

## Community Pharmacy South Yorkshire Committee

Minutes of CPSY meeting held on Tuesday 19<sup>th</sup> March 2024. Time: 9am – 5pm

@ Mercure Sheffield Parkway, Catcliffe, Sheffield, S60 5BD

	Item	Action
	<p><b>WELCOME TO THE MEETING</b></p> <p><b>Attended:</b></p> <ul style="list-style-type: none"> <li>▪ David Broome, CPE Regional Representative for Yorks &amp; Humber</li> <li>▪ Lynette Roberts, Captivating Training Solutions</li> </ul> <p><b>Apologies for absence:</b></p> <ul style="list-style-type: none"> <li>▪ Stephen Pollock</li> </ul> <p><b>Observer:</b></p> <ul style="list-style-type: none"> <li>• Richard Hackett – committee member from 01.04.24</li> </ul> <p><b>Members:</b> Christopher Alcock (CA), Rizwan Ali (RA), Joseph Bratley (JB), Richard Dunne (RD), Paul Mason (PM), Raj Morjaria (RM), Stella Shaw (SS), Daniel Swift (DS), Steve Taylor (ST)</p> <p><b>Operations team:</b> Vicki Roberts (VR) – Chief Officer, Chris Bland (CB) – Chair, Tom Bisset (TB) – Office Manager, Greg Campbell (GC) – Treasurer, Laura Richardson (LR) – Services and Engagement Lead</p> <p>CB Welcomed PM as new vice chair.</p>	
	<p><b>Objectives for committee members</b></p> <p><b>Discuss and make decisions on</b></p> <ul style="list-style-type: none"> <li>▪ Expense policy</li> <li>▪ Reimbursement process</li> </ul>	
1	<p><b>GOVERNANCE</b></p> <p><b>1.1 Acceptance of the minutes from 16<sup>th</sup> January 2024</b> The minutes of the meeting on 16th January 2024 were proposed as a true record of the meeting by RD and seconded by DS</p> <p><b>1.2 Action log</b></p> <p><b>Outstanding actions</b></p> <ul style="list-style-type: none"> <li>• Employee liability insurance- Resolved</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Barnsley EHC</b> – In progress</li> <li>• <b>Solutions4health contract – Doncaster</b> – In progress</li> <li>• <b>Head office contact list</b> – in progress (AE)</li> <li>• <b>CPE governance documents - James Wood offered to attend LPC meeting</b> – Attendance at a future meeting to be confirmed</li> <li>• <b>We are with you - Substance Misuse payments</b> – Resolved</li> <li>• <b>Doncaster 2023 accounts</b> – Resolved</li> <li>• <b>Pharmacy First - practice email address information in PharmOutcomes.</b>– In progress</li> </ul> <p style="color: red;"><b>Action – VR/TB to escalate to Katie Dawson</b>  <b>Action - VR/TB to write to LMC and ICB to highlight issue. Letter template to be shared with contractors to send to individual practices.</b></p> <p><b>1.3 Governance documents for CPSY</b>  Members were asked to note the contents of the LPC Code of Conduct and inform the Chair of any changes to their Declaration of Interests. - No changes noted.</p> <p><b>1.4 Governance Lead report (ST)</b>  Nothing to report.  PM to take position of Governance Lead following ST resignation from CPSY.</p> <p><b>1.5 CPE Governance Review update – discussing in the afternoon session</b></p> <p><b>1.6 Declarations of Interest for any item on the agenda</b>  <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>	
	<p><b>Agenda items</b></p>	
2	<p><b>NHS Contract Matters</b></p> <p><b>2.1 New contracts – Routine</b>  No new contracts received</p> <p><b>2.2 New contracts- accepted</b></p> <p>2.2.1 Application for no significant relocation  By: H I Weldrick T/A Weldricks Pharmacy  From: 8 Everingham Road, Doncaster, DN4 6JG  To: Cantley Lodge, Acacia Road, Cantley, Doncaster, DN4 6NR  <b>Closing date: 9<sup>th</sup> March 2024</b></p> <p>Response sent prior to meeting – Application deemed acceptable for approval without reservation</p> <p>Beginning May 1st, 2024, the Governance and Regulatory sub-committee will undertake the review of contract applications outside of the scheduled meetings. PM to chair sub-committee meeting and provide general updates on these matters during future CPSY meetings.  Sub-committee to consist of</p> <ul style="list-style-type: none"> <li>• PM – Governance Lead and Aimp representative</li> <li>• RD – CCA representative</li> <li>• RA – Ind representative</li> <li>• VR &amp; CB to attend as advisors</li> </ul>	



