

# Minutes of Meeting of East Sussex Local Pharmaceutical Committee

**Date** Thursday 14<sup>th</sup> March 2019 starting at 09:30  
**Location:** Barnsgate Manor, Herons Ghyll, Uckfield, East Sussex, TN22 4DB  
**Present:** Craig McEwan, Chair, Julia Powell, Ramiz Bahram, Sarah Davis, Vice Chair, Mark Weston, Paul Antenen, Treasurer, James Grieves.  
**In attendance:** James Wood, Chief Executive Officer, Sandra Lamont, Communications & Engagement Lead, Hinal Patel, Service Development Support Pharmacist

## 1: Welcome & Introductions

The Chair welcomed the members and guests to the meeting.

Next Stepper appointed: Mark Weston

CCA Reporter appointed: Sarah Davis

The Chair welcomed new member James Grieves Boots CCA.

## 2: Apologies for Absence

Marie Hockley

Micky Cassar, Business Administrator

## 3: Governance Matters

The Chair asked if there were any changes to the Declarations of Interest.

Mark Weston reported that he was now the Accountable lead for Pharmacy, Via Lloydspharmacy on behalf of CGL East Sussex (East Sussex Star)

## 4: Minutes of the last meeting

The Chair asked the members if they had read the minutes from the 10<sup>th</sup> January LPC Meeting and if there were any issues with the accuracy. The observer Gurkirpal Jalaf was added as initially omitted and Stacie McLeod had given her apologies.

The Chair signed the January 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 following outstanding actions:

Action still in progress: PSNC training day, there are still some places for members interested in a refresh about being an LPC member. National meeting of LPCs, there should be 2 spaces per LPC and both CM and SD had been put forward. An update was provided around the security work which has been discussed previously, this has been raised with NHS England and there has been progress. The national lead at NHS England, Anthony Jackson has been in talks with us, and at the local NHS liaison meeting it was confirmed that there will be a security advisor appointment across the NHS South area which will have dedicated support to NHS commissioners and providers, including Community Pharmacy. It was reported that we also undertook a safety survey of contractors which we were able to feed into ongoing discussions. TIAA are security advisors to CCGs across Surrey & Sussex, who we co-ordinated with to complete a sample review of a local pharmacy and this type of support will now be available to other pharmacies as part of a commercial offer. The NPA had produced a security poster which we made available for pharmacies to display if they felt this was appropriate. It was discussed about the support the police provide, and communications should be opened between the LPC and the police. It was raised that it is important that pharmacies report the incidents as this creates a bigger picture

and is vital in gaining the support needed. Town centre trader forum and via the Police Liaison Officer at the CD LIN may also be a way of gaining support.

**Action:** Investigate if more support can be obtained perhaps via a police liaison officer.

**Action:** Encourage pharmacies to report all incidents so this is formally recorded.

## **6: PSNC & Kent Changes**

Mike King is retiring from PSNC and leaving at the end of May. Luvjit Kandola has been appointed to a new role of LPC Support and Collaboration.

Mike Keen is retiring from Kent LPC at the end of April. It was reported that the CEO had sent a letter to Kent members on behalf of the LPCs to offer to facilitate a conversation about future working relationships. It was discussed and agreed at the CPSS Executive that SD would liaise with the Chair of Kent LPC David Onuoha and it was agreed that JW would attend their Kent LPC meeting 19/03/19 to share the CPSS operating model and to discuss options about working together in future for Kent LPC members to consider. It was highlighted that it is important that all 3 LPCs opinions are respected. The members were asked for their views on the situation. It was highlighted that there is nothing negative by offering support but that it is vital that any support given does not have a negative effect on our LPCs, this has been agreed by all Chairs. It was raised that it could be a positive being a bigger group/area if it was staffed correctly. The pros and cons to CPSS & Kent need to be discussed. It was raised that there could be both short term and long-term aspects of this and we need to make sure that our contractors are protected. The SE Forum will stay the same short term either way. We will now wait for Kent to respond and then discuss further. It was agreed that JW will create a presentation for Kent LPC. It was raised in future if CPSS are discussing such things with other LPCs that this be communicated via email to the LPCs and that Kent LPC to ensure everyone is sighted on the discussions and issues. The structure of CPSS scheme of delegation was reviewed by the members.

**Action:** JW to disseminate Kent LPC presentation to LPC members.

The Governance lead has left so a new one needs to be appointed. The members were asked for nominations. James Grieves was nominated. It was agreed that JW would discuss next steps with and provide an overview

**Action:** JW to disseminate Kent LPC presentation to LPC members.

## **7: Finance**

The members were given an update on the East Sussex Accounts and CPSS Accounts. The budget for 2019/20 was reviewed and approved. The PSNC Levy has been held however this may be the last time before an increase in subsequent years. The CPSS contributions will also remain the same for the year. There may be an increase in the CPSS levy next year and PSNC. Paul Antenen was thanked by the Chair for looking after the East Sussex and CPSS accounts.

