

## Minutes of Meeting of West Sussex Local Pharmaceutical Committee

**Date:** Wednesday 10th October 2018 starting at 09:30  
**Location:** The Old Tollgate Hotel, The Street, Steyning, Bramber, BN44 3WE  
**Present:** Mark Donaghy, Chair, Alan Salter, treasurer, Gemma Staniforth, Vice Chair, Sam Ingram, Sara Paxton, Nisheet Patel.  
**In attendance:** James Wood, Chief Executive Officer, Hinal Patel, Service Development Senior Officer, Penny Woodgate, Communications & Engagement Senior Officer, Micky Cassar, Administrator (minute taker).

### 1: Welcome & Introductions

The Chair welcomed the members and guests to the meeting.

Next Stepper appointed: Nisheet Patel

CCA Reporter appointed: Sam Ingram

### 2: Apologies for Absence

CJ Patel

Yola Barnard

The Chair thanked Kevin Headington for all his work for the LPC. JW gave an update as to the CCA vacancy, which was expected to be confirmed by November 2018.

### 3: Governance Matters

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

SP and JW have been reviewing the Governance audit which has highlighted a couple of areas for further progress. Check decisions or actions are within the powers of the LPC provided in the constitution, it was suggested that reviewing the minutes to enable challenge that the decisions made were correct within these powers. It was decided that to monitor this the minutes would be reviewed with this in mind. Ensure members have the relevant training to discharge their role - this is being reviewed and a completion of a training register to identify any needs is underway. Ensure levy is used for administrative purposes only. The finances are circulated but it was suggested there should be a forecast included in this. As a committee the members agreed that the finances governance is working appropriately and should be changed to green. The CPSS Executive Committee have signed off a scheme of delegation relating to finance which can be circulated.

**Action:** Sign off future minutes that the decisions taken abide by the constitution

**Action:** MC to distribute the constitution.

### 4: Minutes of the last meeting

The Chair asked the members if they had read the 11th July LPC minutes and if there were any issues with the accuracy. The Chair signed the July LPC minutes as a true account of the last LPC meeting

## **5: Matters arising**

The members reviewed the action log. An update was provided around the outstanding actions:

- The PharmOutcomes data sharing issue is ongoing however this should be resolved shortly. HP has access to Surrey data and is trying to obtain this across the whole CPSS area.
- The workplan was reviewed by the members illustrating the forward planning of agendas allowing a more proactive LPC approach. The proposal of a joint LPC meeting for July was discussed, in principle all members agreed this is a good idea.
- Investigate the whistle blowing policy, this has been raised with PSNC who are looking into the issue.
- NHS England Kent, Surrey & Sussex are having a meeting in London 11/10/18 regarding Primary Care Network which JW is attending.

## **6: Contractor feedback session**

The members discussed that there should be an article in our newsletter relating to the feedback comment regarding 28/56 days' supply / changes in period of treatment and the importance of contractors to claim.

**Action:** Create an article for the newsletter relating to the feedback comment regarding 28/56 days' supply and the importance of contractors to claim.

PSNC have refreshed their presentation around branded generics which is helpful for the LPC and is in discussion with the LMC, area prescribing groups and others.

The members discussed the contractor comment regarding advertising budget. West Yorkshire LPC produce posters for Pharmacy regarding Flu however locally there are Public Health supplies which are free. It was discussed if articles in papers would be useful and what other options may be open to the LPC. It was suggested that we discuss with Sue Carmichael later in the meeting for a joint approach discussion. Public Health resources are available but it's the Pharmacy who needs to contact Public Health not the other way around, the LPC therefore need to encourage pharmacies to approach Public Health.

The comment regarding wanting to become an LPC member was discussed and the limitations of LPC member numbers. It was raised that attending as an observer is a good way to show interest and that observers are important from across the whole pharmacy team.

Ideas from the recent PSNC conference were discussed by the members. In Essex they had an all-day event which was like a drop-in clinic where people could attend and get assistance with Quality Payments. West Yorkshire LPC, Sutton, Merton and Wandsworth are using WhatsApp for communications. The members discussed the option of a WhatsApp group and the need for appropriate monitoring should one be set up. It was discussed that a group for contractors should not have the option of response and that an LPC WhatsApp group would allow discussion. There would need to be a privacy statement as phone numbers would be visible. JW offered to speak to West Yorkshire LPC to see how they have integrated WhatsApp. WhatsApp is not a secure network and there are issues where people have left the business and are still receiving

the updates when they shouldn't. The members agreed to trial WhatsApp for the committee. It was suggested an "opt in" option would be good for governance.

