

## Minutes of Meeting of Surrey Local Pharmaceutical Committee

Date: Wednesday 8th July 2020 starting at 14:00  
Location: Conference call  
Present: Rupl Bhasin, Chair, Hemal Chudasama, Vice Chair, Anish Prasad, Treasurer, Sejal Patel, Henal Ladwa, Purvi Shukla, Jaymil Patel.  
In attendance: James Wood, Chief Executive Officer, Hinal Patel, Service Development Support Pharmacist, Sandra Lamont, Communications & Engagement Lead, Micky Cassar, Business Administrator.

### **1: Welcome & Introductions**

The Chair welcomed the members and guests to the meeting including new member Dalveer Johal.  
CCA Reporter: Henal Ladwa

### **2: Apologies for Absence**

Andrew Jackson, Aron Berry.

### **3: Governance Matters**

The Chair asked if there were any changes to the Declarations of Interest, Rupl highlighted that he is now Regional Healthcare Manager of Superdrug and will submit an updated DOI.

### **4: Minutes & Matters arising**

The Chair asked the members if they had read the 13th May 2020 LPC minutes and if there were any issues with the accuracy. The Chair virtually signed the March LPC minutes as a true account of the meeting.

The action log was reviewed with the decision log.

It was raised at the last LPC meeting that NHSE&I regional team in the Essex region have issued a blanket allowance to pharmacies that they can do MURs via phone, without completion of PREM2 and if similar could be agreed with NHSE&I in the South East. It had been discussed with NHSE&I, however it was noted that there are no regional powers to implement this, and that other areas might be working beyond their remit. The regulations give the regional team 2 weeks to respond to a PREM2 form, however after LPC representations they have agreed to shorten this period and are working on a 48-hour turnaround.

Actions in progress:

- Approach Surrey Heartlands to establish if they would want to fund digitalisation of online ordering in pharmacies: In progress with virtual practice discussions.
- Operationalise freedom to speak up guardian arrangements via LPC (JW): in Q2 plans by Sept.
- Public Health contracts have been paused due to Covid – These were rolled over by Surrey County Council, as and when changes to the SLA are made these will be highlighted.

### **5: PSNC Update: Sunil Kochhar**

The members were given a brief update on what PSNC are working on including - The Pharmacy advice audit, Independent pharmacy review, LPC conference 16/09/20 (with further details available soon), Pandemic delivery service ends at the end of July, it may be advisable for contractors to highlight this to their patients. Flexible provision of services (Covid related) up until 01/09/20, MUR 70% high risk target, Staff risk assessment needs to be done in the next three weeks. It was highlighted that some contractors are still unaware of the MYS portal leading to missing out on payments, MP visits are being encouraged especially during COVID with good work stories.

It was asked if pharmacies were unable to source PPE through the approved sources if PSNC would reimburse the cost of having to source this privately. In Kent, the local resilience team have been able to supply PPE. The payments with PSNC are still under negotiation and wrapped up with the cash injections estimated for the financial impact of Covid.

**Action:** Discuss with mutual aid regarding PPE for pharmacy, especially aprons. LRF details to be re-circulated to pharmacies.

It was asked if there was any update with regards to the advance pharmacy payments. It was raised that due to surgeries not being fully open there are less acute prescriptions. Normally pharmacy would get a number of NMS / months however due to this the numbers have dropped. This needs to be factored in as lost income for pharmacy. This is being factored into the negotiations and how and where it is allocated is confidential. The service payment is helping but not with NMS service. It was also suggested that further investigation should be done into dental emergency supply payments due to the sudden significant increase due to Covid. A dental survey has taken place to capture these issues. A case was put to the area team to request payments for emergency supply however the response was that this is included in the terms of service. This was however included during a time when these supplies were few and far between which has changed significantly due to Covid. The evidence will be put to Mike Dent to assist with further discussions.

## **6: Independent review**

33 recommendations were highlighted from the review and they were broadly aligned to the LPCs submission to the survey in January. There were some main differences including the future role of the LPC, the term lengths of LPC members, the size of contractors per LPC and the LPC support role. Members noted the LPC actions so far around the review, which included coverage on our website, news stories, and publication of our survey response on the LPC website.

The members were given a brief update of the Wright review virtual meeting (held earlier today). The meeting included an update from David regarding the aims, tasks, and who he spoke to. Simon Dukes gave an update and the attendees were split into discussion groups. Mainly there was agreement recognising the issues raised and for most of the recommendations, but how this will work in practice was discussed.

