

## Minutes of Meeting of West Sussex Local Pharmaceutical Committee

Date Wednesday 4th November 2020 starting at 09:30  
Location: Zoom conference call  
Present: Mark Donaghy, Chair, Alan Salter, Treasurer, C J Patel, Sara Paxton, Yola Barnard, Sam Ingram, Sam Grieve.  
In attendance: James Wood, Chief Executive Officer, Sandra Lamont, Communications & Engagement Lead, Hinal Patel, Service Development Support Pharmacists, Micky Cassar Business Administrator.

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

The Chair welcomed the members and guests to the meeting.

Next Stepper appointed: Sam Ingram

CCA Reporter appointed: Sam Grieve

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

Sunil Kochhar, Nisheet Patel, Gemma Staniforth

The Chair acknowledged the resignation of CCA member and Vice Chair Gemma Staniforth and thanked her on behalf of the committee for all her work. Also, the resignation of James Wood CEO was highlighted, and the committee wished him all the best in his new appointment. It was noted that an item was included in the main agenda about CEO recruitment.

### **3: Governance Matters**

The Chair asked if there were any changes to the Declarations of Interest, nothing raised.

### **4: Minutes of the last meeting**

The Chair asked the members if they had read the 15<sup>th</sup> September 2020 LPC minutes and if there were any issues with the accuracy. The Chair virtually signed the July LPC minutes as a true account of the meeting.

Matters arising:

- The HEE pre reg pharmacy technician opportunity was recirculated. Since then, Western Sussex NHS Foundation Trust who have been successful in their bid have been in contact to state that they would be interested in partnering with community pharmacy for some placements. The post would be fully funded with some transitional funds for the pharmacy to host the trainee in blocks of 13 weeks. The members were asked if the LPC would support facilitation of this and advertise the opportunity to contractors. Details of what requirements as a host will be provided. It was raised as a declaration of interest by MD that East Sussex Healthcare NHS Trust had contacted him with regards to Kamsons hosting however this was mainly for East Sussex. Again, as DOI Kamsons have been approached by a GP practice in Littlehampton for a joint placement which they have agreed to do.

**Action:** obtain further details of host requirement and circulate to all contractors JW by end of Nov 2020

- POD update – meeting with Eileen Callaghan shortly, further update to follow.
- National guidance on signing prescriptions – published in the last couple of days re regulations and exemptions (until April 2021). Switches from exempt to paid prescriptions were discussed and the paper prescription regulation changes.

The members reviewed the action log:

211 – Revisit service evaluation tool Q2 – In Q2 plan.

219 – Operationalise freedom to speak up guardian arrangements via LPC – ongoing now.

248 – Consideration of POD rollout – discussion ongoing with local team.

251 - Possible taster sessions on officer role and to highlight PSNC training days – Awaiting PSNC training plan

### **5: Vice Chair**

Gemma Staniforth was thanked again for all her work over the years. A new Vice Chair needs to be elected. The Chair asked for nominations and highlighted the officer appointment pack which had been circulated prior the meeting. Yola Barnard was nominated by CJ Patel, Alan Salter seconded this. There were no further nominations received.

**Decision:** The members voted unanimously for Yola Barnard as Vice Chair.

### **6: Independent Review**

PSNC / LPC conference has taken place. A summary was provided by the attendees: at the conference Dr Michael Twigg presented the analysis of the LPC comments of the next steps. Widespread agreement for progress to be made. Simon Dukes has created a review steering group RSG proposal which has been circulated in an LPC news alert on the 30<sup>th</sup> October. By the 31<sup>st</sup> of March 2021, a set of proposals will be circulated to all contractors in England. There is a webinar tonight hosted by Simon Dukes regarding these next steps. The members were asked if there were any comments they would wish to take to this webinar. In addition, members agreed that there were no further comments to make and would respond welcoming the RSG proposal and look forward to seeing the progress by the 31<sup>st</sup> March.

A discussion was had about the announcement at the conference of the new policy by the Chief Pharmaceutical Officer that the roll out of independent prescribers to all the pharmacy workforce would now be developed over the coming years.