**Action:** JW to contact West Yorkshire LPC to see how they have set up and managed their WhatsApp group.

**Action:** LPC members to send a preferred contact number to MC for inclusion in the WhatsApp group.

Quality Payments – The members were asked what they need locally for support. A Health Champion training event will be organised and CPPE are offering training. There are a number of changes including oral health and risk management. The LPC should encourage contractors to start with any training etc they can do sooner rather than later. Information regarding Quality Payments does not tend to come all at once. PSNC are doing a webinar 16/10/18 and after this the LPC could review if an event would be helpful.

Healthwatch initiative update, as an LPC we offered to attend alongside the volunteers however this was difficult to coordinate as there was no exact schedule. The feedback overall was positive and highlighted a need to raise awareness of consultation rooms. Healthwatch and the LPC are going to meet and work together to highlight services available. The members were asked if there had been any direct feedback from contractors and it was discussed and agreed that Healthwatch would be invited to the March LPC meeting.

### **7: Matters for report from other Committees / Forum**

The NHS England Liaison meeting took place 05/10/18. The policy for unplanned closures needs to be reviewed by the LPC for feedback. It has been implemented across the South West has been signed off there. The Rota arrangement document was discussed. There will be more GPs opening over the Christmas Holiday. Once NHS England have the GP list they need to review against the Pharmacy opening hours. They can give less than 90 days' notice. It was asked if the LPC could insist on this, but it is not in the regulations. There appears to be a difference in charges within core hour charges depending on volunteering and directed opening which needs to be fed back to NHS England. Staffing issues need to be considered and this would be helped by planning the rota earlier rather than last minute. Also understanding the GP access scheme as this would assist with opening hours planning.

**Action:** Feed back to NHS England regarding the difference in hourly charges between volunteering and directed opening.

Coastal prescribing meetings – attended by MD

Cissbury prescribing meetings – attended by GS

Chanctonbury prescribing meetings – Michael Slater will be approached

Arun prescribing meetings – attended by Claire

Bognor prescribing meetings – attended by Claire Johnson

Chichester prescribing meetings – attended by Will Lloyd

Crawley prescribing meetings – attended by CJ

Horsham & mid prescribing meetings – will be attended by Alan Salter

Prescribing meeting updates

C J unable to attend the last meeting.

GS – Worthing prescribing group update. They discussed Self Care and were interested in our self-care toolkit. This can be shared to CCGs, it is a support document for our pharmacies. Managed repeat audit was also discussed, they are auditing against the code of conduct and JW is meeting with Chirag to discuss.

Horsham and Mid Sussex prescribing group – Self-care and managed repeats was discussed. The CCG has adopted a policy statement around withdrawing from third party ordering. However, groups of practices can decide this. There are no concerns currently regarding directed prescriptions or nominations. Online pharmacies – we need to know how they are being approached regarding managed repeats. There has been a lack of consistent communication from the CCGs which hasn't helped. There cannot be a different policy for managed repeats for online pharmacies so this needs to be established and if there is a difference this must be challenged. It was discussed if there has been any feedback from surgeries regarding an increase in workload. The NHS App may affect this. Kent was one of the first areas to put the POD scheme in place. They have now handed back managed repeats as they have made their cost saving. APC meeting in July – Self Care was on the agenda. Branded generics were also discussed. MD gave an update with regards to this by showing a short presentation relating to branded generics Surrey and Coastal have the lowest number of branded generics items. We are trying to secure a meeting with STPs across the patch and this needs to be raised at this meeting.

Members reviewed who is representing the LPC at these meetings. Horsham and Mid Sussex now have a vacancy, they are looking for a local representative. Alan Salter was volunteered to attend these meetings. Steyning and Pulborough area also has a vacancy, it was suggested that Michael Slater from Upper Beeding Pharmacy be approached.

**Action:** JW to approach Michael Slater regarding Steyning representation.

RMOC, Julia Powell has resigned from this post, please forward nominations to JW who will in the meantime attend any meetings.

An update from the South East Forum meeting 05/10/18 was given to members. The NHS eligibility checker is live online. There was an update from CPPE and PSNC.

