

Community Pharmacy South Yorkshire Committee

Minutes of the 1st meeting of CPSY on
 Tuesday 4th July 2023 Time: 9.30am – 5pm
 @ Mercure Sheffield Parkway, Catcliffe, Sheffield, S60 5BD

	Item	Action
1	<p>Attended:</p> <p>In the Chair: Chris Bland (CB)</p> <p><u>Members & staff:</u> Christopher Alcock (CA), Rizwan Ali (RA), Tom Bisset (TB), Joseph Bratley (JB), Richard Dunne (RD), Paul Mason (PM), Raj Morjaria (RM), Lynn Murrie (LM), Stephen Pollock (SP), Laura Richardson (LR), Daniel Swift (DS), Steve Taylor (ST)</p> <p><u>Minutes:</u> Alison Ellis (AE)</p> <p><u>Guests</u></p> <ul style="list-style-type: none"> ➤ David Broome (DB), CPE Regional Representative for Yorks & Humber ➤ Victoria Lindon (VL), Assistant Head of Primary Care Co-Commissioning, NHSE <p>Apologies for absence</p> <ul style="list-style-type: none"> ➤ Stella Shaw (SS), LPC member ➤ Claire Thomas (CT), Community Pharmacy Clinical Lead, SY ICB <p>Welcome was given to the new committee and introductions were made round the table including a brief description of working history.</p> <p>Thanks given to those that were involved in the previous LPCs and to the shadow committee on the work that they have completed and the easy transition. The hard work now starts in maintaining and starting relationships with Place and ICB.</p>	
	Agenda items	
2	<p>Governance</p> <p>Update on decisions of the shadow committee</p> <p>The shadow committee put in place the current staff and officers to help with the smooth transition of the merger and feel that this should be kept in place while the chief officer is being advertised and appointed. Members were asked if they wished to go ahead with this plan or whether they wish to take on the officer roles from out of the current membership.</p>	

<p>All members voted and unanimously agreed that were happy for the Chair, Vice-chair and Treasurer to continue in their roles until March 2024.</p> <p>All members voted and unanimously agreed for the staff to continue with the current contracts until March 2024 to help with the smooth start to the CPSY LPC.</p> <p>2.1 <u>Appointment of Officers</u> Chair – Chris Bland Vice- Chair – Lynn Murrie Treasurer – Greg Campbell</p> <p>2.2 <u>Staff of the CPSY committee</u> Office Manager – Tom Bisset Admin – Alison Ellis Media – Laura Richardson</p> <p><u>Chief Officer – Vacancy</u> Chief Officer role has been advertised nationally via Indeed and CPE newsletters and deadline for applications was 30th June 2023. Received applications and currently selecting candidates for interview. CB has contacted a couple of members to be on the interview panel and interviews will be on Friday 11th August 2023.</p> <p>Should hopefully have a decision on the new chief officer by September 2023 meeting and hopefully working for CPSY before Christmas 2023.</p> <p>2.3 Governance documents for CPSY ➤ <u>Constitution 2023</u> All members vote and unanimously agreed to adopt the model constitution – this will be added to the website and sent through to CPE as requested for their records.</p> <p>AE will send through a list of members and officers to CPE for records and to be given access to the members area of the CPE website.</p> <div data-bbox="177 1384 1241 1458" style="border: 1px solid black; padding: 5px;"> <p>Action: AE to send through a list of members and staff to CPE and copy of constitution.</p> </div> <p>➤ <u>Member and staff declarations of interest</u> AE to send through a word version of the declaration documents and send to those members and staff who have not completed and ask to be sent back asap.</p> <div data-bbox="177 1637 1241 1711" style="border: 1px solid black; padding: 5px;"> <p>Action: AE to send a word version of the declaration documents for completion asap</p> </div> <p>➤ <u>LPC members guide – updated June 2023</u> Nolan principles – need to include on the top of agenda from September 2023 meeting</p> <div data-bbox="177 1854 1241 1928" style="border: 1px solid black; padding: 5px;"> <p>Action: AE to include the Nolan principles on the top of the agenda from September 2023 meeting</p> </div> <p>➤ <u>Competition guidelines for meetings</u> For information and members to note in discussions</p>	<p style="text-align: center;">AE</p> <p style="text-align: center;">AE</p> <p style="text-align: center;">AE</p>
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<p>➤ <u>Expense policy – template – need to agree rates</u> Rates – proposed that have a set ½ day = £150 and full day = £300. The previous LPC expense policies were around the same level.</p> <p>All members voted and unanimously agreed the expense policy and rates.</p> <p>TB/ GC will populate the expense policy and send to AE for distribution to members and adding to the website.</p> <p>GC will send through a claim form to be used by the members when attending additional meetings but when attending the LPC meeting will use the attendance list to make payments.</p> <p>GC asked that the expenses are sent through promptly after attending the meetings etc so allocated to the right months accounts.</p> <p>All members will need to sign the expense policy and then added to the website on the members details page.</p> <table border="1" data-bbox="177 813 1241 958"> <tr> <td>Action: TB/GC will populate the expense policy with agreed rates and send through to AE who will distribute to members and add to the website</td> </tr> <tr> <td>Action: GC to send through a claim form to be added to the website and sent to members</td> </tr> </table> <p><u>2.4 Governance Lead appointed</u> After discussion around what the Governance Lead entails and previous experience Steve Taylor agreed to take on this role for CPSY. Proposed by CB and seconded by RM – all members voted in favour</p> <p>2.5 Declarations of Interest for any item on the agenda <i>If any member has any personal or pecuniary interest whatsoever in any matter, they should declare it or not actively contribute to the discussion unless asked by the rest of the committee to provide factual information to aid their understanding. In either case they should not vote on the item</i></p>	Action: TB/GC will populate the expense policy with agreed rates and send through to AE who will distribute to members and add to the website	Action: GC to send through a claim form to be added to the website and sent to members	<p>TB/GC GC</p>
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<p>Victoria Lindon, Assistant Head of Primary Care Co-Commissioning, NHSE</p> <p><u>Changes from 1st July 2023</u> SY Primary Care team have now moved across to the ICB – there will be a change in the team’s email address and VL will send an email with the new details on to contractors and the LPC. Should not notice any difference when contacting the team.</p> <p>PSRC (Market Entry / Exit) will continue to be managed by separate committees of Humber, West Yorkshire and South Yorkshire but they will meet jointly and the joint meeting will be led by Matt Auckland and Antony Fitzgerald.</p> <p><u>Regulation changes regarding change of hours</u> There have been applications from approximately 50% of SY 100 hr pharmacies for reduction of hours using new regulation, as well as changes to core opening hours. These are being logged, to create a briefing for each HWB area of the totality of the changes, which will be shared in September as anticipating that most changes will have taken effect by then. These briefings will also be shared with the LPC.</p>			