### **7: Local elements of PQS part 2**

Domain 1 infection control and antimicrobial stewardship (AMS).

The local links have been distributed via the tracker, all 4 formularies (that follow national NICE & antimicrobial guidelines) are also on the website and have been highlighted in the newsletter. There may be potential to organise local briefings with antimicrobial specialists. The members were asked if the members would support this / if it was needed. The local vs national element to this was raised. If there is a local element to the prescribing formulary, then a local briefing would be needed but if national it would not be needed. There is a potential to propose to the CCGs that there is a potential for a local screening service. The members agreed that a briefing would be potentially beneficial from January 2021.

**Action:** Develop a local online formulary briefing for West Sussex. By 30<sup>th</sup> January 2021, HP/JW

Domain 4&5 PCN Elements.

PCN prevention – flu & PCN business continuity. The actions so far have focussed on reconfirming PCN leads, helping contractors to identify their leads, checking, and updating local data of pharmacies / PCNs, re engaging with PCN leads, upstream briefing to PCN clinical director leads. The members reviewed the actions moving forward and the numbers of confirmed leads and the vacancies across the patch. The members were updated as the actions that have been taken to fill the vacancies and were asked for their support in this. It was suggested that the vacancies be sent directly to area managers as well as head office contacts of CCA member companies to assist. It was suggested that an action / to do sheet would be helpful for PCN leads which could also evidence contact attempts.

**Action:** Send PCN vacancies to area managers for the whole of Surrey & Sussex. JW/MC by 13<sup>th</sup> November 2020

**Action:** issue weekly comms to LPC members with vacancy updates JW from 13<sup>th</sup> November 2020

Pharmacy quality scheme part 1 summary: The numbers of outstanding contractors will be contacted directly for support once the new data is received which is due shortly. The deadline is 23<sup>rd</sup> January. HP 31<sup>st</sup> November 2020

Hep C Service update.

Deployment of Hep C testing Service: Numbers & engagement update, working with ODNs, local information pathways. 7 pharmacies have signed up in Sussex (4 in West Sussex). ODNs are keen to give one to one support to enable this to be up and running by the end of November, this will include how to engage the client. They should not be under any service provider prior, questions to screen and ensure this are being developed. The final service spec should be available by the end of the month. Support prioritised to those who have signed up already rather than recruiting further at this time.

A local Hep C dispensing service has been raised in the past, but funding and logistics were an issue. This may be reviewed at a later date depending on outstanding issues being resolved.

TCAM update: The new pathway in West Sussex is going live 16<sup>th</sup> November 2020. There is a local event for West Sussex on the 9<sup>th</sup> November (webinar) to engage and help support contractors going live. Support is available on the CPSS website including brochures etc. Discharge medication service expected January 2021 which is underpinned by TCAM. West Sussex County Council will also be discussing PGDs and CGL will be discussing one hit packs in the webinar on the 9<sup>th</sup>. AHSN support for this program was due to end in March but will continue until July which will allow more time to get the other trusts up and running too.

**Action:** Recirculate details of the event on the 9<sup>th</sup> November 2020 – by MC Friday 6<sup>th</sup> November 2020

### **8: CPCF Year 2 developments**

GP community pharmacist consultation service starting from 1<sup>st</sup> of November. Julia Booth, Head of Primary Care at the NHSE&I regional team is leading co-ordination of this work and local discussions have started, likely to start to approach PCNs keen to be involved. Pharmacies still not signed up to CPCS will again be approached to do so. The roll out is likely to take 3-6 months and the LPC will be involved through a regional implementation group. It was raised that the referral mechanism needs to be made easier, one system needed.

**Action:** CJ to discuss with JW re the referral mechanism. HP to follow with pharmacies not registered.

### **9: LPC management & admin**

The members were given an update as to the Q3 workstream including PCN work, PQS support and CPCS work. IPMO policy work, alongside STPs etc. IPMO plans need to be submitted in the coming weeks and will feature community pharmacy plans.

