

Community Pharmacy South Yorkshire Committee

Minutes of the 2nd meeting of CPSY on
 Tuesday 12th September 2023 Time: 9.30am – 5pm
 @ Mercure Sheffield Parkway, Catcliffe, Sheffield, S60 5BD

	Item	Action
1	<p>Attended:</p> <ul style="list-style-type: none"> ▪ Claire Thomas, Community Pharmacy Clinical Lead, SY ICB (CT) ▪ Ric James, IPMO Project Manager (RJ) ▪ Vicki Roberts, New Chief Officer, CPSY attending as guest (VR) <p>Apologies for absence</p> <ul style="list-style-type: none"> ▪ Raj Morjaria, LPC member ▪ Christopher Alcock, LPC member ▪ Richard Dunne, LPC member ▪ Victoria Lindon, Assistant Head of Primary Care Co-Commissioning, NHSE ▪ David Broome, CPE Regional Representative for Yorks & Humber ▪ Caroline Ashworth, ICB Pharmacy Workforce Lead <p>In the Chair: Chris Bland (CB)</p> <p><u>Members & staff:</u> Rizwan Ali (RA), Joseph Bratley (JB), Paul Mason (PM), Stephen Pollock (SP), Stella Shaw (SS), Daniel Swift (DS), Steve Taylor (ST)</p> <p><u>Minutes:</u> Alison Ellis (AE)</p> <p>Introductions given by all members and Vicki introduced herself and gave some background of previous roles including her current role in NHSE.</p> <p>The exec team explained that the meetings the LPC need to attend are being covered by the team Rotherham place covered by CB Doncaster place covered by LM Sheffield place covered by TB Barnsley place covered by TB</p>	
	<p>Agenda items</p>	
1	<p>GOVERNANCE</p> <p>1.1 <u>Acceptance of the minutes from 4th July 2023</u> Minutes were agreed as a true and accurate record of the meeting held on 4th July 2023. Proposed by Paul Mason and seconded by Joseph Bratley.</p> <p>1.2 Outstanding Actions from meeting on 4th July 2023 (not on the agenda)</p> <ul style="list-style-type: none"> ▪ <u>VirtualOutcomes and asking contractors if they would use the training packages if the LPC purchase it.</u> 	

	<p>LR is waiting for reply from VirtualOutcomes regarding price. CB suggested asking Katherine Kelly @CPWY what they pay. Currently only Sheffield that have a contract already.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Action: LR to contact Katherine Kelly @ CPWY and ask what they are paying for the VirtualOutcomes contract.</p> </div> <ul style="list-style-type: none"> ▪ <u>LR to liaise with CT around services using the details collated for the LPC website</u> <p>LR has been liaising with Claire Thomas around services in SY.</p> <ul style="list-style-type: none"> ▪ <u>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.</u> <p>These meetings will be passed onto the Vicki Roberts (VR), new Chief officer, from November 2023.</p> <ul style="list-style-type: none"> ▪ <u>Info for the Humankind Drug and Alcohol service event to be sent through to AE to forward to Sheffield Pharmacies.</u> <p>Sent via mailchimp to all contractors in Sheffield</p> <p>1.3 Governance documents for CPSY</p> <ul style="list-style-type: none"> ➤ Member and staff declarations of interest <p>All members have sent through declarations of interest and then been added to the website page.</p> <p>1.3 Governance Lead report</p> <p>Nothing to report</p> <p>1.4 Declarations of Interest for any item on the agenda</p> <p><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>	LR
2	<p>CPSY finance update</p> <ul style="list-style-type: none"> ▪ <u>Budget for CPSY 2023/24</u> <p>Set the levy at 24,000 – previously 32,000</p> <p>Pay levy on monthly basis to CPE so don't need to have as much reserves</p> <p>Have £20,000 contingency for staff and meetings</p> <p>GC, TB, SS and ST are attending the CPE finance briefing on 26.09.23 – VR asked AE to book her a place.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Action: AE to book VR a place on the CPE finance briefing</p> </div> <ul style="list-style-type: none"> ▪ <u>Finance sub committee</u> <p>Members of the sub committee are GC, SS, ST, RM Will meet prior to the next full LPC meeting</p> <ul style="list-style-type: none"> ▪ <u>Expense policy and claim form</u> <p>Used the CPE draft policy <u>Expenses</u></p>	AE