Levy = £250,000 this year and £290,000 next year significant reduction from previous LPCs total.

PSNC are still saying at the moment that need to hold 6 months levy in reserves – this may be reviewed.

PSNC had not reviewed the reallocation process re levy for LPCs for over 10 years

Review the budget figures at the finance sub-committee before September 2023 and then bring back to the full meeting.

➤ Honoraria / backfill for Chair, Vice-chair, Treasurer

1 day a month for chair, treasurer + usual backfill for meetings attended

½ day for vice – chair + usual backfill for meetings attended

All members voted in favour

➤ Account details and signatories

GC main signatory, LM going through process at the moment to be the 2nd signatory.

GC has changed the address with the bank to his personal address until the LPC decide about an official address to be used in the future.

Barnsley and Sheffield LPCs have transferred money across to the CPSY account and closed their accounts.

TB is going to be added to quickbooks and have a meeting with accountants so that they marry up with the accounts at the end of the year.

Money held for projects – need to ensure that don't hold the money for a long time and review before taking on any future monies but this is less likely now moved across to ICBs.

Previously had money issued with caveats but do not want this back as it has been allocated on the commissioners budget but instead need to review what the money is spent on.

Members asked that the finance committee share what funding has been allocated for what project and whether actively being spent. Agenda item for September 2023

Action: Project money account balances and whether actively using this funding to be on September 2023 agenda. Finance committee to review before the meeting.

AE

➤ AGM – September 2023 ??

Considered whether the AGM is to be part of the September meeting or hold a contractor event at the same time including explaining what the LPC are doing and a training event with stakeholders??

Members felt that should hold the event with stakeholders and training session but do separately to the AGM. All agreed that the AGM be held as part of the September 2023 LPC meeting.