The members were updated as to the resignation of James Wood CEO. The next steps before leaving will include a handover, firming up plans for GP CPCS, getting PQS over the line across the patch and supporting the CEO recruitment process. The members reviewed the Q3 – Q4 operational plan.

CEO recruitment: HR matters are delegated to CPSS Executive committee who have met and started the recruitment process. External recruitment starting Tuesday 3<sup>rd</sup> November through various communication channels and placement of adverts. A panel needs to be made available for the long and shortlisting and interviews (one from each LPC, needs to be set by 13/11/20) and declare any declarations of interest.

**Decision:** It was agreed that Mark Donaghy will be on the interview panel for West Sussex LPC

### **10: Finance update**

The members were given an update from the treasurer with regards to the West Sussex accounts and the CPSS accounts. It was highlighted that some budgeted expenses in the West Sussex account are underspent due to Covid including meeting costs and travel expenses however the reserves are within the PSNC recommended guidelines. The CPSS account was similarly underspent in some budgeted areas due to Covid. The CEO has been asked to prepare how some underspent areas could be repurposed to support the local elements of CPCF year 2, PQS support and to ensure there is enough capacity in the CPSS team to deal with phase 2 of covid.

### **11: Local matters**

The local pharmacy heroes' campaign was highlighted and the workstreams which have been done within this. Work has been done to support the flu campaign. The resilience group for Sussex have

invited community pharmacy to join their group indicating an acknowledgement of Community pharmacies role. Relationship building with carers and adult & social care is ongoing.

Adult social care: there has been an increase in domestic abuse since Jan 2020. WSCC have agreed to do a briefing with West Sussex pharmacy staff. Lunch & learn to highlight that pharmacies are a safe haven for abuse victims and enable and teach pharmacy staff to help and know how to react. It was raised that training for carers from adult social care is more appropriate as pharmacy consultation rooms are likely to be in high demand for vaccination services and might not be available to be used as a shelter. It was highlighted that abuse victims may well attend pharmacies and staff should have knowledge on at least where to sign post people.

The members were asked “is pharmacy responsible for the delivery of medicines” after continued interest in this topic from stakeholders. The answer is no, there is nothing in the NHS contract stating pharmacy is responsible for delivery. There have been other paid services enabling this, but this proves that this is extra to the contract. Pharmacy is not responsible for delivery; they are responsible for dispensing medicine. It was raised that there is responsibility on the pharmacist to make sure the patient receives their medication from a professional point of view but not through a delivery service they pay for out of their revenue. It was raised that questions are being asked as to who will deliver medicines during the upcoming lockdown. The pandemic delivery service ended 31<sup>st</sup> July nationally. It was acknowledged that there might be scope that this is extended.

The APC proposal paper was circulated to members prior to the meeting with regards to the LPC perspective of one overarching APC across West Sussex with smaller local groups. Members were in agreement with this approach and a seat being available to LPC representation.

NHSE & NHSE&I meeting update: Christmas opening should have now been communicated. There are some directions for Christmas and New years day across the South East. PPE potential reputational risk – still lots of contractors not signed up to the PPE portal and the LPC had been supporting contractors to do so. Mike Hedley, Pharmacy Contract Manager at NHSE&I regional team is retiring at the end of November and the position is being advertised.

**Action:** Highlight that the PPE portal is easier to use now through ongoing communication channels

Careers project: Started at the LPN and funding was received from HEE for Kent, Surrey & Sussex, held by the regional forum of LPCs. Meetings have been taking place to scope what local resources can be in place. This project is local to KSS to showcase pharmacy as a careers to school and college leavers. Talks have been held with RPS to deal with queries and signposting. This should be up and running in the new year. As part of showcasing filming was to be used, quotes given were for face to face filming which is not possible now due to lockdown. A number of community pharmacy roles and career pathways will be featured, using local case studies.

**Action:** Sam Ingram to assist HP with teacher practitioner case study.

The NHSE&I interpretation and translation procurement project paper was circulated to members prior to the meeting with regards to a commission service across the South East, which for the first time will include Community Pharmacies. It was highlighted this is already available to GPs. Members were encouraged to feedback views directly and the LPC will be drafting a response as members welcome this development.