A timeline of 2-3 years to implement recommendations was highlighted and next steps will be discussed at the LPC Annual Conference 16/09/20. It was raised that the one recommendation most LPCs disagreed with was the term length. There could be compromise needed with this recommendation including options of if this should be applied only to new members. Representation & support definitions was also an issue. If its support that leads to representation issues of non-compliant contractors, this is crucial from reputational point of view.

The members discussed the review, and the need for a working group between PSNC / LPC to work through the recommendations. The conference in the 16/09/20 will likely be the next update of direction with priorities re the recommendations moving forward etc. They wanted suggestions of how to progress the recommendations before September and are asking for general ideas by the end of the week.

It was highlighted that it needs to be considered where there are potential differences in how LPCs work. LPCs need to be seen as one body, not separate LPCs but how to make sure the responses are right for all LPCs collectively and representing the pharmacy body. The members were asked if Surrey LPC was largely aligned and in agreement.

**Action:** JW to review which recommendations affect Surrey LPC to support next stage discussions and what it might mean if they are applied, for discussion at our September meeting.

The review was based on 5 aims, to improve negotiation outcomes, improve transparency, improve listening to contractors, improve efficiency and reduce risk. It was raised that putting it into practice will be the hard part and a steer will be needed from an independent group to help progress this and avoid conflict of interest. The cost of the implementation is estimated at £6000-£10,000 per LPC.

## **7: Covid-19**

The LPC have responded to the NHSE&I call for beneficial innovation with a copy circulated to members. It was highlighted that a good use of the Integration fund would be to look at EPS integration for dentists. The members were asked to relay good human-interest stories to CPSS for future work including MP engagement, the MP letters have gone out and the response has already been positive. If MPs do not respond, civic leaders will be contacted to continue engagement work.

**Action:** Keep human interest items coming into SL (all members).

Local authority leads lockdown plans. Central government is going to hand over to local government regarding test and trace and local lockdown (if needed). Each Local Authority area will need to have an approved lockdown plan which will be in place for 6-12 months. There are 11 beacon councils leading on this across the country with Surrey leading the South East. Initially local lockdowns were thought to be at a very local level however developments in Leicester have demonstrated this may not always be the case. The LPC has made contributions to these plans, gaining commitments that pharmacy needs to remain open as an essential service (making staff key workers) as per the national service. There should be volunteer hubs available for prescription collection etc. Local delivery service consideration has been written into the plan.

The published versions of the local lockdown plans will be shared with next newsletters. Checklist for business continuity if/when businesses start to get notified of lockdowns either large scale or localised. Comms will be very targeted using geo targeting techniques. Protections needs to be included in this plan, pharmacy will be expected to stay open, they have to have access to PPE etc, it's not all about funding it's about protecting colleagues. NHSE need to be in that discussion and work needs to be done to incorporate this using learning from the first time.

**Action:** Further inclusion of protection (PPE etc) needs to be included in the lockdown plan.

Test & Trace led to some temporary pharmacy closures as some of the systems were not established enough. There is now a tier system in place, which includes a greater level of enquiry for health and care settings, such as pharmacies. Mitigations and risks will then have a more considered view of what action should be taken. Contractors who need advice can get in touch with the LPC. Independents may have more issues if closures needed as cannot move staff around, but buddying may assist with this. With test & trace – the NHSE&I Regional team need to notify the LPC regarding any closures. The wording for test & trace closure scenarios would assist to highlight immediately what the cause of the closure is.

Anti-body testing: in the national guidance Community Pharmacy staff are included in the list of who qualifies for an anti-body test however the testing arrangements are locally determined. The staff team are still trying to work with local systems to operationalise this and the members were asked for their views. It was highlighted this is becoming increasingly important due to the staff risk assessment which needs to be done (the costs of which will be added to the Covid cost capture).

**Action:** Highlight accessibility to anti body testing to contractors on a request basis JW/SL as soon as available.

Quarter 2 (July-Sep 2020) agreement in Surrey will be the same as per quarter 1 at 100% of payment protection. At this time, the date of payment is not known but likely to be end of summer with the breakdown will be exactly the same as the last quarter. The county council are asking contractors to ensure any activity is on PharmOutcomes to help understand when services can be restarted and if there is demand for a service. Quarter 2 will need to focus on restoration.

Substance misuse contract sits within the council for Surrey with I-access being the prescribing hub for those clients. They are in Covid prescribing now, when this ends, there needs to be a 4-6 week window of protected payment to allow for normal prescribing to take over. Some clients that are high risk might begin to return to pharmacy, but no sudden influx is predicted.