➤ PSNC levy 2023/24

Barnsley £1761.83

Doncaster £2263.92

	<p>Rotherham £1897.25 Sheffield £3565.58</p> <p>Total = £9488.58</p> <p>➤ <u>Finance sub committee</u></p> <ul style="list-style-type: none"> - Office manager - agreed - Treasurer - agreed - Governance lead - agreed - 1 x AIMp, 1 x CCA, 1 x Ind <p>Because ST is the governance lead he will be representing CCA so just need to have an Independent and AIMp member.</p> <p>RM volunteered to be the independent member on the finance committee and it was agreed that AE will ask SS if she would be happy to be the AIM member.</p> <p>Agreed that would meet prior to the September LPC meeting to go through the draft budget.</p> <table border="1" data-bbox="177 884 1241 958"> <tr> <td>Action: AE to contact SS and let her know that she is the AIMp member on the finance committee and ask if she agrees to take on this role.</td> </tr> </table> <table border="1" data-bbox="177 958 1241 1032"> <tr> <td>Action: TB to organise a finance sub-committee meeting prior to the September 2023</td> </tr> </table>	Action: AE to contact SS and let her know that she is the AIMp member on the finance committee and ask if she agrees to take on this role.	Action: TB to organise a finance sub-committee meeting prior to the September 2023	<p>AE</p> <p>TB</p>
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4	<p>Website update</p> <p><u>Review the draft pages and presentation – discuss the items that wish to be included on the website and those that can be removed.</u></p> <p>Virtual outcomes – need to review if purchasing for the whole of SY – ask if contractors are wishing to use. Cheaper for the whole SY rather than individual contractors paying. Include an article on the CPSY newsletter around the next Virtual Outcomes topic and ask if this is something that pharmacies would find useful to have access to?</p> <p>LR to continue working on the website until 31st July and then will share with members to have a look at the layout and information included and let LR know by end August 2023 of any changes.</p> <p>Suggested that members review their own place websites and let know which items need to be kept on the new CPSY website and which can be deleted.</p> <p>Update at the September 2023 meeting and preview the final version of the website.</p> <table border="1" data-bbox="177 1711 1241 1785"> <tr> <td>Action: Newsletter article on Virtual Outcomes and ask contractors if they would use the training</td> </tr> </table> <table border="1" data-bbox="177 1785 1241 1859"> <tr> <td>Action: LR to send through a link to the draft CPSY website at the beginning of August and ask members for comments by end August 2023.</td> </tr> </table>	Action: Newsletter article on Virtual Outcomes and ask contractors if they would use the training	Action: LR to send through a link to the draft CPSY website at the beginning of August and ask members for comments by end August 2023.	<p>LR</p> <p>LR</p>
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5	<p>Stakeholder and meetings spreadsheet</p> <p><u>Review the list with all members</u></p>			

	<p>Workforce – check if Nick Hunter will be attending the meetings and can commit to the diarised meetings otherwise TB was happy report back on the meetings as he attends as Community Pharmacy Forum.</p> <p>Do we need to attend all meetings?</p> <p>Point of leverage – if getting more ICB level discussions then need to not attend place meetings or do we attend and make sure that items are discussed.</p> <p>Agreed that should keep attending the meetings and then the new Chief Officer will shadow and then make the decision about attending meetings in the future.</p> <p>Could invite more organisations to the open part of the LPCs meeting - Meds Optimisation from each Place and then ICB (VL).</p> <p>Need to ensure that have an LPC member attend the meetings and not just a contractor as this may lead in the future to the groups working directly with that contractor and the LPC removed from discussions.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Action: CB to contact Nick Hunter about the workforce meetings and ask if he is available to attend the planned meetings until we have a chief officer in place.</p> </div>	<p>CB</p>
<p>6</p>	<p>David Broome, CPE Regional Representative for Yorkshire & Humber David will attend all the LPC meetings to give a CPE update</p> <p><u>PQS 2023/24</u> CPE are not supporting but contractors will be doing it. LPCs can support but the support documentation is not available from CPE.</p> <p>Individual contractors need to decide if to do for income now or keep in the funding pot for services.</p> <p>LPC should remind ICS that it is not mandatory to do PQS</p> <p><u>Contraception service</u> Pharmacies need to be getting the staff trained ready for when can push the service – negotiating the £645m at the moment.</p> <p>Need to change the way pharmacy is funded - there is no new money</p> <p>Members asked whether other sectors (gp's / dentists) have the same problem with services being agreed and then NHSE do not deliver on their agreement regarding IT etc.</p> <p>CPE have not accepted PQS and Contraceptive service contracts – they have been imposed – should CPE still provide the support for contractors as they need the income to keep the pharmacy open.</p>	
<p>7</p>	<p>Community Pharmacy England updates</p> <ul style="list-style-type: none"> • <u>Pharmacy Quality Scheme update</u> Direct pharmacies to the NHSE data on website page • TAPR updates – Toolkit 4 <ul style="list-style-type: none"> ➤ Covered everything in previous shadow committee meetings and on the agenda today. 	