3	<p><b>Place updates</b></p> <ul style="list-style-type: none"> <li>▪ <b>Barnsley</b>  <b>Human Kind Contracts:</b> Human Kind is exploring new contracts with no reported issues. There is potential consideration for introducing naloxone.  <b>Pharmacy First:</b> MMT is developing a resource to share with practices, led by Christian Taylor. Once finalized, the document will be shared.</li> <li>▪ <b>Doncaster</b>  <b>Aspire:</b> discussions re 2024/25 contracts have begun but at an early stage while lead provider resolve internal matters  <b>LMC:</b> VR is collaborating with Dean Eggitt and Charlotte McMurray to organize a series of relationship-building events between pharmacies and GP practices focused on Pharmacy First. Charlotte has secured some Pharma funding for this initiative.</li> <li>▪ <b>Rotherham</b>  <b>Emergency Hormonal Contraception (EHC):</b> Trust has reached out regarding EHC and will attend the May meeting to discuss. VR raised concerns about fees. The finance team will discuss. It was noted that pharmacies are withdrawing from providing the service.  <b>AccuRx Pilot:</b> An AccuRx pilot for reporting out-of-stock items is now live, with no prior consultation with LPC/ICB/Pharmacy Forum. VR, TB, and LR attended the meeting to launch to Rotherham contractors. There is an issue with the AccuMail template indicating that contractors will return the entire prescription to Spine, posing a governance issue for practices. TB has written to Rotherham Place on behalf of the Pharmacy Forum to suggest changing this to 'ND item' instead of returning it to Spine. <b>TB will share the letter and response. VR will write a letter on behalf of the LPC.</b>  ICB has commissioned AccuRx for another 12 months.  <b>Antibiotics Issue:</b> SS highlighted an issue for noting with under prescribing of antibiotics.</li> <li>▪ <b>Sheffield</b>  <b>Human Kind:</b> Human kind is launching take-home naloxone and on-site naloxone services.  <b>Sexual Health Services:</b> VR will meet with the sexual health commissioner to discuss options for community pharmacy involvement.</li> </ul>	
4	<p><b>Chief Officer and Chair updates</b></p> <ul style="list-style-type: none"> <li>▪ <b>Chair</b></li> <li>▪ Conducted VR review 3/6/12 month plans discussed.</li> <li>▪ TB will continue in his role for the next six months, while new staff settle in.</li> <li>▪ <b>Chief Officer</b>  <b>Recruitment:</b></li> <li>▪ LR's role will commence on April 6th, consisting of 20 hours for CPSY and 8 hours for PF for 12 months, followed by a review.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ ZR will start as the Business Support Officer on April 22nd.</li> </ul> <p><b>Finance Day:</b></p> <ul style="list-style-type: none"> <li>▪ An action plan has been produced and is currently in progress. ZR will be involved in administration and bookkeeping.</li> <li>▪ Doncaster accounts for 2022/2023 were not assured by accountants before being circulated to contractors and have now been signed off.</li> </ul> <p><b>Risk Registers:</b></p> <ul style="list-style-type: none"> <li>▪ Drafts of risk registers have been prepared. VR will coordinate with PM to finalize them and then share them with the committee.</li> </ul> <p><b>L2 Apprenticeships:</b> Caroline is interested in understanding the low intake of L2 apprenticeships. Boots conducts in-house training, so there might be limited external vacancies. L2 apprenticeships may not be financially viable, whereas L3 might be more feasible.</p>	
5	<p><b>CPSY finance update</b></p> <ul style="list-style-type: none"> <li>▪ <b>Accounts January / February 2024</b> There were no queries with regards to the shared report.</li> <li>▪ <b>Final accounts for 2023 – Barnsley, Rotherham and Sheffield</b> There were no queries with regards to the shared report.</li> <li>▪ <b>Finance sub committee</b> <ul style="list-style-type: none"> <li>➢ <b>Budget for CPSY 2024/25</b> - To be finalised for May meeting.</li> <li>➢ <b>Doncaster accounts for 2023</b> - update given.</li> <li>➢ <b>Risk register</b> <ul style="list-style-type: none"> <li>- <b>Expense policy</b> Minor amendments have been made as follows: <ul style="list-style-type: none"> <li>- The threshold requiring committee approval has been raised from £300 to £500.</li> <li>- The sessional rate now encompasses both full-day and half-day sessions.</li> <li>- Evening meetings are now categorized as a quarter session.</li> <li>- 4.1a Clarification provided regarding travel expenses: They are not included within the LPC area but can be claimed outside of it.</li> <li>- CA requested reference to be added on future payments.</li> </ul> </li> </ul> <p>Majority voted in favour of the above changes.</p> </li> <li>- <b>Remuneration</b> Regarding the remuneration of LPC members, two options were discussed: <ul style="list-style-type: none"> <li>- Remuneration to employers.</li> <li>- Payment via CPSY PAYE.</li> <li>- It was agreed that <b>VR would seek clarification from CPE on employer liability and also from HR insurance policy Clyde and Co.</b></li> <li>- It was noted that if option 2 is chosen, individuals would not be considered employees. All members were in agreement on this point.</li> <li>- The committee expressed unanimous support for the proposed changes to remuneration.</li> </ul> </li> </ul> </li> </ul> <p>GC requested that members submit any outstanding claims by 27<sup>th</sup> March to ensure they are accounted for by the year-end.</p>	