**Action:** JW to respond to the consultation on behalf of the three LPCs by 19<sup>th</sup> November 2020.

## **12: Market entry**

The market entry tracker was circulated to members prior to the meeting. No questions raised.

## **13: LPC self-evaluation & governance audit**

The members took part in the self-evaluation & governance audit and updated each area as well as developing an action plan.

**Action:** Circulate update to the committee and publish on the LPC website MC/JW 30<sup>th</sup> November 2020

#### **14: Local services**

LCS activity paid as per activity from Q3, with intention of keeping it under review for any local lockdown. For Q2 Covid payment protection, pharmacies are being followed up where claims have not been received (6 outstanding to claim from Q2). PGD for sexual health and varenicline should be out for sign up (expected from 1<sup>st</sup> week November).

TCAM update: Wester Sussex NHS foundation trust is due to go live 16/11/20. Substance misuse contract: Needle exchange – roll out of one hit kits from 1<sup>st</sup> October.

West Sussex Contractor Event (09/11/20) will include updates from TCAM, WSCC (PGD update) and CGL contract update. The members were asked to circulate the details of the event to colleagues.

West Sussex CCG Lead LCS: Key actions and timelines for Palliative care (Sussex wide) and MAR chart scheme (West Sussex) will include, refreshing of palliative care LCS with medicine list checked with prescribing policy, claims in appendix (by mid Jan 2021). Reviewing the fees from Palliative care service via costing tool (deadline for the final version Feb 2021 LPC meeting). To provide feedback for the Mar chart LCS during the process and contact pharmacy providers. To provide information to contractors after the February LPC meeting. The members reviewed the local activity data from Q2 compared to Q1 and the flu figures.

Advanced service Hep C testing service – a local guide for providing the service was circulated to members prior to the meeting. The LPC are working with the ODN in defined boundaries to support pharmacies who wish to provide the service. The HEE bid for the Blood Pressure + service was successful, and the evaluation process will take place in Q4 in partnership with Sussex University. Work has begun with regards to negotiating a local service “Hastings Lung Project”, this was paused at the start of Covid, the project will look into referral direct from pharmacy for chest X-rays with a view to early cancer diagnosis.

LCS for flu with Brighton & Hove County Council and Surrey County Council for next year planning meeting in Nov and Dec and approaching West Sussex County Council and East Sussex County Council with the same plan for next year.

#### **15: PSNC update**

No update was received from the PSNC rep prior to the meeting.

#### **16: Proposal for 2021-22 committee dates**

The members reviewed the proposed committee dates for 2021/22 which were approved. It was raised that the treasurer is due to be on leave at the September LPC & AGM meeting 2021, this aspect will be covered by other members.

**Decision:** 2021-22 committee dates agree. MC to publish online and circulate calendar invites by 30<sup>th</sup> November 2020

#### **17: AOB**

Reinvesting capacity into communications was discussed, it was highlighted this would need to be matched by East Sussex LPC and Surrey LPC as this would be a CPSS expense. West Sussex LPC members were supportive of this position.

#### **18: Close 15:40**

## **Future meeting dates & venue**

### **LPC Committee Meetings**

<b>East Sussex LPC</b>	<b>West Sussex LPC</b>	<b>Surrey LPC</b>
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
<b>Thursday 11/02/21</b>	<b>Wednesday 10/02/21</b>	<b>Wednesday 17/02/21</b>

### **Community Pharmacy Surrey & Sussex Executive Committee:**

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

**14<sup>th</sup> January 2021** – 15:30 – 17:00. TBC (Kent Venue)

**31<sup>st</sup> 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)

**14<sup>th</sup> January 2021** (hosted by – Kent) 10:00 – 13:00

Venue TBC

### **NHS England & Improvement**

(Chairs, Vice Chairs to attend)

**14<sup>th</sup> 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:**

#### **2020 PSNC Meeting Dates**

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