## **8: Communications & Engagement Report**

The members were given an update regarding the new communication outputs including news round ups and the distribution schedule. There is a communications schedule on the website which assists in managing our stakeholders and partners expectations. There is work progressing regarding the use of Mail Chimp to allow more control/analysis of email viewing. There will be a more in-depth newsletter after the LPC meetings to update the contractors. The members were

given a brief TCAM pilot update. Surrey's Health and Wellbeing Board communication subgroup joined by SL part of CCG and County Council, the last meeting focusing on campaigns. Community pharmacy photography is being investigated so we can move away from traditional images of community pharmacy (rows of boxes of medicines) to modern human-interest, showing services and patient consultations. We would also like to obtain professional photos of LPC members which can be used for communications etc. Kamsons have kindly offered to provide us with some photos. Work has been done with MP Caroline Lucas and this coincided with the new NHS England campaign and was very successful. Postcode sweep project is due to start soon. Significant number of requests are being received regarding attending local events however it is difficult to fit them all in. We are asking what they are looking to achieve by us attending and when they do respond we have been trying to find an alternative attendee. It was asked if we should create a contractor satisfaction survey regarding comms now and before. It was also asked if we can see if people are clicking on the links in the email.

**Action:** SL to create a contractor survey regarding communications satisfaction.

### **9: Rebecca Sharp – Kent, Surrey, Sussex AHSN – TCAM Programme**

Members welcomed Rebecca Sharp who is project manager for TCAM. Rebecca gave some background as to how priority areas had been identified and how they have learnt from other areas. The TCAM logo was shown and who is involved in the programme. The benefits of the TCAM programme were highlighted to the members including patient safety and patient outcomes. The collaborative working aspect between primary and secondary care is key and the patients understanding of their medicines. TCAM will assist with driving MURs which will assist with pharmacy revenue. The NHS long-term plan ties in very well with this scheme.

The LPC position on TCAM was discussed and agreed that it was continuing to support the roll out of the pathway but being clear about the parts which are not commissioned.

The members were shown the process mapping for community pharmacy and the patient journey for TCAM and inputted to this through discussion. They were asked for their opinions are on the referral pathway, care homes, MURs etc and communications with GPs. It was agreed to target pharmacies that did not attend the event to work through their questions. It was discussed if applying timescales regarding accepting referrals would be possible. The members asked for data regarding how quickly referrals are currently being accepted. It was asked what happens if no one accepts the referral after 72 hours. At this time there is no time scale. Pharmacies also have the option of not accepting the referral or rejecting it which is relayed back to the hospital. The template has been used in several areas so hopefully all the teething problems will have been dealt with. The members discussed the financial and potential extra work related to TCAM and how we could look to be funded to do this, which might be beyond the digital enablers. The members were shown the PharmOutcome template.

**Action:** SL to look into TCAM updates.

**Action:** Make pharmacies who did not attend the event aware of the workings of TCAM.

**Action:** Obtain data of how quickly TCAM referrals are being accepted.

### **10: LPC Management & Admin, Inc CEO Report**

The members were given an update regarding recent work including QP support with Initial figures from BSA are very positive. The deadline tracker is being completed monthly and has

been borrowed by another 12 LPCs. The final Service evaluation tool template will be published shortly.

Gaps with stakeholder engagement with the Sussex and East Surrey STP, along with the with AHSN were identified at the start of the year and a lot of work has been done to bridge this. A seat on the medicine's optimisation board (East Sussex & Surrey STP) has been secured and representation will begin shortly. Janet Rittman's post as Community Pharmacy Advisor has still not been filled and leaves a large gap at the County Council. We have offered them assistance to fill the pharmacy advisor position. East Sussex PNA is due to be renewed next year and will require work to begin later this year, which will require LPC involvement. Healthwatch we are now meeting quarterly across Surrey & Sussex and we recently discussed Brexit and medicines shortages issues. Members also discussed a number of service development opportunities working with industry partners and it was agreed to explore these.

Members discussed the various opportunities which exist for community pharmacy involvement with PCNs and agreed that a further developed paper based on the discussion would be brought back to the next LPC meeting. Members agreed that joint working would be good for relationship building and ironing out day to day issues. Workforce was identified as an issue and the need to try and assure staff retention though, so we don't lose good pharmacists.

CPSS staff now have standard contracts, MC is back at work after some time off, MoU with Surrey Heartlands has been signed whereby HP will be working several allocated hours a week. JW has annual review end of April with SD, members were encouraged to provide feedback.

**Action:** Progress the GP federation work and offer to PCNs

### **11: Market Entry Matters**

Members reviewed the market entry tracker; the East Sussex supplementary statement is now available.