9	<p>NHS Contract Matters</p> <p>9.1 New contracts - Routine Nothing received</p> <p>9.2 New contracts- accepted</p> <p>9.2.1 No significant change relocation By: Superdrug Plc / T/A Superdrug Pharmacy From: 17-19 Frenchgate Shopping Centre, Doncaster, DN1 1PZ To: Unit 21 Frenchgate Shopping Centre, Doncaster, DN1 1LF Closing date: 15th July 2023</p> <p>Declarations: CA (Weldricks), RD (Boots), LM (Pickfords), JB (Rowlands)</p> <p>Moving to a smaller unit No problems with the application</p> <div data-bbox="178 840 1240 878" style="border: 1px solid black; padding: 2px;"> <p>Response: Acknowledge the contract application and wish to be kept informed.</p> </div> <p>9.2.2 Distance selling pharmacy application By: Rex Pharma Ltd At: 64 High Street, Maltby, Rotherham, S66 8LA Closing date: 21st July 2023</p> <p>Company was not incorporated until 2 days after the application – send the companies house screen shot with the contract response</p> <div data-bbox="178 1200 1240 1308" style="border: 1px solid black; padding: 2px;"> <p>Response: Ask that NHSE ensure that the applicant provides medication deliveries to the whole of England and not just locally. Also highlight that the company was only registered at companies house after the application date</p> </div> <p>9.2.3 COO and No significant change relocation From: Superdrug Plc To A&S Supply Services ltd From: 12 Howard Street, Rotherham, S60 1QU To: Unit 10 Central Business Park, Masbrough Street, Rotherham, S60 1EW Closing date: 5th August 2023</p> <div data-bbox="178 1594 1240 1666" style="border: 1px solid black; padding: 2px;"> <p>Response: Acknowledge the contract application and wish to be kept informed. Mention that the distance seems far but an easy journey</p> </div> <p>9.2.4 Distance Selling pharmacy application By: Aster Pharm Ltd At: Unit 1 Business Centre, Grange Lane, Shiregreen, Sheffield, S5 0DP Closing date: 22nd July 2023</p> <div data-bbox="178 1883 1240 1955" style="border: 1px solid black; padding: 2px;"> <p>Response: Ask that NHSE ensure that the applicant provides medication deliveries to the whole of England and not just locally.</p> </div> <p>9.3 <u>Litigation</u> Nothing received</p>	

	<p>➤ Primary Care Appeals update June 2023</p> <p>9.4 <u>Decisions</u> Listed on Attachment 9.4</p> <p>9.5 <u>Responses received.</u> Nothing received</p> <p>9.6 <u>Amendment to Pharmaceutical List (change of hours, closures, opening)</u> Listed on Attachment 9.6</p>	
10	<p>Commissioning Items below to be discussed at the September 2023 LPC meeting</p> <p><u>NHS / ICB</u></p> <ul style="list-style-type: none"> • <u>IPMO</u> • <u>SY system level APC/ APG</u> • <u>COVID Medicines Supply Service</u> <p><u>National Services</u></p> <ul style="list-style-type: none"> • Hypertension Service • National Smoking Service • National Contraception service <p>No updates</p>	
11	<p>Barnsley updates</p> <p><u>MAS</u> Reintroduced things into pharmacy first – added in fexofenadine and ?? Could push it through at SY level – this will be done by CT and the service review – also through CPCS meetings</p> <p><u>EHC</u> Were not paying contractors as did not know how to sort out payment on PharmOutcomes. TB worked with them to get the contractor bank details and now hopefully will be paying the invoices</p>	
12	<p>Doncaster updates</p> <p>➤ <u>Doncaster Place</u> Asked to provide a briefing document for services in Doncaster and what can they do</p> <ul style="list-style-type: none"> ▪ 7 day prescribing campaign <p>No changes to prescribing intervals Information for those that are attending meetings for the LPC</p> <p>Pharmacy closures are on the risk register</p>	