	<p>Agreed that £300 maximum expenditure without going through full committee approval. Daily allowance £300 and £150 for half day for attending meetings. Virtual meetings - £75 for 2 hours meeting (including sub committee meetings, £150 half day.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Action: AE to send through the expense policy to all members and ask them to sign and return so it can be added to the LPC website</p> </div> <p><u>Mileage claims</u> Options 1 – no claim for LPC meeting because already work in area Options 2 - Claim from normal work place of work to meeting venue</p> <p>Agreed to not charge for milage for attendance at LPC meetings</p> <p><u>Accommodation</u> Prices on the expense policy or have sentence that accommodation must be approved in advance. Agreed that will include amounts in the policy. Staff will also use this policy</p> <p>LPC meeting attendance and expense claims will be created automatically by GC and GC will send through copies of the claim forms that paid to members for their records.</p> <ul style="list-style-type: none"> ▪ <u>Project money account balances and whether actively using this funding</u> <p>Sheffield - £17,000 nursing home work and CPCS – not had finalised response to let know what else going to be used for.</p> <p>PCN leads – any current claims will be sent through for payment - need to scrutinise the claims – maybe done by forum? Asked Claire Thomas and Victoria Lindon to look at this as the responsibility has been taken away from NHSE. LR to add the claim form on the new website and let PCN leads know where to find the claim form</p>	AE
3	<p>NHS Contract Matters</p> <p><u>3.1 New contracts - Routine</u> Nothing received</p> <p><u>3.2 New contracts- accepted</u></p> <p style="margin-left: 20px;">3.2.1 Application in respect of a distance selling pharmacy By: Pill Post Ltd At: Joe Poles Industrial Estate, Claycliffe Road, Barnsley, S71 1HS Closing date was 27.08.23 – LPC response sent included in docs</p> <p><u>3.3 Litigation</u> Nothing received</p> <ul style="list-style-type: none"> ➤ Primary Care Appeals update July 2023 Nothing included <p><u>3.4 Decisions</u> Listed on Attachment 3.4</p>	

	<p>3.5 Responses received.</p> <p>3.5. 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</p> <p>3.5.2 Distance Selling pharmacy application By: Aster Pharm Ltd At: Unit 1 Business Centre, Grange Lane, Shiregreen, Sheffield, S5 0DP</p> <p>3.5.3 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</p> <p>3.5.4 Distance selling pharmacy application By: Rex Pharma Ltd At: 64 High Street, Maltby, Rotherham, S66 8LA</p> <p>3.6 <u>Amendment to Pharmaceutical List (change of hours, closures, opening)</u> Listed on Attachment 3.6</p> <p>All for information</p>	
4	<p>Claire Thomas, Community Pharmacy Clinical Lead, South Yorkshire ICB, and Ric James, IPMO Project Manager</p> <p>SS reported that she does not receive any GPCPCS in Rotherham – only NHS111 ERD – reported that stopping because waste of money</p> <div style="border: 1px solid black; padding: 5px;"> <p>Action: CB to raise ERD and if Rotherham Place are thinking of stopping using with Stuart Lakin</p> </div> <p>Hypertension Members were concerned that a compulsory section has been included on the systems consultation form for recording the pulse –CPE are looking at how they can remove this as this is not on the specification.</p> <p>Cegedim system – need to check if going into the gp records Pharmoutcomes – goes back by NHSmail for surgery to action Accurx goes directly into the patient record – PDF from PharmOutcomes does not look right when sent through</p> <p>Also problem with inputting hypertension onto MYS for August claims. NHSBSA have reported a solution that contractors could add into your next claim for September so will be paid a month late – ok if this doesn't affect cash flow too much.</p> <p>CT met with Rotherham Place – questions being raised regarding the lack of ABPM in the area.</p>	CB

Putting together an excel spreadsheet collating data re high BP checks and low ABPM being recorded – writing out to contractors to offer some support. Asked the LPC if they would support this work and agreed that CB will send through the questions to pharmacies so that it is seen as support rather than NHSE checking.