### **8: Matters to raise at future meetings**

LPN meeting will take place tomorrow, CPSS Executive Meeting will be in December

### **9: Shirin Alwash – Local RPS Ambassador role – update on working together**

Shirin gave the members an update as to what RPS ambassadors do. They are a group of 10 and are all Pharmacists. They represent a range of backgrounds and career stages. This pilot has been developed from feedback that the RPS may not be visible enough on the ground. It is a pilot running for 12 months to see if this will increase engagement. The RPS Ambassadors support members to engage with and utilise the vast array of support tools and services that are offered as part of the RPS Membership package. They are accountable to seek out opportunities to promote RPS and develop local networks. The pilot started in August and the members were given an update as to what they have been doing to promote their role. It was highlighted that the RPS can offer professional support service to give evaluated advice and support with e.g. CPD entries. They have also created an App for this. The members were asked for thoughts and feedback as to how they can assist. It was suggested that RPS would attend our contractor focused events to give an update and facilitate training / assistance including peer reviews etc.

## **10: Seasonal Flu Update**

The members were asked for any feedback as to issues or anything they would like help with. There needs to be a decision now for vaccination type next year. There is also a supply shortage, which is leading to issues as pharmacists should not have to choose who gets the available stock. There are also issues with requests by patients to use the wrong vaccine as it's the only one available, it puts the pharmacist in an awkward situation and the patient in a distressing one.

**Action:** to feed back regarding the stock issues and to try and get clarity if there will be more made available and if so when.

## **11: LPC Management & Admin, inc CEO Report**

JW gave an update as to the support workstream. We have created the monthly deadline tracker, service claim checklist, service guides, flu service support, one 2 one contractor support, regular comms. Represent: AHSN support for key workstreams inc Transfer of Care. CEPN now mapped across S&S and can start to develop, HEE finance will now mostly be devolved to CEPN so we need to keep on top of CEPN engagement. STP, progress with Sussex and East Surrey, Surrey Heartlands. Urgent & emergency care networks, we have now agreed a seat on the network which will be attended by HP. Parliamentary event – APPG, local MP engagement follow up. PSNC LPC conference. Develop: webinar, continued programme of face to face events. Deliver: members were given an update, QP target and other workstreams delivered.

Sandra Lamont has been appointed as of 05/11/18 and PW will be leaving 29/11/18. As part of Sandra's induction, it would be useful if she could visit some of our pharmacies.

The members were given an update of developments in Surrey Heartlands which is a devolved STP area.

Strategy – the overarching strategic themes have been established and an operating plan has now been created. This will be taken to the CPSS Executive Meeting to be signed off and in January each year this will be reviewed by each LPC.

## **12: Finance**

The treasurer gave the members an update as to the finances. It was discussed that the levy would not need to be raised at this time. The reserve levels for the LPC was discussed and how this is across the CPSS area. It was raised that the next set budget should be lower, and the levy reduced as now we have more certainty regarding CPSS costs and we are looking at a reduce in cost of meetings.

Expenses policy – In the July LPC meeting the LPC agreed to add a review date in and update with GDPR wording and make it BACS compliant and members confirmed the final version.

The members discussed the pros and cons of moving to BACS. It was proposed that the treasurer talks to the treasurers of East Sussex and Surrey. It was agreed to make preparations to enable BACs and online banking from April 2019.

Finance risk – members were asked to discuss the finance risks to the LPC. This is being reviewed at CPSS and LPC levels. This will be discussed at the next meeting due to time constraints.

**Action:** Circulate the expenses policy form to members.

**Action:** Alan Salter to discuss how BACS payments are working with the treasurers of East Sussex LPC and Surrey LPC.

### **13: Sue Carmichael**

Sue gave the members an update regarding data for the Stop smoking service and NHS Health Checks service. 92 pharmacies in West Sussex have signed up to provide the Stop smoking service however 35 have shown no activity at all. It is mainly 14 Pharmacies in West Sussex that have done most of the work. Sue asked if there were any suggestions as to how this could be increased. Pregnant women who smoke may be embarrassed at seeking help to stop smoking and seem to prefer contact with their midwife rather than a pharmacy so linking in with the midwives could assist. It was suggested that the inactive pharmacies should be directly contacted to see why they are not active as they may just need more guidance but also of they do not want to participate this support could be used elsewhere. It was suggested that accurate data access for the LPC could assist so we could identify who may need support. This has been investigated in the past but there are issues regarding consent however this data is available in Surrey, so it may be worth investigating how this is possible. This will be raised at the services meeting 11/10/18.