## **8: LPC Management and admin**

The members were shown the Covid operating plan which has largely been delivered, anti-body testing is outstanding. Monthly webinars are included in the operating plan with the next one in July. The members were asked to pass ideas for the contractor webinar content to JW.

**Action:** Pass ideas for the contractor webinar content to JW.

Coming to the end of the Covid operating plan (set out in March) and hoping to start moving back to some of the normal LPC business in July - Sep, which was described in Q2 plan for members to scrutinise. The aim in the September LPC meeting will be to bring back a full operating plan for the remainder of the year in the usual format. There are unknowns in September especially with regards to PQS and CPCF developments for year 2. The next few weeks will include a focus on annual reports. The East Sussex focused project involves some focussed stakeholder and comms work, ahead of the public consultation on the PNA and a review of locally commissioned services.

CPSS are working on a basis that the AGMs will be virtual this year (in September) due to Covid restrictions. This is the safest way to proceed as documents need to start going out including full postal and electronic voting. A secure fully electronic inhouse voting system is in preparation stage. The members were asked for their views on the structure of the AGM and if they wanted an evening event including a speaker, review of the year and the accounts.

**Decision:** The members agreed on an evening AGM event starting at 7.30pm including possibly an update on flu vaccination, revalidation, PQS, PPE requirement and brief update on LCS and how these will be delivered.

**Action:** Start to put together the AGM structure & content (JW/SL/MC).

The Committee Member training analysis has been created to help highlight training knowledge and gaps to be considered. Members approved the survey and approach

**Action:** Send out link to members to complete the training analysis (for responses to be available in Sep) JW/MC.

The contractor feedback survey responses were reviewed. Blister packs were raised, progress has been made and due to lower volume of MCA/MDS in Surrey, some hospital Trusts are leading to a move to 2-week supply on discharge, it was recognised a case study sharing would be beneficial. It was raised that there needs to be a level playing field between bricks & mortar and online pharmacies, apps should not automatically direct to online pharmacies and this needs to be guided nationally. The LMC are reviewing digital apps and the NHS app appears to be the app of choice in Surrey.

## **9: Finance Update**

The members were given an update from the treasurer.

CPSS annual accounts 2019-20 (final versions) have been circulated to members, the contributions from each LPC were reduced as any reserves should sit in the LPC accounts. CPSS accounts to date to July were reviewed by members. Covid rent arrangements have been raised with the LMC and response is pending. Covid has reduced costs due to travel and a forecast underspend is predicted for the year, this will be closely monitored, so that levies can be adjusted if needed.

The Surrey LPC accounts were reviewed including the forecast for the financial year. The Surrey LPC annual accounts compiled by the accountant were reviewed.

The members were happy with all 4 sets of accounts and these were virtually signed by the CEO and the Chair awaiting formal approval at the AGM.

The members discussed the Surrey LPC levy. It was highlighted there will be an extra cost that needs to be factored in due to the transformation costs following the Wright review. The recommended reserves for an LPC are 6 months. The reserves need to reflect this and mechanisms of reducing the reserves was discussed.

**Decision:** The members agreed to a levy holiday of two months with a further review in January 2021 for a potential further month's payment holiday depending on reserves levels.

**Action:** JW/AP to update forecasts, circulate to members and update NHS PPD. Levy updates should be updated into local news roundup.

#### **10: Local Matters**

CCG re organisation has taken place, Surrey Heartlands CCG governance aspects will become clearer and be easier to manage in terms of LPC workload.

The Surrey care record landing page demonstration was shown to members, discussions are still ongoing. Social care summary is also included in these technical discussions are ongoing and hopefully the capabilities and costs will be known by the end of the summer. PharmOutcomes have been working with other providers of local health care records.

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

Market entry activity has now been un-paused. The Kingswood appeal was raised, representations led to the application being re-determined No other activity in Surrey. PNA regulations have extended the PNA lifetime by one year. Supplementary statement will be issued in due course.

#### **12: Services & Support**

Meeting with The Public Health team every 3-4 weeks during Covid. Surrey Local Authority stand out and are very supportive and helpful. Sexual health PGDs run out March 21. National template will be adopted and is in hand with the current ones extended with same SLAs. Surrey guidance checklist had to be updated and updated on the CPSS website, any changes in SLA will be found there. Access prescribing & missed dose template is on PharmOutcomes. The governance is being reviewed and when they want to go live, they will notify (possibly September).