Members mentioned that need to be aware that some pharmacies have worked with the practice and have agreement that they will refer all their ABPM to the pharmacy so this may affect the data.

Need to know what the is the average number of ABPM a pharmacy should be completing.

Need to fix the perceived problem that gp practices have regarding pharmacies as this will affect the IP pathfinder work going forward.

Well are generating reports with numbers of – Katie Pickles is the contact. SS stated that Day Lewis have ensured that each of their pharmacies have received a ABPM machine.

Action: CT will send through list of pharmacies with data on bp checks and ABPM's and CB will contact and ask the questions rather than coming from NHSE.

CT

CT reported that national work is underway on something called “GP Update” which will enable national service delivery notifications to be passed directly in to the GP clinical systems.

- National Service Delivery

Not discussed

- COVID Medicines Supply Service

Double number of pharmacies delivering across SY in this phase compared to earlier in the year.

- Locum engagement

Was not discussed

- Workforce – Ric James

5 year plan for retaining staff

Meeting on 20th September - workforce group

Working on how to make comm pharmacy more attractive

- How do grow for future?
- How do make best use of staff already have?

Aware that ARRS funding has been a problem for pharmacies losing staff but nothing has been done previously to address this.

Is the ARRS changing – is there a way can have some input into how is used?

200 clinical pharmacists in SY

Varies but a lot are doing more admin role in practice because it is a better than being on the front line in a community pharmacy but this is not the clinical role they were promised.

Why is this not being scrutinised?? What are these Pharmacists doing ?

Ric will ask the questions that have been raised at the meeting today within the workforce discussions.

Asking CPSY to be engaged with the workforce plan

- IP Pathfinder

SY has been allocated 10 sites

Minimum of 2 sessions per week up to 6 per week

EOI just launched this week and sent out to all pharmacies

Deadline 1st October 2023

CB advised CT that if she had not had enough replies by 22.09.23 then send through to LR and the LPC will send out via newsletter.

If there are any questions sent through by contractors then forward to CT.

4 pathfinder areas are

1. Hypertension management
2. Lipid optimisation
2. Minor illness prescribing – set list of conditions
3. Contraception – proposing sites to sign up to the national service using IP's to prescribe rather than using the PGD.

Training – backfill available – this would be taken from set up costs funding but will also look at any other funding pots that are available and put together bids.

Deadline is 30th November for sites to be ready to go live with at least one clinical model

Stand alone EPS system - doesn't link to any system – need to emphasise that this is not ideal but only way that the pathfinder can work and will be

- Testing the clinical models in CP
- GP connect will be being set up and ready for 30th November 2023

Post meeting note: GP connect launch delayed

Eclipse – CT has been approached by them

Funding

£1500 set up costs – including SOP development, additional training needed for hypertension module.

National and regional webinar dates – CT will send these through to LR and AE for advertising

Action: CT will send through the details for the national and regional webinar dates to LR and AE for inclusion on LPC newsletter

CT

Project management

Some of the funding is for Project management support - draft job description has been created.

ICS are not allowed to recruit currently - CT asked CPSY if they would be willing to advertise, recruit for this role and take on the payment of salary. The funding that will be transferred across to CPSY would be salary for project manager and agreed management fee of £2000.

Also included in the MOU is an agreement that any underspend will be used for community pharmacy

Members and finance sub-group agreed that as long as CPSY have an MOU in place with SY ICB stating who is liable and responsible then would be fine to take on this role.

Post meeting note: recruitment ban at ICB now lifted and so currently progressing recruitment through ICB

National service spec will be available and there is an operational group in place

Members were asked to email AE any issues / queries for the IP Pathfinder by Friday 15th September and will forward to CT

- Review of Locally Commissioned Services for Community Pharmacy

LR and CT are working on collating information on what services are being provided by which pharmacies

- Primary Care Access recovery plan - Digital update

Not discussed

- CPCS Steering Group update

ST reported that referrals are sporadic – it depends which receptionist is working

Mainly signposting rather than referring

Key target – if doing less than 20 a month then support practices to increase activity

Engagement in Doncaster – identifying pharmacies in each PCN

- Smoking Cessation Service

SY have Quit Program and also the national smoking service - all live and ready for when trusts have signed up.