	<b>Action - GC to conduct a formal handover with SP</b>	
6	<b>Communications update</b> <ul style="list-style-type: none"> <li><b>Website and newsletter update (LR)</b> LR provided an explanation regarding the need to upgrade the Mailchimp account. It was noted that Zoe Richardson, the new Business Support Officer, will be taking over responsibilities for managing the website and newsletters in the future</li> </ul>	
<b>COFFEE BREAK</b>		
7	<b>CPE update - David Broome</b> <ul style="list-style-type: none"> <li>DB gave some background to the recent IT multifactor authentication (MFA) issue, acknowledging that contractors are continuing to experience ongoing workload and stress related to Pharmacy First and its claim processes. DB noted that CPE are actively working to mitigate any negative impacts on contractors resulting from system issues concerning Pharmacy First targets. Discussions were held regarding consultations that do not meet the gateway criteria and whether monitoring will be implemented. It was suggested that formal referrals capture soft referrals that don't meet criteria. It was also noted that recording soft referrals that don't meet criteria is essential for maintaining good clinical governance.</li> </ul> <p>DB and members discussed Price concessions. Members discussed the Cat M clawback, expressing concerns over the fairness of its application to contractors. DB acknowledged that the clawback is contractually correct.</p>	
8	<b>Pharmacy First</b> <ul style="list-style-type: none"> <li><b>ENT training held on 10th March 2024</b> Feedback from the event held on 10th March. CPPE in process of advertising additional training for newly trained pharmacists in April. Dates to be confirmed.</li> <li><b>Pharmacy First Steering Group meeting</b> LR informed the group that a review of membership would be conducted, and the terms of reference would be updated accordingly.</li> <li><b>Drop in clinics</b> The drop-in clinics were successful, with attendance from a mix of practices and pharmacies. While no further drop-in clinics are currently planned, there is potential to organise some when the IT developments occur.</li> </ul>	
9	<b>Commissioning</b> <b>Local</b> <b>NHS / ICB</b> <ul style="list-style-type: none"> <li><b>Community Pharmacy Forum</b> Feedback from the meeting held 13th March 2024 Positive feedback from RA, SS, DS on the Pharmacy Access event. Noted the next meeting was 8th May 2024 - (2nd Wednesday of odd months)</li> <li><b>IPMO</b> Members were informed that the MDS position statement has now been published. <b>Action - LR to update website.</b> Members were informed that a pre-assessment document is scheduled for ratification at the next Task and Finish Group meeting.</li> <li><b>SY Primary Care workforce meeting</b> It was highlighted that the community pharmacy sector is significantly underrepresented in the four workstreams. VR and CB now have standing invitations to ensure representation at future meetings. VR inquired if any members were interested in participating in any of the workstreams. RM volunteered.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ <b>SY system level IMOC</b> No updates to report.</li> </ul> <p><b>National updates</b></p> <p>Nothing to report</p>	