TCAM now has 3 trusts live in Surrey, November will be first full year for Surrey. There is a story on the website.

An LPC survey will take place to assist with insight from pharmacies of how to start Locally Commissioned Services in quarter 3. Quarter 2 protected payments has been tough to negotiate. The current SLA will not allow to provide service as before. HP to speak to individuals for this survey but if anyone has questions, they want to be considered please let HP know.

**Action:** Pass HP questions that would help with survey interviews.

It was raised that prior to Covid, work was being done on Health Checks equipment. This is still going ahead, just waiting for go ahead of when they can access premises for training etc. it was highlighted it will not look good if some pharmacies start doing services and some not, it will create mixed messages. Pharmacy needs one voice, not fragmented. There should however be flexibility of when the contractors can restart which will depend on their work force issues and safety measures. This position will likely change at the end of quarter 2 though.

Christmas & Easter LCS papers were distributed to members prior to the meeting. NHSE have agreed £400.00/hr which is a 67% rise across Kent, Surrey & Sussex (3-year deal). They also agreed to limiting direction and to publish information earlier. Change of ownership will also not necessarily commit the new owners. The next step will be communications and EOI to start the process in good time. Worked with other LPCs across the South East area to do this and were clear about what was wanted. Robust costings were submitted, including cost of living etc.

#### **13: For report from other meetings**

The reports from other meetings were circulated to members prior to the meeting and no questions were raised.

#### **14: AOB**

The members were asked if they had come across any situations during Covid where a patient was unable to pay for their prescriptions (where they would normally pay). It was highlighted that people can apply for universal credit which then exempts payment.

### **15: Close**

Future meeting dates & venue

LPC Committee Meetings

East Sussex LPC	West Sussex LPC	Surrey LPC
The East Sussex National, Uckfield, TN22 5ES 9.30am – 4.00pm	The Old Tollgate, Bramber, Steyning, BN44 3WE 9.30am – 4.00pm	Tyrrells Wood Golf Club, Tyrrells Wood, Leatherhead, KT22 8QP 9.30am – 4.00pm
Tuesday 22/09/20 Short meeting + AGM – Venue TBC	Tuesday 15/09/20 Short meeting + AGM – Venue TBC	Thursday 17/09/20 Short meeting + AGM – Venue TBC
Thursday 05/11/20	Wednesday 04/11/20	Wednesday 11/11/20
Thursday 11/02/21	Wednesday 10/02/21	Wednesday 17/02/21

Community Pharmacy Surrey & Sussex Executive Committee:

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

8th October 2020 – 10:00 – 12:00 LPC Office, The White House, 18 Church Road, Leatherhead, Surrey, KT22 8BB

14th January 2021 – 15:30 – 17:00. TBC (Kent Venue)

31st March 2021 – 10:00 – 12:00 LPC Office, The White House, 18 Church Road, Leatherhead, Surrey, KT22 8BB

South East LPCs and Partners (Regional Meeting)

(Chairs, Vice Chairs to attend)

14th January 2021 (hosted by – Kent) 10:00 – 13:00

Venue TBC

NHS England & Improvement

(Chairs, Vice Chairs to attend)

October 2020 (informal meeting of NHSE/I officials & LPCs CEOs – Horley 14:00 – 16:00)

14th January 2021 (Kent) – 13:00 – 15:30 Location TBC

March 2021 (informal meeting of NHSE/I officials & LPCs CEOs – Horley 14:00 – 16:00)

PSNC Forward Dates:

16th September 2020 – 10:00 until 16:00 LPC Annual Conference

Congress Centre 28 Great Russell St, Bloomsbury, London WC1B 3LS

The LPC Conference remains an important event for LPCs to represent their views for PSNC to consider at its planning meeting in November, when PSNC's priorities and plans for 2021/22 are agreed. East Sussex LPC and West Sussex LPC can send up to 3 representatives each and Surrey LPC up to 4 representatives each.

2020 PSNC Meeting Dates

Wednesday 20th and Thursday 21st May London  
Wednesday 24th and Thursday 25th June London  
Wednesday 9th and Thursday 10th September London  
Wednesday 25th and Thursday 26th November London

2021 PSNC Meeting Dates

Wednesday 3rd and Thursday 4th February London  
Wednesday 19th and Thursday 20th May London  
Wednesday 7th and Thursday 8th July London  
Wednesday 8th and Thursday 9th September London  
Wednesday 24th and Thursday 25th November London