All SY Trusts went live in July – trust colleagues have been ringing pharmacies to check if they are still providing the smoking cessation service - been so long since signed up that staff have forgotten the service or changed staff.

Send out info to pharmacies via newsletter – CT will send info through to LR

- DMS

CT will be sending through comms to go out to pharmacies.

LM attends meeting in Doncaster – numbers are really good – 800 referrals but 700 not completed – patient not attending within 72 hours is the main reason but still should do the 2nd part of the referral.

Some pharmacies don't complete on PharmOutcomes but they are actually doing both parts of the service.

Training will be SY for technicians – trying to get them to lead the service. LM asked if this could be extended to include pharmacists

5	<p>Communications update</p> <p>Website Review the draft pages and presentation – discuss the items that wish to be included on the website and those that can be removed.</p> <p>PCNs Do CPSY hold the information or CP forum?</p> <p>Agreed that should have the same list as Barnsley for the Doncaster, Rotherham and Sheffield pages. Need to update the info on the page</p> <p>Agreed to not have the detail on the website – put info@cpsy.org.uk and ask to send through info.</p> <p>Claim forms to be held on the LPC website but will be sent through to the CP forum for payment.</p> <p>TB to ask Victoria Lindon at the November LPC meeting what is happening around PCNS and if the forum can take on the management of these.</p> <p>New website is being advertised via newsletter now it has been set up correctly by CPE / Make.</p> <p>Newsletter</p> <p><u>Sharing info from other organisations</u> As long as saying that has been sent on behalf of the organisation then fine to send through via newsletter and website.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Action: TB to ask Victoria Lindon at the November LPC meeting what is happening around PCNS and if the CP forum can take on the management of these.</p> </div>	TB
6	<p>Community Pharmacy England updates</p> <ul style="list-style-type: none"> • PSNC events <ul style="list-style-type: none"> ➢ Conference – 12th October 2023 (CB, LM, ST and RM and VR) ➢ New member days - there will be more dates added • PSNC newsletters received (link to CPE website) - Newsletter archive - Community Pharmacy England (cpe.org.uk) <p>For information</p>	
7	<p>AGM Minutes are separate</p>	
8	<p>Vicki Roberts – CPSY Chief Officer from 30th October 2023</p> <ul style="list-style-type: none"> ▪ Introduction and vision <p>Vicki ran through her vision for the work to be completed over the first 100 days as Chief Officer.</p>	

	<p>1st week will be spent getting up to date with all the documents, emails for the chief officer. CPSY have already purchased a laptop and phone and asked AE to organise a Microsoft office business licence and create email address.</p> <p>Meeting with chair, past chief officers of the individual LPCs, exec and committee members over first couple of weeks. Vicki will set up as many meeting dates prior to starting as she can.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Action: AE to purchase and set up Microsoft business licence and create email for CO asap so VR can get set up and ready for starting on 30th October 2023.</p> </div>	<p>AE</p>
<p>9</p>	<p>Commissioning</p> <p><u>NHS / ICB</u></p> <ul style="list-style-type: none"> • Community Pharmacy Forum <ul style="list-style-type: none"> ➢ next meeting ?? ➢ <u>Community Pharmacy Forum work plan</u> <p>Set up like LPN but only pharmacy CT and VL sit on the Forum LPC have an observer place on the forum.</p> <p>Reviewed the forum work plan</p> <p>Steering group to review local services – can it be done across SY, why is it commissioned and by who? Forum and LPC included on the group</p> <p>Propose yearly training for whole SY for services – event that covers the key points for each service.</p> <p>TB to send through the forum work plan to members after the meeting.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Action: TB to send through the forum work plan to members after the meeting.</p> </div> <ul style="list-style-type: none"> • <u>Primary Care Strategy draft</u> Nothing to report • <u>IPMO</u> CB attends these meeting • <u>SY Primary Care workforce meeting (TB)</u> Nothing to report • <u>SY system level APC/ APG</u> Now known as IMOC (Integrated medicines optimisation committee) TB attends the meetings • <u>CPCS Steering Group meeting</u> Already discussed previously in the meeting <p><u>National Services</u></p> <ul style="list-style-type: none"> • <u>Hypertension Service – IT platform from 1st Sept</u> 	<p>TB</p>