Rural issues, there have been some developments from NHS England, they are digitalising all the maps they have, there will be a demo available shortly and it is likely that that will be based on post code areas. Dispensing list validation exercise is starting in West Sussex and moving to Kent and Surrey. A full post code sweep will be done of the rural areas, 18000 patients on dispensing list which should be eligible for pharmaceutical services, so we are working with NHS England on how this is communicated.

### **12: PSNC Update**

Funding for the next 6 months will stay the same, there will be no Quality Payment for the next 6 months and MURs are capped at 200 so maximise on MURs. Mike King is retiring in May. Gordon Hockey has been working on Brexit to cover all potential outcomes so that resources are available when needed. The long-term plan talks in detail about outpatients and people being seen in their own homes, the medical pathway will need to be redesigned and should fit into the new contract. Long term contracts are also part of the long-term plan. The PSNC levy will remain the same for the next year. The members discussed the 5 year forward view plan.

### **13: Service Development Report**

There are going to be several changes with the Public health Team in East Sussex and those were discussed with the members and our approach to it. PH team has a Darzi fellow who is reviewing all the process specially the contracts. We have suggested that longer term contracts are beneficial and delays in PHLA for the coming year was highlighted. East Sussex PNA is due for renewal and we are a part of the group so we can have an input.

There has been no PH meeting for Brighton since the last LPC meeting. There has been a delay in PHLA for Brighton and Hove and we will notify the changes when they are ready to be circulated. Some of the proposed changes in the SLA for Smoking Specifications was discussed.

NHS Flu figures for 2017-18 flu season and the first quarter for 2018-19 were shown to the members. Figures looked positive despite the stock issues.

Quality Payments support provided was discussed- we had 4 call in clinics at different times to provide support on all the 4 of the Gateway criteria apart from WES criteria. 99% of our contractors qualified for the QP. The members were shown the QP data across Surrey and Sussex and the individual support provided to the contractors.

A final version of the Service Evaluation Tool was shown to the members and it will be used in the work plan for the next financial year.

The Surrey BP project spec is now on the final version and will roll out from the 1<sup>st</sup> of April.

42 Pharmacies expressed their interest to provide the service and 17 have been selected, training for pharmacists will start this week. Monthly deadline tracker is available. TCAM webinar will be recorded 25/03/19.

#### **14: Policy Matters**

The members discussed what a successful 3-year plan would look like. It was suggested that we start with the outcome, what needs to be achieved locally & nationally.

**Action:** Further develop the narrative around the PCN offer and next steps

#### **15: Matters to report from other meetings**

- CPSS Exec Meeting – The minutes have been provided, there was a brief discussion regarding reaching out to Kent LPC.
- SE Forum & Partners – HEE, CPPE, PSNC, NPE attended, the long-term plan was discussed. Shortage protocol was also discussed with regards to Brexit, there is work going on behind the scenes with BSA. NPA raised they are producing two webinars – new inspection and shortages. CPPE New learning material for AF, also new package for clinical medication review. Suicide prevention eLearning package. Primary Care support discussed a new online application for market entry which should streamline the process. There were issues with the implementation of waste management system and still 250 plus pharmacies which have not registered.

**Action:** Support NHS England to get the outstanding pharmacies to sign up to Anenta

#### **16: Any Other Business**

The appointment of officers for the next year was raised. SD, CM & PA has stood for re-election with no other nominations and the officers were reappointed.

Boots have moved away from MDS dispensing with various levels of support from CCGs. It was agreed that the LPC should produce a supportive statement with regards to support / guidance which would assist with enquiries from GPs etc.

Sandra mentioned that East Sussex Medicines Optimisation for Care Homes project have now had their Toolkit agreed by the Area Prescribing Committee and that it will be rolled-out from April 2019, which included wanting to speak at an LPC meeting. Members agreed that the Self Care meeting in summer 2018 had been very well attended and a follow up in LPC news round-up would be fine.

**Action:** produce a statement / guidance with regards to MDS dispensing.

### **17: Meeting wrap up**

The main actions and themes were summarised.

### **18: Future Meetings Dates & Venue**

**9<sup>th</sup> May 2019** Venue: The Ashdown Room, Barnsgate Manor, Heron Ghyll, Crowborough  
All day meeting to commence at 9.00am

**10<sup>th</sup> Jul 2019** Venue: 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

**17<sup>th</sup> September AGM Evening Event** – Date to be confirmed

**3<sup>rd</sup> Oct 2019** Venue: The Ashdown Room, Barnsgate Manor, Heron Ghyll, Crowborough  
All day meeting to commence at 9.00am

**9<sup>th</sup> Jan 2020** Venue: The Ashdown Room, Barnsgate Manor, Heron Ghyll, Crowborough  
All day meeting to commence at 9.00am

**12<sup>th</sup> Mar 2020** Venue: The Ashdown Room, Barnsgate Manor, Heron Ghyll, Crowborough  
All day meeting to commence at 9.00am

### **19: Close**