PharmOutcomes is working on a system where the patient will be sent appointment reminders, so pharmacies do not have to chase the patient. Stoptober is currently running, and resources have been distributed. Champix PGD – they are still committed to obtaining this however they are asking for a Pharmacist to assist with this work to help progress it. JW and HP agreed to assist with this and hopefully this work will be completed for April next year. E cigarettes as a tool to quit smoking are rarely recommended by Pharmacists. There are some local vape shops who are keen to work alongside Pharmacies and they are looking at developing a pilot as to how they can work alongside vape shops. This would involve the pharmacy sign posting to the vape shop who in turn would then give advice and then support that the patient remains on the stop smoking scheme within the pharmacy with a vape shop discount to assist in compliance. It was asked why the pharmacy could not provide the licenced vape products and the legal issues with recommending a potentially unlicensed product. There were issues raised that the vape shop would not have the interest of getting a patient of the product.

There is a plan that on the Wellbeing website there could be an online form that after completion would be sent to a provider either by the person themselves or by someone referring them. This could work if the emails were sent via NHS Mail or potentially PharmOutcome.

Health Checks update, 82 accredited pharmacies on PharmOutcomes, 33 of these are active. Nearly 1 in 50 were recommended to contact their GP urgently due to Blood Pressure results. 9% were urged to contact their GP due to cholesterol levels. External Quality Audit for CardioCheck machines is a quality concern, they have reviewed this for surgeries and are aware that many pharmacies are not providing sample returns. They trying to understand why pharmacies that have the equipment are not doing the health checks. It was suggested that the pharmacies not taking part when they are able to should be contacted and asked why. Public Health England sent the Heart Age campaign resources in September direct to pharmacies. This campaign is a contractual requirement and the follow up survey is part of this contract. We have requested from NHS England a plan for the year of the contractual campaigns as it is difficult to plan without this.

#### **14: Service Development Report**

The next Public Health meeting is 11/10/18 in Chichester. Coastal CEPNs, HEE funding will largely go to CEPN in future. HP to organise a meeting with regional CEPN in November. This will help to understand the core principles, actions, audit and finance budget. It is important that we work closely with CEPN for future funding. There was a lack of understanding the Community Pharmacy role however this is being worked on.

Chime funding is funding from a central NHS body for patients who are not engaged in a specific area. They want to set up a pilot in Brighton, Hastings or Chichester. Chichester appears to be the best option. The proposal for members was detailed in a presentation. The pharmacist will need training to do the finger prick test for Hep C. PharmOutcomes will then be used to register testing and supply. Stock cost and holding cost needs to be taken into account, the availability of Cost Zero is key to this. We would need to build stock security / checks into the cost and what to do if the drugs went missing. The members were asked if they were happy in principle that we investigate this with the commissioner which they agreed. They were also asked for pharmacy suggestions for the pilot should this go ahead and agreed for contact to be made with these pharmacies.

**Action:** Contact pharmacies in Chichester for pilot volunteers.

The most recent PharmData was shown to the members. The national trend will be included in the next data.

**Action:** include national PharmData.

The NUMSAS pilot has been extended until March 2019. Next steps for NUMSAS service providers: Review any SOP changes and update them. Ensure that staff that are involved in the provision of this service are aware of the requirements in the updated service specification. It was asked if the back-door phone nr could be recirculated.

**Action:** Recirculate the back door 111 number.

The members were given an update on the HLP 2 training, the evaluation will be circulated once completed by Kingston University. There was also an update on current workstreams within West Sussex.

#### **15: Communication & Engagement Report**

The members were given an update on the monthly tracker, newsletters, flu guide, self-care toolkit, waste, NHS mail, Mandatory Public Health Campaigns, NUMSAS, comms, newsletters. The pre reg survey response was highlighted. The members were advised of funding available which will allow for one more training event. It was suggested this is done on Crawley in January. This was agreed by the members.