	<ul style="list-style-type: none"> • National Smoking Service • National Contraception service <p>Level 2 – advised to complete the CPPE training modules first</p>	
10	<p>Barnsley updates</p> <p>Increased DMS</p>	
11	<p>Doncaster updates</p> <ul style="list-style-type: none"> ▪ <u>Patient Participation Group and Healthwatch</u> <p>Suggested organising a virtual meeting with VL (ICB), CT (ICB), LPC, TB (CP Forum) – Nov / Dec 2023</p> <p><u>DMS</u> Looking for a technician who can speak to others about DMS and how it works</p> <p><u>Flu steering group</u> Covid Concern re 119 – Accubook is said to be used but not set up yet and goes live on 18.09.</p> <p>Co-administration fee is until end October 2023</p> <p>Steering group moving to closed group and take turns to focus on dental, optometry and pharmacy.</p> <p>Clinical reference merging with steering group</p> <p><u>Opioid support</u> Opioid discharge through DMS across SY</p>	
12	<p>Rotherham updates</p> <p><u>MDS</u></p> <p>Rotherham are not promoting the use of dosettes when discharged from hospital and now should be reviewing those that are already on and check if needed.</p>	
13	<p>Sheffield updates</p> <p>Project on support around medications for people with disabilities Cofounded role between Sheffield place and Sheffield hospital??</p>	
14	<p>Other Information received</p> <ul style="list-style-type: none"> ▪ <u>CCA matters July 2023</u> Nothing that needs to be raised ▪ <u>LPC insurance</u> Professional indemnity – done and have through CPE ▪ <u>Employee liability</u> TB to organise for when VR starts at end October 2023 <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Action: TB to organise employee liability insurance for when VR starts – only employee.</p> </div> <ul style="list-style-type: none"> ▪ <u>Directors and officers insurance - £500</u> 	TB

	<p>TB organised through CPE and received the documents. Invoice for £500 has been received and paid.</p> <p style="text-align: center;"><u>Provider company</u></p> <p>Looked at briefing and do not need at this moment</p>	
15	<p>AOB</p> <ul style="list-style-type: none"> ▪ <u>Sponsorship</u> RM has been contacted by pharma company and asked if the LPC meetings should include a sponsorship slot to help with costs. Members agreed that should leave this at the moment as sometimes it is not anything that is of interest to pharmacies and really should be directed to APG. Maybe would be more suited to larger events with contractors ▪ <u>10 days ordering campaign</u> Members asked if there was any update on campaign re patient ordering 10 days before due to run out. Nothing further to report. PPG / Healthwatch would like to have some input into patient facing comms that will be going out. ▪ <u>Expenses</u> Use the new expense form for this months meeting – this will be sent to all members and added to the LPC website. <p>Accounts for April to June 2023 (Quarter 1) – members agreed to send to accountant for checking and sign off.</p> <p>LM and TB should have received info and card readers from Lloyds Bank – not received anything yet.</p>	
16	<p>Date of next meeting</p> <ul style="list-style-type: none"> ➤ 14TH November 2023 ➤ Future meetings for 2024 <p>Members agreed that 3rd Tuesday of the month is still the best time - 16th January and 19th March 2024. Sent out meeting invites to all members and also send to David Broome, Regional Rep, Victoria Lindon, Primary Care, ICS and Claire Thomas, Community Pharmacy Clinical Lead.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Action: AE to send out meeting invites for Nov, Jan and March to all members and guests</p> </div>	AE
	Close	

Minutes agreed as true and accurate record of the LPC meeting held on Tuesday 12th September 2023

Signed: _____ Date 4/11/23
Chris Bland, Chair, Community Pharmacy South Yorkshire