	<p><u>Flu planning</u></p> <ul style="list-style-type: none"> - not heard about doing any different to last year other than 50-65 year olds not being included - Suggested using the text messaging to help with those that are on vulnerable list like for hypertension service – follow this up. - Request for PCN level contact – CP forum have a plan - Asked if can look at stock levels – CT has a sub committee reviewing this. Advised to send an alternative via nhsmail so that doesn't involve patients being sent back to the gp practice and various phonecalls / messages. - Meds Man – putting together atrial fibrillation spec along with Daichi – need to bid for the money. Directed to PSNC in services database and Jo@Sheffield. Funding for 1 year. In Doncaster and Sheffield. <p>Action: Pick up with Claire Thomas – September 2023 LPC meeting</p> <p>➤ <u>PCN leads</u> Community pharmacy forum are working on PCN contact point Could a PCN pharmacist in existing networks be used for this role using there funds.</p> <p>Need a list of the PCN staff</p>	
13	<p><u>Rotherham updates</u></p> <p>➤ <u>Rotherham Place (Stuart Lakin and Govinder Bhogal)</u> <u>Rotherham Partnership Place Plan 2023 - 25 - final draft</u></p> <ul style="list-style-type: none"> - Palliative care scheme - Accurweb referrals - Digital inclusion for pharmacy <p>Chief pharmacist for Rotherham RFT is taking on Barnsley trust too</p> <p>Health and social care are moving away from MDS for patients from next month – new docs available. LPC and CCG were all against MDS but it has taken lots of meetings to persuade council colleagues to change the documents.</p>	
14	<p><u>Sheffield updates</u></p> <p>➤ <u>New Humankind Drug and Alcohol services from 1st August 2023</u></p> <p>Events to promote the service being organised for 26th July – TB to send through info and spec to AE to distribute to Sheffield pharmacies.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Action: Info for the Humankind Drug and Alcohol service event to be sent through to AE to forward to Sheffield Pharmacies.</p> </div>	TB
15	<p><u>Other Information received</u></p> <ul style="list-style-type: none"> • <u>CCA matters June 2023</u> Useful summery on provider companies and list of ththose that already exist. • <u>HEE workforce report</u> Liam Stapleton has finally had a meeting with Gill and Jane @ HEE. Going up to ?? Cossey and waiting for decision on what to use the remaining funding on 	

	<p>NHS workforce plan – review at the September 2023 meeting – some of the statements used will be picked up by ICS but not actually useful for pharmacy</p> <ul style="list-style-type: none"> • <u>CPPE newsletter ?</u> <p>Nothing received</p>										
16	<p>AOB</p> <p>16.1 <u>LPC views on PharmOutcomes for Flu (CB)</u> All Places use PharmOutcomes for the local services so would be ideal to use for Flu too.</p> <p>16.2. <u>Branded generic prescribing – how can stop this? (RM)</u> If get evidence then can use when meeting NHS. Report through the APC reporting group. Report to OMs as cost is more expensive than the drug tariff</p> <p>Hypertension case finding service from September – need to use an IT system to send through claims rather than MYS.</p> <p>16.4. Common collective vision / strategy to be discussed when get new chief officer in place.</p> <p>16.5 <u>Review the members regarding the contractor make up due to all the changes going through at the moment.</u></p> <p>If vacancy comes up then review numbers and fill the place with relevant AIM, CCA or IND.</p> <p>David Broome stated that this would have to go to a special general meeting with contractors to agree – going to check the wording in the constitution.</p>										
	<p>Date of next meeting</p> <p>All agreed that the meetings should continue to be held every other month and on the 2nd Tuesday of the month. Preferred the meetings to be face to face but option to hold Team meetings in between if needed. Venue – continue at the Mercure as easy for everyone to get., large enough room and adequate parking.</p> <p>Next meeting dates will be</p> <table border="1" data-bbox="177 1529 1241 1749"> <tr> <td>Tuesday 12th September 2023</td> <td>9.30am – 5pm</td> <td>Mercure Sheffield Parkway</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Tuesday 14th November 2023</td> <td>9.30am – 5pm</td> <td>Mercure Sheffield Parkway</td> </tr> </table> <p>Action: AE to send through calendar invites to the CPSY meetings in September and November 2023 including to Claire Thomas, Victoria Lindon and David Broome</p>	Tuesday 12 th September 2023	9.30am – 5pm	Mercure Sheffield Parkway				Tuesday 14 th November 2023	9.30am – 5pm	Mercure Sheffield Parkway	AE
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	Close										

Minutes agreed as true and accurate record of the LPC meeting held on Tuesday 4th July 2023

Signed:  Date 25/10/23
Chris Bland, Chair, Community Pharmacy South Yorkshire