**Action:** Organise a Health Champion training event in January.

Self-Care agenda and toolkit update. There was an event on the 20<sup>th</sup> September which was very successful. Webinars are now up and running and working well. Sponsorship update for the South East Forum Annual Conference, this is now cost neutral. MPs and external engagement update. Transfer of Care in East Sussex has been ongoing for over a year. The IT is now up and running. The referral from the hospital (nominated by the patient if possible) comes into the pharmacy. They either accept the referral, accept the referral and also do another service, or

decline. They will test this on pilot sites in November on dummy patients. The pilot sites will go live in December. In January there will be a launch event 15/01/18 and then it will go live across the area a week later.

Paper for decision re Pharma events. At this time GSK have offered to do training across CPSS for inhaler technique training. If it is a Pharma event they do everything apart from promoting which we would assist with. It was discussed we should change them for promoting if it is their event, and if it was our event, give the option of sponsoring to be part of it.

**Action:** Respond to Pharma that we are looking to formulise our sponsorship strategy.

The members have been circulated the draft South East Annual Forum Conference agenda which they approved. The conference date is 29/11/18. There will also be guests that support the LPC attending.

The Chair thanked PW for all her work over the years for the LPC.

### **16: Policy Matters**

Ten-year plan – At the LPC conference ideas were feedback to PSNC.

Primary Care network meeting 11/10/18 – JW will attend.

### **17: Market entry matters**

The members have reviewed the Market Entry document. After the new year there will be an online portal for applications.

### **18: PSNC Update**

There are some Market Entry PSNC workshops coming up. A report from the PSNC conference was circulated to members prior to the meeting. FMD cost implications was discussed and there will be an opportunity at the South East Forum Annual Conference on November 29<sup>th</sup> for questions relating to this. The regional PSNC rep will attend the LPCs on rotation. Next time he will be due to attend the West Sussex LPC meeting is March 2019.

### **19: AOB**

Nothing raised.

### **20: Future meeting dates & venue**

East Sussex LPC	West Sussex LPC	Surrey LPC
Ashdown Room, Barnsgate Manor, Heron Ghyll, Crowborough, TN22 4DB 9.30am – 4pm	The Old Tollgate, Bramber, Steyning, BN44 3WE 9.30am – 4.00pm	Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead, KT22 8QP 9.30am – 4.00pm
10 <sup>th</sup> Jan 2019	9 <sup>th</sup> Jan 2019	16 <sup>th</sup> Jan 2019
14 <sup>th</sup> Mar 2019	13 <sup>th</sup> Mar 2019	20 <sup>th</sup> Mar 2019
9 <sup>th</sup> May 2019	8 <sup>th</sup> May 2019	15 <sup>th</sup> May 2019
10 <sup>th</sup> Jul 2019: The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH, 9.30am – 4pm Separate meeting of all LPCs followed by combined plenary session		
AGM 17 <sup>th</sup> Sep 2019	AGM 10 <sup>th</sup> Sep 2019	AGM 18 <sup>th</sup> Sep 2019
3 <sup>rd</sup> Oct 2019	9 <sup>th</sup> Oct 2019	8 <sup>th</sup> Oct 2019
9 <sup>th</sup> Jan 2020	8 <sup>th</sup> Jan 2020	15 <sup>th</sup> Jan 2020
12 <sup>th</sup> Mar 2020	11 <sup>th</sup> Mar 2020	18 <sup>th</sup> Mar 2020

## NHS England KSS Liaison Meeting and South East LPCs

(Chairs, Vice Chairs to attend)

**6<sup>th</sup> December 2018** – 12.00 – 14.00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**7<sup>th</sup> March 2019** – 10:00 – 15:30. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**2<sup>nd</sup> May 2019** – 10:00 – 15:30. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**4<sup>th</sup> July 2019** – 10:00 – 15:30. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**1<sup>st</sup> October 2019** – 10:00 – 15:30. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**5<sup>th</sup> December 2019** – 12.00 – 14.00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**5<sup>th</sup> March 2020** – 10:00 – 15:30. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

## Community Pharmacy Surrey & Sussex Executive Committee:

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

**\*6<sup>th</sup> December 2018** – 14.00– 17:00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**7<sup>th</sup> March 2019** – 15:30 – 17:00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**2<sup>nd</sup> May 2019** – 15:30 – 17:00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**4<sup>th</sup> July 2019** – 15:30 – 17:00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**1<sup>st</sup> October 2019** – 15:30 – 17:00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**\*5<sup>th</sup> December 2019** – 14.00 – 17:00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

**5<sup>th</sup> March 2020** – 15:30 – 17:00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

*\*longer running time to allow for business planning for FY year ahead*

22: Close