South East Forum with the NHS Liaison meeting from October 2018.

The recommendation would be to have a review point at the beginning of the next financial year. It was discussed that there would need to be a contingency plan in case we need to have an urgent decision / meeting, which could be conducted by teleconference. It was suggested that we would be able to plan more guest stakeholder attendance at relevant times throughout the year if the meeting numbers reduced.

The members supported the proposals agreed to the above three proposals for implementation

The forming of a Pan CPSS Market Entry/Exit Forum proposal was discussed at the CPSS Exec meeting 21/06/18 and was signed off. It was proposed there would be a pool of members across CPSS, 3 from each LPC comprising of 1 IND, 1 AIM, 1 CCA. The most appropriate members would be selected depending on the type of application and any conflicts of interests that arise. This would be operationally led by CPSS and the forum would meet virtually unless face to face would be required. The members were asked if they approved of this proposal which they did but wished to revisit in six months' time to see how it works.

CJ Patel was nominated as an independent contractor representative, Sam Ingram was nominated as a CCA representative and Alan Salter was nominated as an AIMp representative for the Pan CPSS Market Entry subgroup.

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## 11: Finance

The Expense policy review was presented to the committee for consideration. All the recommendations were agreed by the members apart from an agreement not to increase the mileage rates in line with HMRC guidance at this time.

Feedback from the PSNC national treasurer day was given. AS presented the finance budget to the committee.

## 12: Market Entry

The market entry tracker is now complete, and members reviewed the document.

The members were asked what level of visibility this document should have. It was agreed the document would not be on the website but that there will be a message on the website for enquiries signposting.

JW updated the regarding NHS England's plans across Kent Surrey & Sussex rural issues, which will include a post code sweep and identification of patients to move from dispensing practice lists.

## 13: Communication & Engagement Report

PW updated that the amount of communications has been reviewed. We are taking part in the HEE Pre Reg Survey. It was reported that the pharmacy contractor database is now complete and accurate. Health Champion Training – we still have enough funds for a training event for 30 people. This funding will include trainer, venue and catering. We may however look to do online training which has benefits including location and cost. The options were discussed at the CPSS exec meeting and decision was made to do an event centrally in Crawley and do it once the next round of quality payments is announced.

Self-care agenda and toolkit – Scheme for GP receptionists to be able to signpost to Pharmacy. This document will be recirculated after the MUR and NMS deadline for feedback.

**Action:** Recirculate self-care agenda and toolkit for feedback to PW.

Webinar: interest from Pharma re sponsorship has been established. The signed off webinar templates were presented to the committee.

Parliamentary drop in briefing on the 17/07/18. The MP database has been created.

NHS 70<sup>th</sup> Birthday. Feedback was requested, and a feature article has been produced regarding Frith Pharmacy which has been in the same family since 1928.

A Communications Calendar has been created and was shown to the members. It was noted that flu should be added to July and August.

Communication Contractors – Pre LPC-Contractor Communication Survey Monkey, Post LPC meeting Contractor Communication.

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## 14: Contractor feedback session

The members were shown the feedback and it was discussed that we need to take ownership to respond to the feedback. We have drawn the contractor's attention to the LPC members. The members were asked how they see this moving forward. The digest of the minutes has also helped as contractors are able to see what has been discussed.

**Action:** to write back to contractors who have done the pre-survey.

**Action:** JW to investigate on whistle blowing policy of independent and seek guidance from PSNC

## 15: Strategy Development

The draft strategy was shown to the members and it was agreed that once the strategy has been approved it would be reviewed twice a year. It was agreed that the draft strategy would be circulated to LPC members for comments.

**Action:** JW to circulate the self-evaluation results and detailed commentary.

**Action:** SI to check if CCA has feedback for strategy development of LPCs.

The members took part in a value exercise about stakeholder meeting value, to help further inform the strategy work.

## 16: Provider company

It was discussed if commissioners in West Sussex LPC are working towards a tendering model or the SLA model, at present there is no indication to move away from direct commissioning of pharmacies by local commissioners.

It was mentioned if they would use an existing provider company and use their infrastructure, but at this time it was felt there was no appetite to peruse arrangements in Surrey & Sussex. It was agreed the CEO would scope options elsewhere, such as Hampshire and Kent.

## 17: Policy Matters

The members discussed the GPhC consultation regarding the standards for registered pharmacies. The committee agreed that the GPhC speaker at the next South East Forum meeting would further help inform our response.

## 18: PSNC

The members were shown the Primary Care Home document. This is a collaboration document and outlines where pharmacy fits in. The PSNC Rep Sunil Kochhar will be at the South East Forum meeting this Friday and members were asked if they have any questions for him. It was raised that the PSNC regional representative needs to attend the LPC meetings.

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## 19: AOB

NHS Mail issues raised with regards to the set-up of new staff members within pharmacy.

## 20: Meeting wrap up

## 21: Future meeting dates & venue

Revised time table to be sent out with October meeting (aiming the 2<sup>nd</sup> wed of October- 10<sup>th</sup> October)

## 22: Close at 3:50pm.