10	<p><b>Community Pharmacy England updates</b></p> <ul style="list-style-type: none"> <li>▪ <b>PSNC events</b> The LPC conference scheduled for November 7th, 2024, will be deferred to the next agenda for further discussion.</li> <li>▪ <b>PSNC newsletters received (link to CPE website) - <a href="#">Newsletter archive - Community Pharmacy England (cpe.org.uk)</a></b> Nothing to report.</li> </ul>	
11	<p><b>Other Information received</b></p> <ul style="list-style-type: none"> <li>▪ <b>CCA matters January / February 2024</b></li> <li>▪ <b>CCA questions</b> These have already been completed.</li> </ul>	
12	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>LCS Review</b> <b>Palliative care:</b> review is in progress, with specifications being written. Fees are to be agreed upon. VR will share documents with PM &amp; CA for feedback. <b>Bank Holidays:</b> review of bank holidays in progress. <b>Minor Ailments:</b> Next on the agenda.</li> <li>• <b>Substance Misuse</b> RM requested that uplift be included in future discussions, as other areas have seen it. <b>MP Pharmacy Visits</b> Dame Rosie Winterton requested a visit to a central Doncaster pharmacy. VR asked if any contractors would be willing to host a visit. Sarah Champion requested to visit a Rotherham Pharmacy: RD offered to meet. Stephanie Peacock requested a visit to a Barnsley Pharmacy – visit arranged to Lo’s Pharmacy, Worsborough</li> <li>• <b>Oriel Update:</b> Oriel has closed with 5000 applicants. A decision on a DPP must be made by May, with the date to be confirmed. RD suggested this deadline be communicated with contractors once confirmed.</li> </ul>	
13	<p><b>Review Objectives and decisions</b></p> <p>Objectives were reviewed and all were met. Required decision on expense policy made; further clarity required on reimbursement process</p>	
	<p><b>Date of future meetings</b></p> <p>Wednesday 22<sup>nd</sup> May 2024 9am – 5pm @ Mercure Catcliffe Wednesday 24<sup>th</sup> July 2024 9am – 5pm @ Mercure Catcliffe Wednesday 25<sup>th</sup> September 2024 9am – 5pm @ Mercure Catcliffe Wednesday 27<sup>th</sup> November 2024 9am – 5pm @ Mercure Catcliffe</p>	

	<b>LUNCH</b>	
14	<b>CPSY committee team development and strategy session</b>	
15	<b>Review Objectives and decisions</b> <ul style="list-style-type: none"><li>▪ <b>CPE Governance Review update – discussing in the afternoon session</b></li></ul>	
	<b>Close</b>	

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long diagonal stroke extending from the top right towards the bottom left.