

Minutes of Meeting of West Sussex Local Pharmaceutical Committee

Date Wednesday 13th March 2019 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, Yola Barnard, Sam Ingram, CJ Patel, Nisheet Patel.
In attendance: James Wood, Chief Executive Officer, Hinal Patel, Service Development Support Pharmacist, Sandra Lamont, Communications & Engagement Lead.

1: Welcome & Introductions

The Chair welcomed the members and guests to the meeting.

Next Stepper appointed: Nisheet Patel

CCA Reporter appointed: Gemma Staniforth

2: Apologies for Absence

Marie Hockley, Sara Paxton, Micky Cassar, Administrator – it was noted that the meeting would be recorded for later transcribing.

3: Governance Matters

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

Appointment of officers needs to be done annually; the members were asked if they wanted to stand as officer to complete the nomination form by the end of the meeting. If there is more than one nominee per role by the next meeting, there will be a vote.

4: Minutes of the last meeting

The Chair asked the members if they had read the 9th January LPC minutes and if there were any issues with the accuracy. 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. Two things remain in progress. Coastal & West CCG had raised discharge policies moving from 14 to 7 days for MDS and this has been taken up with the CCG who are holding a meeting to discuss our concerns, we are waiting to hear back regarding this. Also we discussed our guidance with the 7 day MDS with the LMC, this also came up at the Surrey LPC and work has started, the policy is ok as it is but does not go far enough regarding what pharmacies may or may not do regarding MDS, we have therefore started this work and are having a meeting with the LMC to discuss and we should have a guidance solution to sign off by the May LPC meeting.

To clarify from the action log, C Card is not a commissioned service.

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

Action: Create an MDS discharge guidance policy to review by next LPC meeting.

6: Herefordshire & Worcestershire LPC, Coventry LPC & Warwickshire LPC

The members were given a presentation from Vicki Roberts, Vice Chair Coventry LPC and Chair CCA LPC Support group & Fiona Lowe, Chief Officer for Herefordshire & Worcestershire LPC. There was a discussion to see where they are in comparison to CPSS, what works and what could be improved. They are looking at this as they cover three LPCs covering 8 CCGs, 335 contractors, 40-50 PCNs and they are looking at how they work and if they can make improvements based on our model. The members were asked for their opinions on what had worked and what maybe hadn't and why this was implemented in the first place. It was discussed that a fully merged model would have lost the local representation and importance, also what process we went through to get the 9 current members after the downsizing of the numbers of LPC committee member. It was highlighted as a CCA member it feels like you are aware of what is happening in other areas which is useful. It was discussed if having the overarching support team is financially beneficial across the patch. Also, the level of support and engagement to individual contractors was discussed and if that's works. It was highlighted that the individual LPCs remain in full control of the decision, but the administration to deliver on behalf of contractors is done by the CPSS team in the best way possible for the whole patch. It was agreed that the governance and structure is more professional now with the new overarching structure in place. It was discussed that there are three LPC meetings still and that we are having one joint one in July to see how this works. It was discussed that due to the smaller size of the LPCs there are less chances of younger contractors to become members. Market entry response comes from the relevant LPC however we do have a market entry sub group across CPSS if we need assistance for any market entry decisions.

The members were given a presentation from Vicki Roberts, CCA LPC Support Role to give members an insight on the strategy and direction of CCA.

7: Finance

The members were given an update from the treasurer regarding the latest LPC accounts which are within budget. The budget proposal for next year was shown to the members and agreed. It will have the same PSNC levy and the CPSS levy as this financial year. Even though in the proposed budget the suggestion was made to reduce the contractor training events budget, it was agreed that the training was important and hence it should not be reduced. It was proposed that the levy to contractors was cut by 10% next year. It was discussed that maybe 5% would be more cautious. PSNC have made it clear that it is likely that this is the last year they will be able to freeze the contributions. Also, the CPSS expenditure has increased and this has been covered by reserves, but this may not be possible next year. The members agreed a 5% reduction in the contractor levy, operationally effective from 1st May 2019. Once all the LPC meetings have taken place this round, NHS England will be informed of our budgets as per the constitution. Members

discussed and agreed to pay the honoraria to the Chair, Vice Chair and Treasurer as allocated in the 2018-19 budget.

Action: To communicate the levy change to contractors (SL) and to NHSBSA (JW)

8: LPC Management & Admin, inc CEO Report

The members were given an update regarding recent work including QP support. The deadline tracker is being completed monthly and has been borrowed by another 12 LPCs. The service evaluation tool will be published shortly.

Gaps with stakeholder engagement with the Sussex and East Surrey STP, along with the 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. Healthwatch we are now meeting quarterly across Surrey & Sussex and we recently discussed Brexit and medicines shortages issues.

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.

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.

The alcohol service has launched in West Sussex and a key message here is that now we have the service signed off we really need to get this up and running well.

Mike Keen is retiring from Kent LPC, a letter was written to the Kent LPC members encouraging a dialog to see if we can assist them.

9: PSNC Update

PSNC Rep Sunil Kochhar gave an 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. Price concessions were discussed at length and what benefits the contractor the most. 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. It was raised that HIV drugs, specialist high cost drugs etc are not part of pharmacy and could be. 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.

10: Communication & Engagement Report

The members were given an update regarding the new communication outputs including news round ups and the distribution schedule. 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. Community pharmacy photography is being investigated so we present a less stereotyped image of community pharmacy ie: less rows of medicines in boxes and more with people/consultation rooms and service provision. Kamsons may be able to assist with providing some pictures for this. We would also like to obtain professional photos of LPC members which can be used for communications etc.

Work has been done with MP Caroline Lucas. New Carers Video (Surrey Carers) this is available across the patch for young carers. 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. The members discussed if a physical newsletter should be sent out around the time of the annual report / AGM. There is nothing in the budget which would fund this work however it may be worth looking into the potential cost so we know should we wish to progress this further once further investigation has been done into email analysis.

Action: SL to obtain the photos from Kamsons and organise photos of LPC members.

Action: SL to investigate costs of potential annual mail out.

11: Services & Support Report

The members were given an update from the Public Health meeting held in the first week of March. It was raised that Public Health had delayed sending out the contracts for alcohol intervention and that this should not reflect badly on the pharmacies as they must show how many interventions, they are doing but the contracts to them were delayed. This has been fed back to Public Health. The focus will now be on communications with the 44 pharmacies who have signed up to the alcohol intervention program and making this successful (they are not looking for more to sign up at this time). West Sussex County Council wanted to look at new contracting models from 2020 onwards, not just Pharmacy but GPs etc. We do not have a provider company and are not looking to set one up. They are looking at other options and we suggested longer term contract 3-5-year cycle and administrative payments. Quality improvement was also discussed like data sharing and working closer with them so they could pay the LPC to support contractors. We will give them a suggestion in writing and discuss with the LMC what they are thinking to find a solution.

The scoring tool for pharmacies quality assurance was shown to the members and how it is used. Depending on their score they may get a visit for support or a follow up phone call. It is important that staff know this is happening and why. This will start from April 2019, and if you think your team may need some help again you can ask them to attend the store.

Development of service: Hep C Test & Treat started again in February; a draft of the specification will be ready shortly. PSNC have been contacted to try and establish what barriers they have discovered so we can learn from this and approach differently. This project is key as we need to bring a whole treatment to the patient, this is ongoing work.

NHS Flu figures from 2017-18 flu season and first quarter figures of 2018-19 were shown to the members (from across Surrey / Sussex).

Quality Payments – we had 4 call in clinics at different times to provide support on 4 of the gateway criteria apart from the WES criteria., 99% of our contractors qualified after individual support provided to contractors on a weekly basis.

A final version of the Service Evaluation Tool was shown to the members and it will be 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 1st of April. 42 pharmacies expressed their interest to provide the service and 17 have been selected, training for pharmacists will start this week. Members were shown targeted comms for the contractors that provides the Alcohol Intervention Service and also the Quarterly Public Health meeting comms which will be sent to all the contractors. It was well received and decided that it should be sent to all contractors every quarter.

Action: Approach the DPH with a work plan.

12: Market entry matters

The members have reviewed the Market Entry document. Arundel application has gone to appeal. The West Sussex PNA group has produced a supplementary statement, which was reviewed by members

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 this 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, it is expected up to 18000 patients on dispensing lists which should be eligible for pharmaceutical services, so we are working with NHS England on final communications regarding this.

13: Reports from other meetings

Prescribing Locality Meetings:

- Coastal & West Sussex – GPs are doing audits on managed repeats. Prescription ordering was discussed and if this should be ceased.
- Crawley – 111 Contract is out for tender, Community Pharmacy part needs to be pushed up, we need to get the right sign posting. PCNs need to be up and running, and 111 NUMSAS push needed to get pharmacy involved. This will be picked up with Peter Scott. Managed repeats were discussed.
- 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.

Action: 111 Contract to be picked up with Peter Scott.

14: AOB

Nothing raised.

15: 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
14th Mar 2019	13 th Mar 2019	21 st Mar 2019 – Change of venue - The Drift Golf Club, The Drift, East Horsley, Surrey, KT24 5HD from 9.30am till 4.00pm
9th May 2019	8 th May 2019	15 th May 2019
10 th 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 th Sep 2019	AGM 10 th Sep 2019	AGM 18 th Sep 2019
3 rd Oct 2019	9 th Oct 2019	8 th Oct 2019

9th Jan 2020	8 th Jan 2020	15 th Jan 2020
12 th Mar 2020	11 th Mar 2020	18 th Mar 2020

NHS England KSS Liaison Meeting and South East LPCs

(Chairs, Vice Chairs to attend)

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

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

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

5th December 2019 – 12.00 – 14:00. The Sandman Signature Hotel, 18-23 Tinsley Lane South, Crawley, RH10 8XH

5th 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)

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

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

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

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

16: Close